

HEALTH AND SAFETY POLICY

Nelson Cricket Association

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OVERVIEW:

Nelson Cricket Association (NCA) is considered to be a Person Conducting a Business or Undertaking (PCBU) in accordance with the Health and Safety at work Act 2015. The requirements of being a PCBU can be summarised as follows; 'A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work'. Because of this, NCA will continue to ensure all work we do, or involved with, has the safety of its workers and volunteers at front of mind. Please find below the identified risks involved with work that is carried out involving the Nelson Cricket Association.

NCA recognizes that the effective health and safety management contributes towards organisational performance by limiting illness, unnecessary losses and liabilities. It is therefore a priority of NCA to ensure all staff and volunteers maintain a proactive Health and Safety Culture, to ensure the commitment, participation and cooperation by all of those involved in their work.

NCA Management shall at all times ensure:

- All hazards are identified, and control procedures are put in place to minimise risk
- Promote a positive attitude towards the health and safety and well-being of all workers and volunteers
- All workers will be provided with adequate support during times of injury or illness and during their return to work
- Personal protective Equipment is provided whenever necessary and with appropriate training if needed
- All operations within the association will comply with applicable health and safety requirements
- All practicable steps and precautions will be taken to ensure the safety of all persons including customers and other visitors

NCA Workers shall at all times ensure:

- All identified procedures are followed throughout any operations
- A workers will maintain a positive attitude towards health and safety policy and procedures.
- All PPE that is supplied must be worn whenever appropriate to do so.
- If there is any doubt or risk is deemed too great, then any actions should stop straight away until the situation is remedied.
- Workers are to be pro-active in identifying health and safety risks. These risks should be clearly communicated back to management to ensure appropriate mitigations can be implemented.

Signed: _____
General Manager

Date: _____

HEALTH AND SAFETY COMMITMENT SCHEDULE

- **September:**
 - All first aid kits are inspected at the Indoor Centre and Saxton Oval to ensure they are suitable for purpose.
 - A walk around of all grounds in the region prior to season commencement. Identify any new hazards and confirm existing hazards still remain.
 - Inspection of Indoor Centre including nets, bowling machine, gear and equipment to ensure everything is in a safe, working order.
- **March**
 - Review all Health and Safety Kits to ensure they are suitable for purpose.
- **August**
 - All electrical leads are to be tagged and tested.

Emergency and First Aid

First aid kits are available in the NCA office, the Indoor Centre and at the Saxton Oval Storeroom. There are clear emergency procedures in place for both the NCA Office and the Saxton Oval storeroom and responsibility lies with the venue owners, in this case the council. The NCA Indoor Centre has an up to date warrant of fitness and emergency procedures clearly visible within the centre.

In case of an emergency always dial 111 first. It is important that when safe to do so, NCA are also notified if they are not present. In the event of an incident or injury that is not an emergency, it is still important that NCA is notified as soon as it is safe to do so.

Suppliers and Contractors

All suppliers and contractors that come onto NCA grounds to carry out work but who do not include staff and volunteers, must abide by the following:

- Have and Up-To-Date and active Health and Safety Policy
- Produce evidence that they have public liability insurance if asked
- Comply with all requirements from the NCA Health and Safety policy
- If bringing on plant and machinery, it must be proven to be operationally safe and have passed an up-to-date Health and Safety Inspection.
- Detailed proof of a plan to ensure safety throughout the job should be provided if asked.

All contractors should be provided with all relevant information of the area to ensure the safety of all other persons carrying out the work, and anyone else who comes into the work-area.

Also below is a form for all Clubs partaking in Cricket to fill out before the season begins. It is important that



GAME VENUE SAFETY CHECK

FOR YOUR CRICKET CLUB

Game venue:		Date of check:	
Safety questions		Yes	No
1	Are there any visible obstructions that will be on the field?		
	Are there any visible obstructions that will interfere with the field?		
3	Are all sprinkler covers intact and level with the field?		
4	Are the perimeter fences and/or signs in a safe state?		
5	Ensure all onstructions will be a minimum of 0.50m from the boundary line.		
6	Are changing and toilet facilities at the venue?		
7	Is there a chance the ball could leave the venue? Identify where and possible risk.		
A			
B			
C			
D			
E			
F			
9	Are there practice facilities at the venue? Identify risks		
A			
B			
C			
D			
10	What is the state of the practice facilities?		
A			
B			
C			
11	Are shaded areas and clean drinking water available?		
12			

Details of any actions taken to address safety concerns

--

Declarations

<input type="checkbox"/>	I / We declare that I / We are authorised to complete this form.
<input type="checkbox"/>	I / We declare that the following statements are correct: A. The above check was completed as per the date and time noted above.

