



Health and Safety Policy August 2023

This policy is consistent with:

- Health and Safety at Work Act 2015 (HSWA)
- Timaru District Council Health and Safety Policies (Section 14 & Clause 22.2 of the Timaru District Council / Athletics South Canterbury All Weather Track Trust Lease Agreement)

1. Definitions:

Users includes all people who use the track, including employees, contractors, coaches, athletes, athletic administrators, club members, hirers, Hearts football, visitors and spectators.

Facility refers to all land and property administered by the Athletics South Canterbury All-Weather Track Trust (ASCAWTT), defined by, and including the boundary fence.

2. Policy:

This policy has been developed to ensure ASCAWTT meets their obligation to all users to provide a safe environment.

Athletics South Canterbury All-Weather Track Trust is committed to take all reasonably practicable steps to ensure the safety of users by complying with relevant health and safety legislation, standards, and codes of practice and to protecting the environment.

3. To achieve this we will:

- 3.1. Encourage individual users and user groups to take ownership and be accountable for creating a safe facility, where we all see it as our role to identify and correct any deficiencies.
- 3.2. Have a systematic approach to all users to ensure they
 - are informed of
 - understand, and
 - accept their responsibility for eliminating or minimising the potential for harm or any risk to themselves or to any other user of the facility.
- 3.3. Ensure key users (employees, coaches, club members and those who hire the facility) are consulted on, and given the opportunity to participate in, health and safety management, continuous improvement and regulatory compliance.
- 3.4. Ensure there is an effective method for identifying and controlling risk at the facility.
- 3.5. Provide the appropriate equipment and information to support each user group to promote safety.
- 3.6. Have in place plans and procedures for all foreseeable emergencies that may arise within the facility.
- 3.7. Require our contractors to manage Health and Safety in their business in line with this policy.
- 3.8. Provide accurate recording, reporting and investigation of any injuries, incidents, or near miss incidents.

- 3.9. Support the safe and early return to work of injured employees.
- 3.10. Have an-going evaluation, review and updating of our compliance with our health and safety programme and this policy.
- 3.11. Annually review our Health and Safety Policy and Procedures.
- 3.12. Enforce the All Weather facility, as defined in "1. Facility", as a non-smoking area and no dogs are permitted at any time on the All Weather Track Facility.
- 3.13. For Ambulance access – Please be conversant with the ambulance access points, which you are required to advise when ringing the Ambulance, who have a map of these access points on hand in the ambulance. Ambulance Access "1" is off the South-west of the Facility off Mountainview Road. Ambulance Access "2" is off the North end of the facility off Mountainview Road at the "S" bend. For reference, these access points are on the windows on the Equipment Shed and Control room.

Procedures:

- 4.1. All users have a responsibility to ensure a safe environment, safe equipment and safe operational use of the facilities. Accordingly, they must be familiar with this policy and its procedures and rules, and must be responsible for observing safe practices, rules and relevant instructions.
- 4.2. As athletics involves many different practices and skills, safe methods and procedures must be adhered to at all times, including training and competition (see **Rule 5.2** and **Rule 5.3** below).
- 4.3. Failure to adhere to these rules and procedures may result in the exclusion of individuals from the facility.

5. Rules:

- 5.1. Where the facility has been hired by a user or group of users, no other user has the right to use the facility for the hire period without the expressed consent of the hirer.
- 5.2. It is the responsibility of the hirer to nominate a Safety Officer, in accordance with clauses 4.1, 4.2 and 4.3 above.
- 5.3. Activities that pose any risk to users must follow good practice guidelines to ensure their own and others' safety. Examples include:
 - Users of any and all throwing equipment, including shot put, javelin, hammer, discus, weight throw and softball must ensure the safety of other users. This includes identifying and marking throwing areas/safety zones with signs and ensuring no other person is inside this area. The Discus and Hammer throwing circles must be bounded by safety nets and must use warning signs at all times.
 - Discus and Hammer to only be thrown from their respective cages.
 - Shot Put, javelin, weight throw, must only be thrown within their designated sectors, and on no other area of the facility.
 - At the direction of the Timaru District Council and the winter Resident Club, Northern Hearts Football Club, there is to be no throwing of any form on any area of the facility during the winter Soccer season of 1 April to 30 September of any year.
 - Northern Hearts Football Club and the sport of Football have sole use of the facility for weekends during the winter season of 1 April to 30 September for the sport of Football. Northern Hearts also specify other days and times for training.

