

Health and Safety Manual

Club name: New Plymouth Contract Bridge Club

Effective date: 12 August 2026

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President: Roy Weaver

Health and Safety Officer: Pam Livingston

1. Purpose and Scope

The purpose of this manual is to help the club provide a safe, healthy and welcoming environment for everyone involved in club activities, including weekly play, lessons, tournaments, social events, committee work and groups hiring the club rooms

This manual applies to club members, committee members, volunteers, directors, teachers, visitors, contractors and anyone else attending or supporting an activity at the club .

2. Legal Context in New Zealand

The club will take reasonably practicable steps to protect people from harm. Health and safety obligations that pertain to a volunteer association are applicable because the club does not currently employ staff. If this changes, the club should review its status and seek advice if unsure.

Key guidance sources include WorkSafe New Zealand guidance on volunteers, first aid, events and the Health and Safety at Work Act 2015, Sport New Zealand club health and safety resources, and New Zealand Bridge health and safety materials.

3. Health and Safety Policy Statement

The club is committed to providing a safe and healthy environment for all people who attend, volunteer, work at, or visit the club. The club will identify hazards, assess risks, apply practical controls, encourage reporting of concerns, and review its arrangements regularly.

Health and safety is everyone's responsibility. All people at the club are expected to take reasonable care for their own safety and to ensure that their actions or inactions do not put others at risk.

4. Roles and Responsibilities

4.1 Committee

- Approve and review this manual and related procedures.
- Ensure health and safety is a standing agenda item at committee meetings.
- Provide resources for first aid, emergency readiness, hazard controls and training where needed.
- Ensure serious risks, incidents and near misses are followed up promptly.

4.2 Health and Safety Officer

- Maintain the hazard and risk register, incident register and first aid information.
- Coordinate venue safety checks and follow up corrective actions.
- Report health and safety matters to the committee.
- Support event organisers, directors and volunteers with safety planning.

4.3 Directors, Teachers and Event Organisers

- Check that the playing area is safe before sessions begin.
- Give safety instructions where relevant, including emergency exits and assembly areas.
- Respond promptly to hazards, incidents, illness or disruptive behaviour.
- Record incidents, near misses and hazards.

4.4 Members, Visitors and Volunteers

- Follow club safety instructions and venue rules.
- Report hazards, incidents, near misses, illness or unsafe behaviour.
- Use equipment safely and avoid obstructing walkways, exits or access routes.
- Treat others respectfully and help maintain a safe and inclusive environment.

5. Emergency Procedures

In an emergency, phone 111. Give the club name, address, nearest entrance, nature of the emergency, number of people affected and any hazards present.

AED: An automated external defibrillator (AED) is located on the outside of the building and can be accessed by using a PIN supplied by the 111 operator and should be accessed immediately if someone is unresponsive or not breathing normally .

Fire and evacuation plan: Emergency procedures, evacuation routes, assembly area details and assigned responsibilities are set out in the club's *Fire and Evacuation Plan 2026*.

Earthquake: Drop, cover and hold. After shaking stops, check for injuries and hazards, then evacuate if the building appears unsafe.

Severe weather or civil defence emergency: Follow official advice, keep people informed, and consider postponing or cancelling club activities.

6. Hazard and Risk Management

The club will identify hazards before and during activities, assess the level of risk, apply controls, and review controls to ensure they remain effective. Hazards may be reported verbally to the director or Health and Safety Officer, or recorded in the hazard register.

Where possible, eliminate hazards. If elimination is not reasonably practicable, minimise the risk through safer layout, clearer instructions, maintenance, supervision, training, signage, first aid arrangements and emergency planning.

7. Incident, Accident and Near-Miss Reporting

All incidents, injuries, near misses and significant hazards must be reported to the director, event organiser or Health and Safety Officer as soon as practicable. The club will record what happened, immediate actions taken, whether medical help was required, and what will be done to prevent recurrence.

Serious injuries, illnesses or notifiable events must be escalated immediately to the committee. If required, the club will notify WorkSafe New Zealand and preserve the incident site so far as it is safe to do so.

8. First Aid and Medical Events

- The first aid kit is located in the corridor between the two playing rooms
- The first aid kit must be checked and restocked once per month.
- Emergency contacts and medical information should only be collected where appropriate and handled confidentially.
- For chest pain, breathing difficulty, suspected stroke, serious fall, loss of consciousness, severe allergic reaction, major bleeding or any other serious concern, call 111 immediately.
- After any significant first aid response, complete an incident report.

9. Venue Safety Checklist

At least once per month, the Health and Safety Officer or nominated volunteer will check that:

- Entrances, exits and walkways are clear.
- Tables and chairs are stable and arranged safely.
- Lighting, heating, cooling and ventilation are suitable.
- Floors are dry and free from obvious trip hazards.
- Electrical cords and equipment are safe and not obstructing walkways.
- Kitchen and refreshment areas are clean and safe.
- The first aid kit and emergency information are accessible.
- Emergency exits, alarms and assembly area information are known.

10. Tournaments, Lessons and Special Events

For tournaments, lessons, open days and other larger activities, the organiser should complete a simple event safety plan covering expected attendance, room layout, emergency roles, first aid arrangements, food and drink, access needs, parking, contractor arrangements and cancellation criteria.

11. Member Wellbeing and Respectful Conduct

The club aims to provide a safe, inclusive and respectful environment. Bullying, harassment, intimidation, discrimination, aggressive conduct and behaviour that compromises safety should be addressed promptly under the club's *Code of Conduct*.

Directors and committee members should be alert to signs of distress, confusion, fatigue, overheating, illness or unsafe behaviour, particularly during long sessions or tournaments.

12. Accessibility and Inclusion

The club will take reasonable steps to support safe participation for people with mobility, hearing, vision, cognitive or health needs. This may include accessible seating, clear walkways, assistance during evacuation, suitable lighting, clear announcements and advance communication with members or visitors who request support.

13. Training, Induction and Communication

- New committee members, directors, teachers and regular volunteers be briefed on this manual.
- Emergency information should be displayed clearly at the venue.
- Members should be reminded how to report hazards and incidents.
- Safety matters should be communicated through notices, emails, announcements or the club website as appropriate.

14. Contractors and Shared Duties

Where contractors or venue providers are involved, the club will communicate about shared risks and agree who is responsible for managing them. Examples include building maintenance, electrical work, cleaning, catering, security, equipment hire and venue management.

15. Records and Confidentiality

The club will keep health and safety records securely, including hazard reports, incident reports, first aid checks, event safety plans and review notes. Personal or medical information must be handled sensitively and shared only with people who need it for safety, emergency response or lawful administration.

16. Review and Continuous Improvement

This manual will be reviewed at least annually, and sooner after a significant incident, venue change, legal change, tournament issue, or committee decision. The Health and Safety Officer will recommend improvements to the committee.