NCA

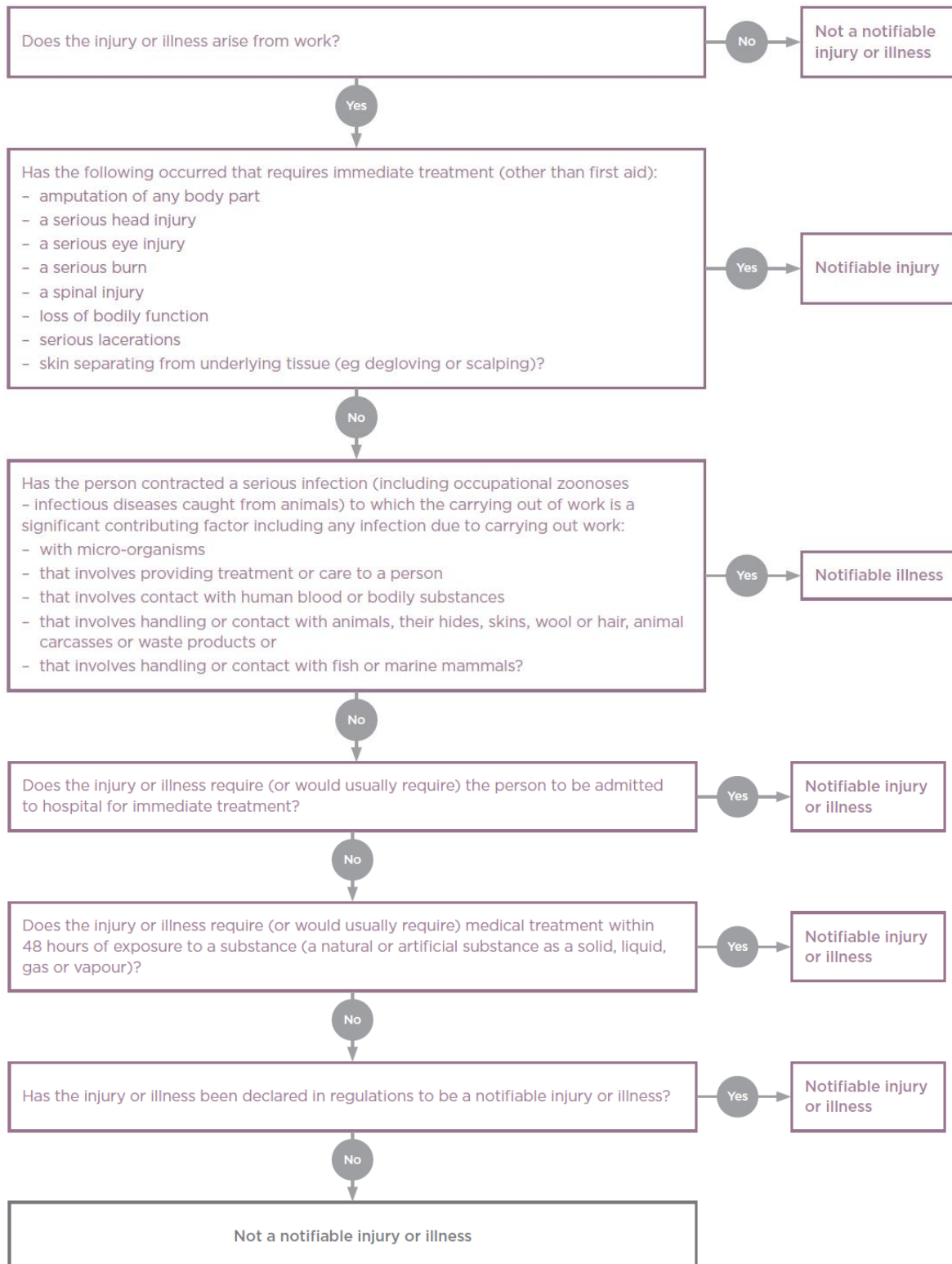
Name		Signature	
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CLUB:

