**Health and Safety Policies and Procedures**

*The information that is provided here acts as a guide only for sport and recreation clubs that engage volunteers.*

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| --- | --- |
| **Last reviewed on: [insert date]** | **Next review date: [insert date]** |
| **Reviewed by: [insert title of person]** | **Approved by: [insert title of person]** |

**Work Health and Safety**

*Safety in the Workplace*

Workplace health and safety is important in ensuring the sporting environment is both safe and encourages sound health practices. [*name of sporting club/association* ] is committed to ensuring a healthy and safe work place for all. All staff members and volunteers are encouraged to regard accident prevention as a collective and individual responsibility.

Should a safety hazard or incident be identified it is imperative that the problem be reported immediately to the [*title of person responsible*] to enable immediate action to be taken.

Care should be taken to ensure that, where a professional service is required, no action is taken that may endanger the health or safety of a person. All persons present at the time are required to obey all reasonable instructions aimed at protecting their health and safety.

Should an accident or injury occur it must be immediately reported to the [*title of the person* responsible] who will ensure that appropriate action is taken. The *[name of the sporting* *club/association]* Incident Report Form,found at [i*nsert location of form*] is to be completed and filed by [*title of person responsible*] along with any accompanying documentation.

If an illness requires medical attention suitable arrangements will be made to provide transport to either a doctor or hospital. Any volunteer who has a medical issue which may require urgent medical treatment should make their Manager aware of the possible action required.

*First Aid*

The *[insert name of club/association*]encourages staff members and volunteers to hold a current first aid certificate. On request [*insert title of person responsible*] will arrange for staff members and/or volunteers to attend an appropriate first aid course.

*Emergency Procedures*

Emergency procedures for [insert name of *office or groups location]* are outlined in the emergency procedures document [*insert location of emergency procedures*]. A copy of this document can be obtained from [*insert title of person who can provide a copy or location where a copy is available].* It is imperative that all staff and volunteers are familiar with this document and concerns should be raised immediately with the safety warden. No volunteer is exempt from taking part in organised emergency activities.

*Children in the Workplace*

The [*name of the sporting club/association*]provides a caring work environment for all volunteers and is supportive of family values but it is not always considered appropriate for children to be onsite for an extended period of time. In exceptional circumstances the Club President or association head may determine if it is applicable to waiver this policy.

*Professional Support Services*

This section should be used if your club/association provides access to an Employee Assistance Program.

The[insert *name of the sporting club/association*]has arrangements with a private provider to provide counselling services to volunteers as required. Up to [insert number] counselling sessions will be provided to each volunteer [insert if there is anyone else able to access this such as the immediate family of the volunteer].