



Health and Safety Policy for Members and Volunteers		Approval Date:	
		Review Date:	
		Version No:	
President:	Sign:	Name	
Vice-President:	Sign:	Name	

PURPOSE

To provide a safe and healthy sporting club environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

POLICY

The Ranelagh Club is committed to keeping all people associated with the Club, safe and to managing any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

Health and Safety Policy Statements

General Safety

- The Club will adhere to all safety related directives from the Committee
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting
- The Club will only use accredited coaches and Working With Children Checks are compulsory for all volunteers who are likely to have unsupervised contact with minors
- The Club aims to have first aid equipment and adequately trained volunteers available for competition and training
- In the case of an accident occurring where there are no trained personnel present, club representatives will act on the side of caution and will seek medical assistance, or ambulance support
- Club coaches will ensure that players utilise personal safety equipment and that general playing equipment is well maintained
- Club officials will inspect playing surfaces to determine safety prior to play including the removal of any temporary hazards
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to inform risk management strategies required
- The Ranelagh Club promotes fair play in accordance with the rules of the sport and adheres to the state government's Victorian Code of Conduct for Community Sport 2010



Smoking

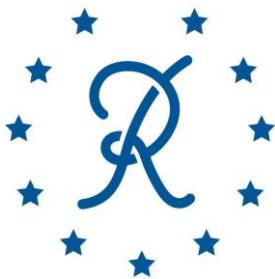
- The Ranelagh Club is a smoke-free organisation and does not permit smoking in or around the clubhouse facilities, courts or fields, in eye-shot of junior players, or in vehicles used to transport players. The following guidelines are from the <https://www.health.vic.gov.au/tobacco-reform/outdoor-dining-smoke-free-and-vape-free>
- From 1st Aug 2017, following changes to the Tobacco Act, smoking/vaping is banned in outdoor areas at hospitality and food venues used for eating food. This includes footpath dining areas, courtyards and beer gardens during times food is being eaten, or is available to be eaten.
- A smoking venue will be located in an area well away from any area where food is being served. This includes the area in which the Rambler is situated.

Alcohol Consumption

- The Ranelagh Club will regulate and promote responsible consumption of alcohol at the Club by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar
- Under the provisions of the Club License, alcohol may only be purchased under the control of the General Committee. Alcohol purchased from the club may be consumed by members within the boundaries of the Club premises or off the premises. Non-members may not purchase alcohol and consume it off the premises. Members are responsible for the actions of their guests whilst on the premises.
- The following strategy will be followed if anyone breaches the Ranelagh Club's alcohol and substance abuse policy.
- A staff member or club representative will approach the person breaching the policy and politely remind them about the Club alcohol and substance abuse policy. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them and hand over a formally written letter. The offending patron must also be made aware that if they persist then they will be required to leave the club's facility. The letter will outline the Ranelagh Club policy on alcohol and substance abuse and state that if the patron continues to breach the policy then he/she will be asked to leave. The Club's Board of Directors will sign the letter. This letter will be pre-written and kept both behind the bar and in the Club Manager's office so that copies are readily available. If the offence does continue, then the patron will be escorted out of the facility by staff and/or a senior club representative. The Club representative should attempt to prevent the employee or patron from driving a vehicle in an intoxicated state and offer to call a hire car.

Sun Protection

- The Ranelagh Club encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.



Equal Opportunities and Discrimination

- The Ranelagh Club is committed to provide an environment which is safe for all members and staff. It is the responsibility of the Board of Directors to ensure that all complaints are treated confidentially, seriously and sympathetically. The 'Protected Attributes' in Victoria includes age, disability/impairment, lawful sexual activity, gender identity, marital status, physical features, political belief or activity, pregnancy/breastfeeding, race, religious belief or activity, sex, status as a parent or carer, personal association with someone of the above attributes, and irrelevant criminal conviction

The Ranelagh Club Commitment to Support Member Safety

- The Ranelagh Club Board and committee members reviews all policy statements prior to the commencement of the season and amends and develops where necessary
- The Ranelagh Club Board communicates policy contents to members through newsletter, email or Registration Forms encouraging everyone to take a role in accident prevention
- Collection of emergency contact details from members occurs at Registration. Team data bases will be provided to a chosen official for each team e.g., Coach, Team Manager
- Development of a record of first aid representatives willing to support the Club and the team with which they are associated
- Check maintenance dates on fire extinguishers and inform relevant authority if required
- Ensure Responsible Serving of Alcohol Training and Food Safety Training to all Kitchen and Bar staff prior to the commencement of their employment
- Replenish first aid kits prior to season commencement and replace any items out of date
- Determine who accidents and incidents should be reported to for the season, communicate the procedures and provide reporting forms to team officials
- Safety briefing to be conducted at the commencement of the season for all Committee members, coaches, first aid representatives, team managers etc. Include information on how to report accidents / incidents
- Emergency procedure checklist to be posted around clubhouse
- Check Coaching Accreditation and Working with Children Check status of all coaches prior to the season commencement
- Maintain the accident register

Compliance

- All club members, staff, volunteers and visitors including tradespersons and contractors must agree to abide by these general Health and Safety as set out in The Ranelagh Club constitution ([insert link](#)) and Bye Laws ([insert link](#))



- All club members, volunteers and visitors are bound by the following legislation
 - Equal Opportunity Act 2010
 - Tobacco Act 1987 (amended 2017)

Club Policies (insert link for all applicable)

- All club members, staff and visitors are bound by the following policies
- Alcohol and Substance Abuse Policy (amended for members etc)
- Smoking Policy
- Sun Protection Policy
- Family Friendly Policy
- Member Guest Policy
- Child Safe Policy
- First Aid Management Policy (amended for members etc.)
- Emergency Management Plan (amended)combine with Emergency Evacuation