Name		Signature	
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PROCESS OF NOTIFIABLE INCIDENT

Assessment of the situation is to be carried out by the Operations Manager at the time, and they are to notify the NCA Board. Follow the below flow chart to determine if the incident should be notifiable to Worksafe.



If an incident is notifiable then the following steps must be taken:

- 1) The PCBU who manages or controls the workplace where the notifiable event occurred must preserve the site
- 2) The PCBU must notify the regulator (Worksafe) as soon as possible

Worksafe: 0800 030 040
www.worksafe.govt.nz/notifications

- 3) PCBU's must keep a record of all notifiable events

Incident not notifiable to Worksafe

NCA needs to be made aware of all incidents as soon as possible. This is to ensure the safety of all staff, volunteers, visitors and athletes. It is therefore important that if an incident happens during a game, that it is logged using the eco-portal system online. All major clubs have information on this and can provide assistance to anyone looking to log an incident. Also, the NCA staff are appropriately trained to ensure they can help if needed.

Please use the link below and follow the appropriate steps to log your incident. Please also remember, that NCA should be notified separately as well.

<https://www.ecoportal.com/>

They also have an App that is downloadable to android and iPhone that can be used as well.

Any incidents that occur within an NCA Facility, such as the Indoor Centre, need to be notified only to an NCA Staff member. This can be done through filling out the following incident report form and handing it in to the NCA offices or to a staff member.

PLAYER WELFARE

NCA has a duty to ensure the safety of all persons involved in their work. To ensure player welfare, NCA requires that all coaches involved in the game must undertake a police check, as well as complete an online child welfare course.

If anyone involved in the game has any concerns around the welfare of an individual it is important that NCA is notified. This can be through any channel which is comfortable, including the Operations Manager, Coaching Manager or a Member of the Board.

From here the appropriate actions will be taken ensuring the safety and well-being of all involved.

HELMET POLICY:

NCA is committed to ensuring all cricketers within the region receive the very highest standard of helmet protection. Because of this, NCA will implement the New Zealand Cricket Helmet Policy within its region. A summary of points can be found below:

- NCA also has a duty to protect young players when playing. It is compulsory for all players under the age of 18 years old, to wear a helmet at all times when batting, including during practice.
- Wicketkeepers are required to wear helmets when they are keeping within 5m of the stumps. Also, fielders within 7m of the stumps, excluding behind the wickets on the off-side.
- New Zealand Cricket, along with Nelson Cricket Association, strongly recommends that all senior cricketers wear a helmet with a faceguard while playing and during practice sessions.
- Any individual with responsibility to players will work together, including the umpires, to ensure these guidelines are followed.

CONCUSSION POLICY

Nelson Cricket recognises the increasing awareness of the management of concussions in the sport and recreation community. As more studies are undertaken and the understanding of the implications of concussion are becoming more comprehensive, it is important that we recognise this in terms of our athletes. NCA therefore take guidance from the NZC playing conditions and recommend the following.

- 1) PREVENT – Utilise practices that will prevent a concussion from happening
 - Use of helmets compulsory for all players under the age of 18 years old during practice and playing.
 - Use of helmets strongly recommended for all players over the age of 18 years during practice and playing.
- 2) RECOGNISE – Consider the possibility that the player has had a concussion
 - Recognising instances where concussion can occur. These situations are likely to be, but are not limited to:
 - Struck by ball
 - Struck by bat
 - Collision with another person
 - Head striking the ground
 - Upon recognising a potential situation where concussion may have occurred, an umpire is to instruct a team member such as manager or coach, to come and assess the player on the field. The assessor is to then go through the process outlined in the concussion recognition tool (*see appendix 1*)
- 3) REMOVE – Remove the player from danger for further assessment
 - If, in the opinion of the assessor, that the player has had some form of concussion, or if there is any doubt at all to the affect of the health of the player, they are to be removed from the game immediately and be deemed 'retired hurt'. If the assessor is happy for the player to continue, there is still a requirement that the player is assessed every hour for the next 4 hours to ensure there is no delayed affects.
- 4) REFER – Utilise Experts in concussion where possible
 - Once a player is removed, it is important that they are to seek professional medical advice on the situation.
- 5) RECOVER – Return to play when fully recovered
 - Recovery and return to play management must be supervised by a medical professional. The following process must be adhered to:

