

Health & Safety Policy and Plan

QUEENSTOWN BRIDGE CLUB

The Queenstown Bridge Club is committed to maintaining a safe and healthy environment within the Queenstown Events Centre for members, visitors and other people associated with Club activities.

Health and Safety is everyone's business with all members expected to share in our commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind.

All members and visitors are expected to act safely at all times to ensure their own and others welfare within our facilities and in the use of our amenities. This document should be read in conjunction with the document on Complaints/Procedures Manual.

Health and Safety Policy

The policy of the QBC is to protect and maintain the health and safety of all its members and visitors.

We will make every reasonable effort to ensure the safety of members and visitors by:

- Developing & maintaining a positive safety culture within the club
- Providing and maintaining a safe & healthy environment
- Providing suitable & safe facilities

Health and Safety Plan

Health & Safety is the collective responsibility of all members who need to be familiar with the Club's Health & Safety Policy & Plan and be proactive in abiding by them at all times. New club members and visitors will be briefed on the QBC Health & Safety Policy & Plan as part of the club's welcoming programme.

This Health and Safety Plan outlines the steps the Club takes to prevent harm during club activities. The Club committee will oversee the health & safety activities of the club. They may ask other club members to implement policy.

To implement the Queenstown Bridge Club Health and Safety Policy we will:

1. Identify potential hazards in our facilities. Working together we will take all practicable steps to eliminate, isolate and/or minimise these hazards to prevent any injury or damage
2. Ensure members and visitors are aware of these hazards during club activities and/or use of our amenities and are given reasonable opportunities to participate effectively in improvement of Health and Safety.
3. Endorse the emergency and evacuation procedures of the Queenstown Events Centre and make them available to members
4. Record all incidents and accidents that occur during club activities, and take all practicable steps to prevent a re-occurrence of any such incident or accident.
5. Ensure all members abide by QBC Health and Safety policy. The Committee are responsible in ensuring that these procedures are established, notified to members and implemented.

Hazards at QBC

The committee is responsible for reviewing, updating and addressing any identified hazards. Accidents and/or incidents should be reported to the committee in a timely manner and where appropriate, addressed at a meeting of the committee.

Hazard means an activity or physical situation that may cause, or has the potential to cause harm or damage to a club member or the club's property or reputation.

If a member identifies any hazard/s it should be reported immediately to the committee who will make a decision on the level of risk and any action that should be taken.

The following list includes hazards or potential hazards at QBC and its facility, the Queenstown Events Centre and actions that should be taken to avoid or manage situations.

1. Falls and slips at ground level. Action: Provide suitable clear passages for walking and wheelchairs. Ensure floor & walkways clear of any items or hazards that could lead to falls or slips such as electrical cords, personal clothing items.
2. A serious personal medical event. Action: All club members and visitors must take adequate precautions to manage known health problems in advance. If urgent medical assistance is likely to be required the club should be notified and details of a contact person should be provided to the club. First Aid Kit and Defibrillator are housed in the Events Centre Reception. If a club member is unwell and has the potential to transmit an illness to another club member, that individual SHOULD NOT ATTEND a meeting. If such circumstances are noted during a club meeting an individual may be asked to leave the meeting. Wearing of face masks by members is encouraged, to protect themselves and others.
3. Struck by or strike against an object or structure such as a table or door.
Action: Latch doors where and when appropriate eg at the start of a meeting
4. Physical exposure in bar or kitchen eg burns, glass cuts, electrical fault. Action: Raise awareness of risk

Identification and management of hazards within the facility outside of the playing area including carpark, reception, toilets and access to the room used by members are the responsibility of the Queenstown Events Centre.

Emergency Procedures

In the case of an emergency event such as fire, earthquake or other event requiring evacuation, all members shall cease activities immediately and move to the designated evacuation area, via the safest route. Queenstown Events Centre will be responsible for evacuation of members who must follow instruction given by Queenstown Events Centre staff. Members should familiarise themselves with evacuation routes and emergency equipment such as Fire extinguishers, defibrillators and fire blankets.

The first priority in the event of a serious accident or injury is to preserve life & prevent further harm. This should be done by any member at the scene of the event.

The following information provided by Queenstown Events Centre shows emergency equipment available:

1. First Aid Bag – located behind the main reception
2. AED bag – located behind the main reception



3. Fire extinguisher – beside gas oven in kitchen
4. Fire extinguisher – in kitchen near the door to the bar entrance
5. Fire push alarms – Two located in the Function Room. Either side of the main windows



6. Emergency procedures room plan. Located on either side of the main windows.