- Only authorised vehicles are allowed into the inner area, and only for maintenance and organisational reasons. A speed limit of 5k per hour must be observed. There must be no damage to the track or field.
 - Bikes, scooters, skate-boards and similar must not be ridden in the facility and to be left inside the facility entry gates.
 - Running activities should be separated from inner field use, to ensure an activity in one does not endanger users in another. To achieve this, the appointed Safety Officer will ensure athletes do not walk across the inner field to an event, but walk around the outside of the fence and enter the gate nearest to their event.
 - Spectators and non competing athletes must remain behind the fence that surrounds the inner field. for soccer, athletics, or any other sport that uses the inner field.
 - All athletes must wear only the correct length of spikes for the activity(ies) they are engaging in. Spike shoes must not be worn outside the competition arena.
- 5.4. All users who identify any potential risk for themselves or other facility users must report the risk to the meeting manager or directly to the Trust Chairman or representative. This must be recorded in the accident / incident book located in the Registration Room.
- 5.5. All accidents, incidents or near misses must be recorded on the appropriate form / accident book in the Registration Room. This must be used at all times the facility is used for events, training and all other activities.
- 5.6. No athletics training may take place while the facility is used for a competition.
- 5.7. Athletics training on the all weather surface while Hearts football has tenure over winter is by negotiation between the Trust and Hearts football and any rules and/or stipulation applied must be strictly adhered to.
- 5.8. Food outlets are required to observe the Health and Safety Regulation as set by Timaru District Council. Food caravans must only use the power points provided on the west wall of the Aorangi Park Pavilion at the south end of the facility.
- 5.9. The buildings, toilets and grounds are to be left in a clean and tidy state with rubbish put in the bins provided. Failure to do so may incur a \$50 fee to clean the facility for the next user.
- 5.10. Evacuation map of the facility is attached showing assembly areas and access gates for Ambulance.

Dated 29 August 2023

Review Date Winter 2024

Signature



Gordon Ireland (ASCAWTT Chairperson)

Dated

29 August 2023

I acknowledge that I have read the updated Athletics South Canterbury All Weather Track Trust August 2023 Health & Safety Policy.

I understand the policy and will abide by it whilst being on the All Weather Track Facility.

Amanda Everett

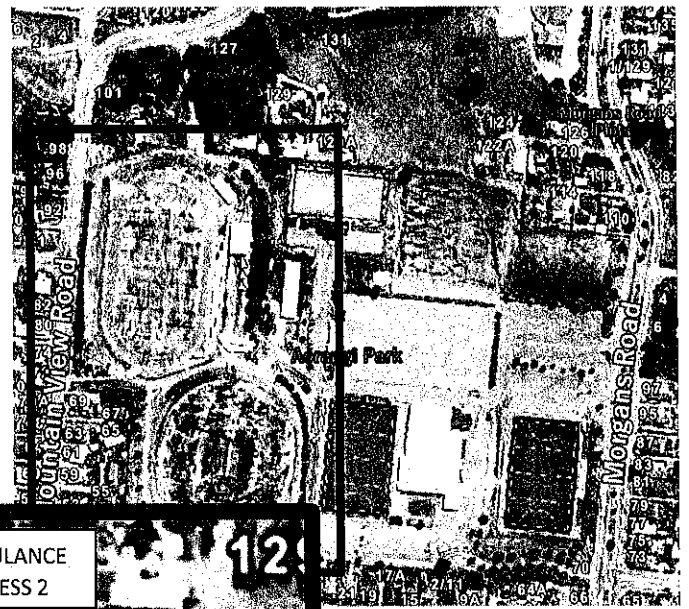
Signature *A Everett*

Name Sport South Canterbury on behalf of South Island Secondary Schools Athletic Sports April 2024

Date *11/01/24*



Evacuation Map



In an emergency, please meet on the inner field, closer to the 100m straight (away from hammer/discus cages)



Wardens will guide you to a safe EXIT



Do not return to buildings until given the 'all-clear' by Wardens