- Has been asymptomatic for at least 24 hours
- Has completed all stages of a graduated return to play protocol:
 - 0 – Physical and Mental Rest
 - 1 - Light Activity (less than 70% of Max Heart Rate)
 - 2 – Moderate activity (less than 80% of Max Heart Rate)
 - 3 – Sport Specific Activity (bowling, batting, fielding)
 - 4 – High Intensity Activity involving both anaerobic and sport specific drills
 - 5 – Available to return to play as selected
- Has had a post-injury SCAT that that has returned to baseline levels
- Has been cleared by the doctor involved

Appendix 1

Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



FIFA®



FEI

RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

Loss of consciousness or responsiveness
Lying motionless on ground / Slow to get up
Unsteady on feet / Balance problems or falling over / Incoordination
Grabbing / Clutching of head
Dazed, blank or vacant look
Confused / Not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- | | |
|--------------------------|----------------------------|
| - Loss of consciousness | - Headache |
| - Seizure or convulsion | - Dizziness |
| - Balance problems | - Confusion |
| - Nausea or vomiting | - Feeling slowed down |
| - Drowsiness | - "Pressure in head" |
| - More emotional | - Blurred vision |
| - Irritability | - Sensitivity to light |
| - Sadness | - Amnesia |
| - Fatigue or low energy | - Feeling like "in a fog" |
| - Nervous or anxious | - Neck pain |
| - "Don't feel right" | - Sensitivity to noise |
| - Difficulty remembering | - Difficulty concentrating |

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3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

- "What venue are we at today?"
"Which half is it now?"
"Who scored last in this game?"
"What team did you play last week / game?"
"Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- | | |
|--|---------------------------------|
| - Athlete complains of neck pain | - Deteriorating conscious state |
| - Increasing confusion or irritability | - Severe or increasing headache |
| - Repeated vomiting | - Unusual behaviour change |
| - Seizure or convulsion | - Double vision |
| - Weakness or tingling / burning in arms or legs | |

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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INDOOR CENTRE

By entering and/or utilising these facilities you acknowledge that there are inherent risks and dangers.

- You must declare that you know of no reason, medical or otherwise, why you should not participate in activities this facility is designed for.
- You understand that any and all physical activity undertaken, and equipment used within this facility is voluntary and at your own risk.
- You understand there are hazards within this environment, including this facility, and you agree to waive all legal recourse for yourself excepting negligence, for damages to yourself, or others arising from your participation.
- You also agree to abide by the standards of acceptable conduct that are listed below, whilst utilising this facility.
- Anyone using this facility does so at their own risk. Nelson Cricket Association accepts no responsibility for injuries, however caused, neither loss nor damage of personal property which you may take with you into this facility.
- Users are advised that it is the responsibility of each individual to ensure that he or she has achieved such levels of capability and general health as will allow the use of this facility without any injury or Incident.

Standards of Acceptable Conduct:

- Wear appropriate cricket designed safety equipment including pads, protective box, gloves and an approved helmet.
- Stay hydrated; bring your own water bottle along.
- Respect other users; abide by time limits etc.
- Wear closed-in footwear whilst in this facility.
- Wear appropriate clothing suitable for cricket playing activities.
- Know your limitations and ask for technical assistance if unsure.
- Participate within your capabilities and do not expose yourself to unnecessary risk
- Children under the age of 14 must be accompanied by an adult

Bowling Machine

Nelson Cricket Association will conduct its operations in such a manner as to ensure so far as reasonably practicable, the safety, health and welfare of those conducting or who may be affected by its activities.

