Onslow Junior Football Club
Health & Safety Policy

Constitution alignment: This policy is a bylaw/policy made under clause 14 of the OJFC Constitution. It is binding on Members. If there is any inconsistency, the Constitution and applicable Capital Football / New Zealand Football regulations and rules prevail.

Status: Current
Version: 1.0
Approved by: Executive Committee
Approval date: 02 / 11 / 2026
Next review date: 2027
Policy owner: Executive Committee

1. Purpose

Onslow Junior Football Club (OJFC) is committed to providing a safe and healthy environment for all players, coaches, volunteers, referees, parents/caregivers, and spectators involved in club activities. This policy sets out how OJFC will manage health and safety risks and promote a positive safety culture.

2. Scope

This policy applies to all OJFC activities, including:

- Training sessions, matches and tournaments.
- Holiday programmes and player development activities.
- Travel and off-site events organised by the club.
- Club meetings and events.

It applies to players, coaches, managers, referees, volunteers, committee members, parents/caregivers and spectators where relevant.

3. Health & Safety principles

- Child-centred – the safety and wellbeing of children and young people comes first.
- Prevention first – hazards are identified and managed before activities begin.
- Shared responsibility – everyone has a role in keeping football safe.

- Proportionate – controls are appropriate to the level of risk.
- Continuous improvement – health and safety practices are reviewed and improved over time.

4. Roles and responsibilities

4.1 Executive Committee

The Executive Committee is responsible for:

- Approving and overseeing this Health & Safety Policy.
- Ensuring appropriate systems and resources are in place.
- Reviewing serious incidents and near misses.
- Having a health and safety register, which is discussed at Executive Committee meetings.
- Ensuring compliance with relevant legislation and guidance.

At least one member of OJFC is to be appointed as a Health and Safety Officer. The Health and Safety Officer is responsible for:

- updating and maintaining the Hazard Identification Register
- completing Incident Reporting Forms
- undertaking a dedicated three-monthly hazard identification process, including:
  - physical inspections of the premises, equipment, and practices
  - analysis of tasks and how they are carried out by employees/volunteers
  - analysis of processes carried out on the premises
  - analysis of previous ‘near miss’ incidents.
- reporting to the Executive Committee on identified hazards, incidents and near misses
- overseeing the implementation and management of this Health and Safety Policy.

Health and Safety Officer: OJFC Captain

Deputy: OJFC Vice-Captain

Club contact email: Captain@onslow.org.nz

4.2 Everyone

Everyone will:

- Take reasonable care of their own health and safety
- Take reasonable care to ensure their actions or inactions do not affect the health and safety of others
- Share the responsibility equally, by identifying and reporting hazards, near misses and incidents

- Join in relevant health and safety training as required
- Follow this Health and Safety Policy

4.3 Coaches and Team Managers

Coaches and managers are responsible for:

- Conducting basic pre-activity safety checks (field, equipment, weather).
- Supervising players appropriately.
- Ensuring players use required protective equipment (e.g. shin guards).
- Responding to injuries or incidents and reporting them.
- Stopping or modifying activities where conditions are unsafe.

4.4 Referees

Referees are responsible for:

- Monitoring safety during matches.
- Stopping play if conditions become unsafe.
- Supporting fair play and player welfare.

4.5 Players

Players are expected to:

- Follow instructions from coaches and referees.
- Use equipment safely.
- Look out for teammates and report injuries or hazards.

4.6 Parents, Caregivers and Spectators

Parents, caregivers and spectators are expected to:

- Support a safe environment through appropriate behaviour.
- Report hazards or concerns to a coach, manager or club official.
- Follow venue and club safety instructions.

5. Hazard identification and management

OJFC will take reasonable steps to identify and manage hazards, including:

- Uneven or unsafe playing surfaces.
- Weather conditions such as heat, cold, wind or lightning.
- Faulty or unsuitable equipment.
- Collisions or unsafe play.
- Fatigue or dehydration.
- Traffic and car-park risks at venues.

6. Injury management and first aid

- At least one adult present should have basic first-aid knowledge.
- A first-aid kit should be available at trainings and matches where practicable.
- Injuries must be assessed promptly and managed conservatively.
- Players with suspected concussion must not return to play and must follow club and ACC concussion guidance.
- Emergency services must be contacted immediately where required (call 111).

7. Incident and near-miss reporting

The following must be reported to the club as soon as practicable:

- Injuries requiring medical treatment.
- Serious incidents or dangerous situations.
- Near misses that could have caused injury.

Serious incidents and trends will be reviewed by the Executive Committee to improve safety practices.

8. Weather and environmental conditions

Activities may be modified, postponed or cancelled due to unsafe conditions, including extreme weather or poor field conditions. Coaches and referees have authority to stop play where safety is compromised.

9. Equipment and facilities

- Club-provided equipment will be maintained so far as reasonably practicable.
- Faulty equipment or facility issues should be reported promptly.
- Players must wear appropriate footwear and protective equipment, including shin guards.

10. Training and communication

OJFC will provide guidance to coaches and volunteers on safety expectations and promote a culture where health and safety concerns can be raised without fear.

11. Relationship to other policies

This policy should be read alongside the Club's Safeguarding / Child Protection Policy, Discipline and Misconduct Policy, Code of Conduct, and concussion or medical guidance. Where child safety is involved, safeguarding procedures take priority.

12. Review

This policy will be reviewed at least every two years, or earlier if required by changes to legislation, guidance, or club operations.