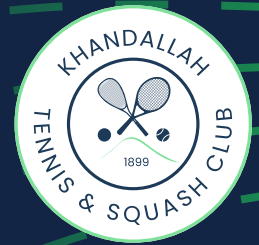


# Khandallah Tennis and Squash Club - Health & Safety Plan

November 2025



Khandallah Tennis & Squash Club (KTSC) is committed to providing a safe, welcoming, and enjoyable environment for all members, visitors, volunteers, coaches, contractors, and staff. This Health and Safety Plan outlines how the Club meets its responsibilities under the **Health and Safety at Work Act 2015 (HSWA)** and sets out the systems we use to identify, manage, and minimise risks across our facilities and activities.

The HSWA applies to almost all workplaces and work activities in New Zealand, covering any place where work is carried out, any person involved in work, and any equipment or substances used for work. Duties apply to **Person Conducting a Business or Undertaking (PCBUs)**, **officers (such as committee members)**, **workers (including coaches and contractors)**, and other people at the workplace such as **members, parents, visitors, and spectators**.

At KTSC, the Act applies to all work-related activities including coaching, maintenance, administration, and events. The Club has a primary duty of care to ensure our facilities, courts, clubhouse, equipment, and programmes are operated safely and responsibly. We take all reasonably practicable steps to prevent harm, promote good practice, and support a positive safety culture.

This plan is a living document, updated regularly as the Club evolves, and supports our shared responsibility to ensure KTSC remains a safe and enjoyable place for our community to play, socialise, and thrive.

## Purpose

This Health & Safety Plan sets out the actions KTSC will take to meet its duties under the **Health and Safety at Work Act 2015**. Its purpose is to actively manage risks and maintain, as far as is reasonably practicable, a safe, well-controlled environment for everyone who uses our facilities — including members, visitors, contractors, lease holders, coaches, staff and guests.

# Scope

This plan applies to:

- All KTSC facilities: tennis courts, squash courts, pickleball court, clubhouse, lounge, bar, kitchen, changing rooms, sauna, carpark and surrounding grounds.
- All programmes, competitions, coaching sessions, social events, and Club-managed activities.
- All people on site, whether participating, spectating, visiting, volunteering, or working.

# Health & Safety Objectives

**KTSC aims to:**

- Provide a safe and healthy work environment.
- Identify and control actual and potential health and safety risks / hazards.
- Promote excellence in health and safety management.
- Continually improve health and safety.
- Establish and maintain communication on health and safety matters within the Club environment
- Keep accurate records of health and safety matters.
- Comply with legal obligations in relation to health and safety.

# Health & Safety Responsibilities

Role	Responsibilities
<b>Management Committee (as Officers under the Act)</b>	<p>Exercise due diligence to ensure KTSC meets its health and safety duties.</p> <p>Maintain and regularly review the Health &amp; Safety Plan.</p> <p>Ensure hazards are identified, assessed, and controlled (See <b>KTSC Health &amp; Safety Risk Identification and Analysis</b>).</p> <p>Allocate appropriate resources to address health and safety risks.</p> <p>Ensure health and safety information is communicated clearly to members, visitors, coaches and volunteers.</p> <p>Oversee the Club's incident register and serious incident procedures.</p>
<b>Club Manager(s)</b>	<p>Maintain health and safety documentation, including hazard registers, incident reports, and emergency procedures.</p> <p>Ensure first aid equipment, emergency signage, and safety notices are in place and maintained.</p> <p>Support the Committee in overseeing contractor management and compliance.</p> <p>Ensure health and safety information is communicated clearly to members, visitors, coaches and volunteers.</p> <p>Communicate temporary hazards or facility risks to members promptly.</p>

<b>Coaches</b>	<p>Deliver coaching in a safe, controlled environment.</p> <p>Ensure appropriate supervision of juniors.</p> <p>Inspect equipment before use and remove unsafe items from play.</p> <p>Report hazards, injuries, and near misses to the Club Manager.</p>
<b>Members and Visitors</b>	<p>Take reasonable care for their own health and safety and that of others.</p> <p>Use Club facilities and equipment safely and responsibly.</p> <p>Comply with all posted safety guidance and instructions from staff or volunteers.</p> <p>Report hazards, unsafe behaviour, or incidents to the Club Manager.</p>
<b>Parents of young people engaged in activities at the Club — whether as participants or spectators.</b>	<p>Parents and caregivers are responsible for actively supervising their children while at the Club. This helps prevent accidents and ensures children make safe choices around courts, stairs, and other high-risk areas. While the Club manages hazards as far as reasonably practicable, parents must ensure their children are behaving safely and are not entering areas or engaging in activities that could put them at risk.</p>
<b>Contractors</b>	<p>Must follow Club safety procedures, and ensure their activities do not create risks for others. Where there are risks these must be immediately communicated to the Club Manager(s).</p>

# Health & Safety Risk Identification and Analysis

The Management Committee maintains a live spreadsheet designed to track all identified risks. This spreadsheet is accessible to the Committee and is used to:

1. identify all health and safety risks across the Club,
2. assess each risk in terms of likelihood and severity,
3. outline the most appropriate control measures to manage them, and
4. assign responsibility for implementing and monitoring these controls.

## Incident Reporting

All incidents, injuries, or near misses must be reported to the Club Manager and recorded in the **Club's Incident Register**. Information from this register is used to update and strengthen the Health and Safety Risk Identification and Analysis spreadsheet, helping to continuously improve safety across the Club. **Note: Evolve Tennis Coaching maintain their own Incident Register for all tennis coaching conducted at the Club.**

## Incident Response Procedure

When an incident occurs, the Club will follow this standard procedure:

1. Make safe / call emergency services
2. Provide first aid
3. Notify Club Manager
4. Complete incident form
5. Manager logs into Incident Register
6. Manager notifies WorkSafe *if required (see below for Club's Obligations for Notifiable Events, Incidents or Illnesses)*.