Nelson Cricket Association expect all person/s involved in the use of their facilities to act in such appropriate manner as outlined above to ensure the safety, health and welfare of those conducting or who may be affected by its activities.

The bowling machine located within the Indoor Cricket facility is to be used in accordance with the below rules at all times. If anyone should be deemed not to be following the below rules or using the bowling machine in a behaviour that is unacceptable as per the decision of Nelson Cricket Association Employee, then they shall immediately cease use. This decision can refer to a group or individual that may be using the machine and it is up to the Nelson Cricket Association when or if the individual or group may once again begin use.

It is essential that every person using the machine is trained in its safe use. If you have not been trained, then see a member of the Nelson Cricket Association to conduct an appropriate induction. The Person/s using the machine are solely responsible for the use of the machine and if they have any concerns re their safety or anyone else's safety then they must stop using the machine immediately.

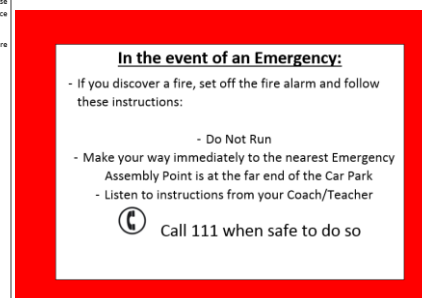
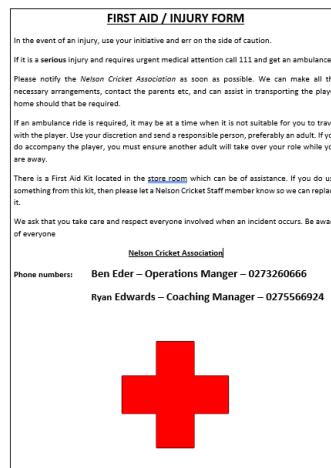
RULES:

- The person/s using the machine are responsible for their own safety throughout the intended period of use.
- Balls should be inspected prior to use and rejected if worn or damaged.
- Any User that breaches the manufacturers recommended operating procedures does so completely at their own risk and Nelson Cricket Association will accept no liability for the User's failure to comply.
- There must be no more than 4 people in the lane when the bowling machine is being used.
- Ensure the machine is setup with the manual cage panels installed at the correct heights.
- At least 1 member of the group must be over the age of 18.
- Appropriate footwear and protective equipment including a helmet must be worn at all times by the batter.
- Appropriate clothing must be worn by the ball feeder, ensure no loose clothing or jewellery.
- Only the batter may be Infront of the bowling machine at all times.
- If there are any concerns with the machine or anyone's safety, then stop immediately and contact a NCA staff member.
- Always allow the machine to release a ball initially to identify where it is aimed before a player enters the lane.
- Listen to instructions from the batter at all times. If they feel uncomfortable or deem the ball to be too fast then stop immediately.
- During practice, no adjustments to the machine will be made without notifying the batter.
- The feeder will always ensure that the batsman is ready and will indicate to him that he is about to feed the next delivery.

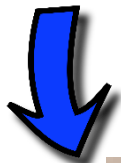
- Do not increase the bowling speed above that which the individual batsman can play with some degree of certainty.
- Any User that breaches the manufacturers recommended operating procedures does so completely at their own risk and the Club will accept no liability for the User's failure to comply.
- Please follow the instructions attached to the machine on how to use it safely.
- It is suggested you follow the ball speed recommendations as below
- In the event of an emergency ensure personal safety, before contacting a member of NCA staff.
- Should any incident occur, NCA staff must be notified immediately.
- The person who books the bowling machine must convey all rules and conditions for use of the machine to other users.

