



CROQUET NSW

HEALTH AND SAFETY POLICY

Effective 27th March 2018

Date	Revision History
08 April 2015	Copied from Handbook and Reformatted
31 October 2015	Updated to reflect new constitution
23 February 2018	Addition of Review period and date

Review Period
Every 3 years
Review Date
2019



1 COMMITMENT

CNSW is committed to providing and maintaining, so far as is practical, a sport and work environment that is safe and without risk to health. This policy applies to all employees, affiliated croquet clubs and members of CNSW.

In respect of its employees, CNSW will, in accordance with the relevant Occupational Health and Safety legislation;

- provide and maintain a safe working area, systems of work, and access and egress from the workplace;
- make and monitor arrangements for the safe use, handling, storage and transport of chemical and related substances;
- maintain the workplace in a safe and healthy condition;
- provide adequate facilities to protect the welfare of all employees,
- provide information, training and supervision for all employees enabling them to work in a safe and healthy manner, and
- maintain information and records relating to employees health and safety.

2 THE BOARD, EMPLOYEES AND MEMBERS

2.1 The Board:

- is responsible for the effective implementation of CNSW's health and safety policy and for taking all reasonable steps (within the confines of financial considerations, availability of labour and expertise) to ensure safe conditions without risk to health for events and activities conducted under its auspices;
- must observe, implement and fulfil its responsibilities under the NSW Occupational Health and Safety Act 1983;
- must provide information, training and supervision for all its employees in the correct use of plant, equipment and substances;
- must make regular assessments of health and safety performance in cooperation with employees or their representatives;
- must be informed of incidents and accidents occurring on the Associations premises or to Association employees and members so that health and safety performances can accurately be gauged

2.2 Employees and members:

- have a duty to take all reasonably practicable steps for their own health and safety and of others affected by their actions at work or when participating in Association activities;



- must not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees and members;
- must report potential and actual hazards to the Association or individual clubs.

2.3 Affiliated Croquet Clubs;

- have a similar responsibility to the CNSW Board in taking all reasonable steps to ensure safe conditions without risk to health for events and activities in their jurisdiction.

3 SUN SMART POLICY

CNSW has a SunSmart Policy which it will actively promote. The policy has a number of key points;

- organisers should ensure special care where activities are scheduled during the middle of the day especially in summer,
- venues should provide adequate shade adjacent to croquet lawns,
- players and officials involved in croquet activities are encouraged to:
 - use shade wherever possible,
 - wear broad brimmed hats that meet Cancer Council recommendations,
 - wear appropriate long-sleeved shirts with tightly woven lightweight fabric,
 - wear Cancer Council recommended sun glasses, and
 - use a broad spectrum water resistant sunscreen.
- clubs, members and employees will be advised in writing of any changes to the policy.
- check lists of health and safety issues which may be applicable to croquet clubs and croquet tournaments are available.

These points are not exhaustive, but intended to provide a guide to likely issues which need to be considered by clubs and members.

END



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APPENDIX 1 - GENERAL CLUB HEALTH & SAFETY RESPONSIBILITIES

Club Facilities and Clubhouse

- Appropriate sprinklers, fire detectors, fire extinguishers, fire blankets etc.
- First aid kit including such items as disposable CPR face shields, Ventolin puffer for asthmatics and surgical gloves; these kits should be checked regularly.
- Ensure that the phone numbers and addresses of the most convenient hospital, ambulance, doctors, police and fire brigade are kept readily available.
- Safe storage and handling procedures for equipment eg carrying hoops. Safe and clear exits.
- Avoid leaks and spills which might lead to wet and slippery floors. Clearly marked steps and low doorways.
- Safe storage and handling procedures for lawn chemicals such as insecticide, fertilisers etc; preferably in well ventilated
- areas separate from the main clubhouse.
- Ensure surrounding areas within the club's jurisdiction are safe from hazards eg dead tree branches, rough unsealed paths etc.

Club Management

- Ensure appropriate insurances are taken out; public liability is an essential requirement for incorporated associations and clubs using local government facilities, and also fire, theft etc depending on circumstances.
- Protection of members through incorporation unless the club is already part of a larger organisation eg country club. Directors and officers insurance.
- Ensure sufficient members have current first aid certificates.

Coaching

- Coaches have a responsibility to conduct coaching in a manner consistent with this policy and any relevant coaching Code of Ethics.
- Coaching must be properly supervised, especially when inexperienced and/or young people are involved;
- only accredited coaches should coach young people. Instruction should emphasise the correct techniques;
- if a player displays pain or injury they should stop playing and be encouraged to seek medical treatment as soon as possible;

Reports

- In the event of an accident, an accident/incident form must be completed as soon as possible including details of any witnesses etc; this is essential in the event of possible insurance or damages claims.

Other matters

- Ensure members are notified of lawn maintenance regimes especially the dates and times that herbicides/pesticides etc will be applied.



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APPENDIX 2 - CROQUET EVENTS and TOURNAMENTS

As a guide, below is a list of some of the health and safety issues which may be relevant for the Sport of croquet. This list should be made available to Event and Tournament Managers prior to any events.

Facilities

It is strongly recommended that marked lines be used in preference to string lines. String lines are considered a health hazard.

Seating arrangements must be safe - this applies in particular to wooden seats which are often kept in the open and liable to deterioration by the weather, as well as portable seating. Adequate shade should be provided for players and spectators - this may include permanent shelters, shades, plantings etc, or temporary measures such as umbrellas, with the latter well secured in the event of strong wind.

Players and spectators

Appropriate protection is required so that spectators in particular are not hit by croquet balls; an example of a potentially dangerous situation is where there is seating on a concrete area on the same level as the lawns; often there is a small lip, say 10mm, at the edge of the concrete and a ball played hard could easily hit this lip and fly up at head height of sitting spectators.

Sound check fences between lawns as players on one lawn are unlikely to be aware of strokes being taken on adjacent lawns, and between lawns and spectator areas or thoroughfares; note that the players themselves have a particular responsibility to warn people who might be struck by a ball if a hard stroke is played.

Hoops should only be set up on the lawns or clearly designated practice area. Similarly, balls should not be left lying about when not in use - it is very easy to trip over a hoop or step on a ball and cause an injury.

Referees

Referees must ensure that not only should they stand to adjudicate 'where they can best see' what is happening but having regard to their personal safety eg a long back swing or follow through especially in a miss-hit where a mallet may be deflected by a hoop; note that the referee is entitled to ask a player what sort of stroke is going to be played and receive a reasonable answer so the referee can take up a safe position. Referees are responsible for upholding the rules of the game and ensuring good behaviour of the players.

Protection from heat or cold weather (see below) applies equally to referees as with players;

Weather

Ensure special care where activities are scheduled during the middle of the day especially in summer. Concern is greater in areas of high humidity (east coast). In this environment if the temperature reaches



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30 degrees, and a player is affected to such a degree that he/she is unable to continue playing, the Tournament Manager is required to peg the game down and re-schedule or cancel the game altogether.

Clubs in areas of much less, or little humidity, may adopt their own policy and recommendations as regards temperature level.

Adequate drinking water and clean glasses must be available at all times.

Players are required to take responsibility for themselves in regard to hydration, nutrition, provision of appropriate wearing apparel for any weather, and the provision and use of sunscreen protection.

Clubhouse

Food preparation should be undertaken under hygienic conditions with strict quality control ie not using processed food past its use by date, food not left out of the frig especially in hot weather etc.