



Health and Safety Policy

Franklin United Football Club Incorporated

1. Purpose

Franklin United Football Club (FUFC) is committed to providing a safe, inclusive, and supportive environment for all players, coaches, volunteers, supporters, and visitors. This policy sets out FUFC's approach to managing health and safety risks in line with the Health and Safety at Work Act 2015, and reflects our club values of Community, Development, Opportunity, Respect, and Sustainability.

2. Scope

This policy applies to all FUFC-sanctioned activities including trainings, matches, tournaments, events, and off-field operations. It covers everyone associated with the club - players, parents/caregivers, coaches, managers, volunteers, visitors, and contractors.

3. Responsibilities

The FUFC Committee is responsible for the implementation, monitoring, and regular review of this policy.

All members and users of club facilities have a duty to:

- Take reasonable care of their own health and safety and that of others.
 - Follow any instructions and safety rules provided by the club.
 - Report any hazards, risks, or incidents promptly.
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4. Health and Safety Coordinator

The FUFC Committee will appoint a Health and Safety Coordinator to:

- Act as the point of contact for all health and safety concerns.
- Maintain and update hazard and incident registers.
- Support risk assessments for events, training, and matches.
- Assist with safety inductions and information sharing.
- Coordinate first aid equipment and emergency preparedness.
- Report to the Committee and recommend improvements as required.

This role will be reviewed and confirmed annually by the Committee.

5. Hazard Identification and Risk Management

FUFC will:

- Regularly assess club facilities and operations to identify potential hazards.
 - Record and prioritise these in a hazard register.
 - Implement control measures to eliminate or minimise risks.
 - Complete risk assessments for all club-run events or tournaments.
 - Ensure any venue-specific hazards (e.g. lighting, surfaces, equipment) are managed appropriately.
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6. Incident Reporting and Response

- All accidents, near misses, use of First Aid Kits or health and safety concerns must be reported immediately to a coach, manager, or the Health and Safety Coordinator.
 - An incident report form will be completed and retained by the club.
 - Incidents will be investigated where appropriate to prevent recurrence.
 - Notifiable events will be reported to WorkSafe NZ as required by law.
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7. Emergency Preparedness

FUFC will ensure:

- Emergency evacuation procedures are in place and clearly displayed at club venues.
 - Coaches, managers, and volunteers know how to access emergency services and use onsite first aid or defibrillation equipment.
 - Emergency contact details for all teams are kept up to date.
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8. First Aid and Medical Support

- Each team will be issued with a first aid kit, which will be checked and restocked regularly.
 - Defibrillators will be available at designated venues and staff/volunteers informed of their location.
 - Coaches and managers will be encouraged to complete first aid training.
 - In the event of any First Aid being administered a First Aid Form will be completed and retained by the Club as part of its Incident Register.
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9. Event and Venue Management

FUFC will:

- Complete risk assessments for all events and major activities.
 - Work with Auckland Council or venue partners to ensure safe facility access.
 - Monitor weather and field conditions to minimise injury risk.
 - Keep a register of venue inspections and maintenance requirements.
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10. Drugs, Alcohol and Smoking

- Alcohol may only be consumed in licensed and designated areas (e.g. clubrooms and balconies).
 - Smoking and vaping are prohibited within playing and spectator areas.
 - The use of illegal substances is strictly forbidden at any FUFC venue or event.
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11. Communication and Training

- This policy will be communicated to all coaches, managers, and team administrators.
 - Key responsibilities and procedures will be included in pre-season briefings.
 - The policy will be accessible via the club's website and made available upon request.
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12. Monitoring and Continuous Improvement

- Health and Safety will be a standing agenda item at FUFC Committee meetings.
 - The Committee will review this policy annually or following any serious incident or legislative change.
 - Feedback from members, coaches, and supporters will be encouraged to help improve safety systems and practices.
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Our Commitment

FUFC is committed to a culture of care, where everyone has the right to participate in football in a safe and healthy environment. As we grow, we will continue to put people first and create an environment that supports excellence, wellbeing, and opportunity for all.

Updated September 2025