# Emergency Procedures Summary

KTSC is committed to keeping all members, visitors, coaches, volunteers, and contractors safe during any emergency. The procedures below outline how to respond quickly and calmly to the most likely emergency situations at the Club.

## Medical Emergency

- Call **111** immediately.
- Provide first aid. AED is located on the ground floor and First Aid kits are located in Club Lounge (near kitchen) and on the ground floor (outside the office).
- Notify the Club Manager as soon as possible.
- Record the incident in the Incident Register.

## Fire or Smoke

- Activate the nearest fire alarm (if installed) and call **111**.
- Evacuate the building immediately using the nearest safe exit.
- Assemble at the **designated muster point in the carpark** away from the building.
- Do not re-enter the building until emergency services declare it safe.

## Earthquake

- **Drop, Cover, Hold** until shaking stops.
- Stay away from windows, glass, and large furniture.
- Once shaking stops, calmly evacuate to the outdoor assembly area.
- Be cautious of falling debris and avoid damaged areas.
- Do not use the balcony or external stairs if they appear compromised.

## Missing Child / Vulnerable Person

- Notify the Club Manager or supervising adult immediately (Evolve Tennis or James Thompson).
- Secure exits where safe to do so and instruct others to keep watch.
- Check courts, changing rooms, bathrooms, the carpark, and surrounding grounds.
- If the child cannot be located promptly, call **111**.
- Record the incident once resolved.

## Structural Hazard / Building Failure

Examples: glass breakage on squash court, balcony structural shift, roof leak)

- Stop play and clear the area immediately.
- Isolate or cordon off the hazard if safe to do so.

- Notify the Club Manager as soon as possible.
- Call emergency services if there is any risk of collapse or serious harm.

## **Severe Weather / Flooding**

- Stop activities if there is danger from wind, lightning, or surface flooding.
- Move people indoors or to a sheltered area.
- Avoid using courts if conditions create slipping hazards or risk of flying debris.
- Notify the Club Manager of any damage.

## **Violence, Threatening Behaviour, or Suspicious Activity**

- Remove yourself and others from immediate danger.
- Call **111** if behaviour poses a risk to safety.
- Notify the Club Manager.
- Record the incident.

## **General Principles**

Across all emergency types:

- Stay calm and act quickly.
- Prioritise people over property.
- Follow instructions from emergency services.
- Report all emergencies to the Club Manager and record them in the Incident Register.
- Do not re-enter a building or area until declared safe.

# Club Obligations for Notifiable Events, Incidents, or Illnesses

Under the **Health and Safety at Work Act 2015**, KTSC has specific responsibilities when a significant health or safety event occurs. These obligations ensure that serious incidents are responded to correctly and that WorkSafe can investigate when required.

## Notify WorkSafe of Notifiable Events

The Club must **immediately notify WorkSafe** if any *notifiable event* occurs. This includes:

- **Death** of a person.
- **Notifiable injury or illness** (e.g., serious head injury, loss of consciousness, serious lacerations, fractures, admission to hospital, etc.). See definitions in Appendix A.
- Any **notifiable incident** that exposes a person to a serious risk of harm (e.g., structural failure, major electrical fault, gas leak). See definitions in Appendix A.

## Preserve the Incident Site

After a notifiable event, the Club must:

- **Secure and preserve the site** so nothing is moved or altered until WorkSafe gives permission (except to help an injured person or make the area safe).

## Record the Event

The Club must:

- **Document the incident** in the Club's incident register (including what happened, who was involved, witnesses, and immediate actions taken).
- **Keep incident records for at least 5 years.**

## Manage Immediate Safety

The Club must:

- Provide **first aid** and arrange urgent medical attention. The Club has an AED located on the ground floor of the clubhouse. First aid kits are located in the Club Lounge (outside the kitchen) and on the ground floor (outside the office)
- Make the area safe to prevent further harm.



## Communicate With Those Affected

The Club should:

- Inform the injured person and their family as appropriate.
- Advise relevant coaches, managers, or Club President.
- Support those involved with clear communication and follow-up.

## Review and Address Risks

Following any event (notifiable or not), the Club must:

- **Investigate what happened**
- Review and, if needed, **update control measures**
- Make changes to avoid a reoccurrence.

## Regular Reviews

The Health & Safety Plan will be reviewed:

- Annually
- After any serious incident
- After major facility upgrades (e.g., resurfacing, lighting installation, balcony strengthening)

## Contact Information

[contact@ktsc.org.nz](mailto:contact@ktsc.org.nz)

Club President	Robert Bealing 0212436265
Club Manager	Bridie Karl-Marschall 0272466024
Club Manager	Amanda Rossiter, 0212125376

# Appendix A: Key Definitions as per the Health & Safety Act 2015

“**Hazard**” includes a person’s behaviour where that behaviour has the potential to cause death, injury or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour).

“**Notifiable event**” means any of the following events that arise from work: the death of a person; or a notifiable injury or illness; or a notifiable incident.

“**Notifiable injury or illness**” means any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- the amputation of any part of his or her body:
- a serious head injury:
- a serious eye injury:
- a serious burn:
- the separation of his or her skin from an underlying tissue (such as degloving or scalping):
- a spinal injury:
- the loss of a bodily function:
- serious lacerations:
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:
- an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
- any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work
  - with micro-organisms; or
  - that involves providing treatment or care to a person; or
  - that involves contact with human blood or bodily substances; or
  - that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
  - that involves handling or contact with fish or marine mammals:
  - any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

“**Notifiable incident**” means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to—

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or

- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel.