



Suggested Health and Safety Checklist for Tournaments and Club Play

Overview:

Health and safety is everyone's responsibility.

However, each space and place is a little different and there needs to be someone appointed to take overview of health and safety at any event or gathering, provide guidance and best practise, and remind all staff and attendees of their responsibility.

Health and safety preparedness needs to begin at the planning stage of each event, and to be reported on and reviewed at its completion, for refining next time.

In preparing your plan we suggest you use the most up to date NZ BRIDGE HAZARD IDENTIFICATION AND RISK ASSESSMENT FORM – available through the website – as your prompt, to think about risks and hazards that could impact the health and safety of attendees.

1. Planning the event

It is everyone's responsibility to work toward eliminating, isolating or minimising any risk factors to the Health and Safety of all

- Appoint a Health and Safety manager
- Include H and S in all agendas (keeps everyone focused)
- Ensure Emergency Evacuation Plan in place for venue
- Ensure access to First Aid kit, and it is clear it will be stocked for the event
- Identify anyone likely to be present at the event with First Aid capabilities
- Ensure catering is well managed – plenty of refrigeration, and hygiene standards are understood
- View site at night-time (if needed) to ensure good lighting and safe access and egress possible
- Using the Hazard Identification form, referenced above, begin a likely risk assessment document

2. Prior to the event

- Ensure Emergency Evacuation point remains readily accessible
- Ensure First Aid Kit is complete, and all know how to access it
- Ensure a strong procedure has been developed if working with children or young people and it has been communicated to all staff (See NZ Bridge Working with Children Policy and Procedure)
- Ensure there is a nominated person who is 'in control of Health and Safety' each day of the event
- Ensure all staff understand their responsibilities regarding health and safety and are encouraged to report and right any issues they see.
- Ensure supply of incident forms for reporting H and S matters (proforma available on NZ bridge website)

- Ensure briefing of all attendees is planned for – either verbally or written (but need to have their attention drawn to document,) – including evacuation procedure, personal property that could constitute a trip hazard, and stressing H and S is responsibility of everyone.

3. Day of the event

- Ensure person 'in charge' is fully briefed
- Check evacuation point access is clear, and able to be used, and share Emergency Evacuation procedure with all
- Check supplies in bathroom and kitchen
- Check First Aid Kit is available
- Remind all regarding personal responsibility, management of their own space, for others, and any other topical reminders
- Continually review and assess
- Ensure easy access to first aid materials

4. After the event

- Collate incident forms and identify where improvements can be made
- Report back to organising committee on number of incidents, learnings, and changes to be made next time. These should be minuted for future reference.

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