Speed Recommendations for Bowling Machine	
10-13 years old	No faster than 35 mph
13-15 years old	No faster 50 mph
15-18 years old	No faster than 65 mph
18 years and above	No faster than 80 mph

Evacuation Plan for the Indoor Centre – The Following signs will be put around the Centre in clearly visible positions:



See Below for Information on how to use the Machine:



Indoor Centre – Incident Report Form

To be completed immediately following the incident

Name of Person/s Involved:

Date of Incident: _____

Incident Time: _____

Phone Number of Injured Person: _____

Age: _____

Alternative contact details if needed:

Details of the Incident:

Level of care given at the time of incident:

Have you notified a member of NCA staff : Yes / No

Who have you notified: _____

NCA STAFF MEMBER:

Name of Person reviewing the form: _____

Remedial Action Required: Yes / No

	HAZARD	EVENT	Consequence	Likelihood	RISK RATING	RISK CONTROLS
Indoor Centre	Cricket Ball	Player Getting Struck by Ball	Minor	Possible	Medium	<ul style="list-style-type: none"> - Helmets Compulsory in Nets - Have contact Numbers readily available - Limit Number of People using nets - Requirement that the first ball must be fired without the batsman facing to be sure of direction
	Muscle Injury	Player getting injured when practicing	Minor	Possible	Medium	<ul style="list-style-type: none"> - Have First aid bag available - Encourage proper warm-up and stretching by displaying posters showing what can be done
	Bowling Machine	- Hit By Ball - Injury using machine	Minor	Possible	Medium	<ul style="list-style-type: none"> - Ensure machine is designed to be safe for users - Have clear instructions available on machine - Have recommendations around ball speed for different ages - Ensure First Aid Kit is readily available
	Fire/Earthquake	Emergency Evacuation	Extreme	Unlikely	High	<ul style="list-style-type: none"> - Have clear evacuation procedures readily available in the centre
	Fixing of Nets	Use of a ladder and climbing on top of nets	Insignificant	Unlikely	Very low	<ul style="list-style-type: none"> - Always have another person there to hold ladder for getting up and down
Community Cricket	Cricket Ball	Player getting struck	Minor	Possible	Medium	<ul style="list-style-type: none"> - This can include being struck by a bowler, or by a fieldsman throwing the ball - Have a helmet policy that must be followed - Ensure Clubs are aware of a concussion policy that can be followed
	Child Welfare	Coach Behaviour	Extreme	Rare	Medium	<ul style="list-style-type: none"> - All coaches must be police vetted and have done the online child welfare course

HEALTH AND SAFETY RISK MATRIX

	HAZARD	EVENT	Consequence	Likelihood	RISK RATING	RISK CONTROLS
Community Cricket	Dehydration	Hot summer days could lead to player dehydration	Minor	Unlikely	Low	Have the availability of drinks for players and umpires as a rule for our senior competition
	Unsafe Grounds	- Trees/Obstacles getting in the way - Unsafe objects on the field	Minor	Possible	Medium	- Work with councils/clubs to ensure club grounds are of a reasonable standard Encourage players/coach to walk over ground before games to check for any foreign objects
	Long Term Athlete Health	- Injury to players due to repetitive actions	Minor	Unlikely	Low	- Ensure bowling loads are managed for players as per national recommendations
	Child Welfare	- Child suffers medical emergency	Major	Unlikely	Medium	- Ensure medical information is captured when registering

CONSEQUENCES					LIKELIHOOD of the given consequence occurring			
Minor injury requiring only first aid or less	Serious injury on one person requiring medical treatment	Notifiable injury of workers or public	Single fatality of workers or public	Multiple fatalities of workers or public				
Insignificant(1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)	Descriptor	Qualitative guidance statement	Indicative Probability range %	Indicative frequency range (years)
Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)	Almost certain (5)	The consequence can be expected in most circumstances	>90%	>1 occurrence per year
						<i>A very low level of confidence/information</i>		
Medium (4)	Medium (8)	High (12)	High (16)	Very High (20)	Likely (4)	The consequence will quite commonly occur	20% - 90%	Once per 1-5 years
						<i>A low level of confidence/information</i>		
Low (3)	Medium (6)	Medium (9)	High (12)	High (15)	Possible (3)	The consequence may occur occasionally	10% - 20%	Once per 5-10 years
						<i>A moderate level of confidence/information</i>		
Very Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)	Unlikely (2)	The consequence may occur only infrequently	2% - 10%	Once per 10 - 50 years
						<i>A high level of confidence/information</i>		
Very Low (1)	Very Low (2)	Low (3)	Medium (4)	Medium (5)	Rare (1)	The consequence may occur only in exceptional circumstances	<2%	Less than once per 50 years
						<i>A very high level of confidence/information</i>		

