

BASKETBALL OTAGO

HEALTH AND SAFETY PLAN



Health and Safety Plan for Basketball Otago

Dunedin, New Zealand

Date: January 2025

1. Introduction

Basketball Otago (BO) is committed to providing a safe and healthy environment for players, coaches, staff, volunteers, and spectators involved in basketball activities. This Health and Safety Plan (HSP) outlines our commitment to ensuring compliance with New Zealand's Health and Safety at Work Act 2015, and all relevant regulations. Our primary goal is to eliminate or minimize risks to health and safety through effective hazard identification, risk management, and employee and participant engagement.

2. Legal and Regulatory Compliance

Basketball Otago acknowledges its duties and obligations under the following legislation:

- **Health and Safety at Work Act 2015**
- **Health and Safety in Employment (Sports) Regulations 2016**
- **Health and Safety at Work (General Risk and Workplace Management) Regulations 2025**
- **New Zealand Code of Practice for Safety in Sports Activities**
- **WorkSafe New Zealand Guidelines**

3. Health and Safety Responsibilities

3.1. Board of Basketball Otago

- Ensure that health and safety systems are implemented, resourced, and maintained.
- Oversee the implementation of safety procedures and compliance with legislation.
- Ensure staff and participants are trained in health and safety obligations.

3.2. Health and Safety Officer (HSO)

- Act as the primary point of contact for health and safety matters.
- Ensure regular health and safety audits are conducted.
- Ensure the reporting and management of incidents and injuries.
- Provide health and safety training and education to players, coaches, and volunteers.

3.3. Coaches and Volunteers

- Monitor player welfare, ensuring appropriate warm-ups, skill development, and use of equipment.
- Report any hazards, injuries, or near-miss incidents.
- Ensure that players are adequately supervised during training and games.

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3.4. Players and Spectators

- Follow health and safety instructions, including injury reporting and equipment use.
- Encourage a safe sporting environment by respecting the safety of fellow participants and officials.

4. Hazard Identification and Risk Management

4.1. Hazard Identification

- **Physical Hazards:** Basketball courts may present physical risks such as trip hazards, slips, and falls.
- **Equipment Hazards:** Risk of injury from defective or unsuitable basketball equipment (e.g., balls, hoops).
- **Player Health Hazards:** Injuries such as sprains, fractures, concussions, or overuse injuries.
- **Environmental Hazards:** Weather conditions (e.g., heat, rain), inadequate lighting, or ventilation in facilities.
- **COVID-19 and Infectious Diseases:** Measures to limit the transmission of diseases during training and games.

4.2. Risk Assessment and Control Measures

- Regularly inspect facilities, courts, and equipment to identify risks and ensure safe conditions.
- Implement safety measures for physical and environmental hazards, including proper court maintenance, adequate lighting, and regular equipment checks.
- If needed, enforce hygiene and sanitization protocols to prevent the spread of infections.
- Develop specific procedures for managing emergencies, including access to first aid and emergency services.

5. Emergency Procedures

5.1. First Aid and Medical Support

- Ensure that at least one qualified first aid responder is present at all competitions, and where possible all rep training sessions and games.
- Provide first aid kits in accessible locations, and ensure they are stocked and maintained.
- Establish a procedure for responding to medical emergencies, including contact details for local medical providers and ambulance services.

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6. Incident Reporting and Investigation

- Establish a process for reporting incidents, including injuries, hazards, and near-misses.
- Ensure all incidents are investigated, with corrective actions implemented to reduce future risks.
- Maintain records of incidents for review and compliance monitoring.

7. Evacuation and Fire Safety

- Follow the evacuation plans for all basketball venues, ensuring they are clearly communicated to staff, volunteers, and participants.

8. Training and Education

- **Induction Program:** All staff & rep managers will complete a health and safety induction that covers general safety protocols, injury prevention, and reporting procedures.
- **Ongoing Training:** Provide annual health and safety training to all staff and participants, including injury prevention, emergency response, and safe use of equipment.
- **Player Education (recommended where possible):** Players will be educated on safe basketball practices, such as proper warm-up techniques, safe play, and recognizing signs of injuries like concussions.

9. Personal Protective Equipment (PPE)

9.1. Basketball Otago recommends PPE for staff and participants where necessary, such as:

- Knee and ankle support
- Mouthguards (for players)
- Protective eyewear (if required)
- Masks (if necessary due to health concerns)

10. Wellness and Mental Health Support

- **Mental Health Resources:** Provide players and staff with access to mental health support, including counselling services.
- **Stress Management Programs:** Encourage wellness initiatives like mindfulness and stress-relief activities.
- Promote an inclusive and supportive environment for all players, coaches, and staff, ensuring well-being is considered alongside physical health.

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11. Review and Continuous Improvement

- **Health and Safety Audits:** Regular audits of health and safety procedures will be carried out to assess their effectiveness and identify areas for improvement.
- **Feedback:** Encourage feedback from players, coaches, and volunteers on health and safety matters to improve the system.
- **Annual Review:** The Health and Safety Plan will be reviewed annually to ensure ongoing compliance with legislative changes and the latest best practices.

12. Conclusion

Basketball Otago is dedicated to ensuring the safety and well-being of everyone involved in its operations. This Health and Safety Plan reflects our commitment to compliance with New Zealand's health and safety laws and our proactive approach to managing risks. Through ongoing training, hazard identification, risk management, and emergency preparedness, we aim to provide a safe and enjoyable environment for all participants.

Signed:

A handwritten signature in black ink, consisting of a stylized 'J' and 'B' followed by a horizontal line.

Jodi Brown
Health and Safety Officer
Basketball Otago

Date: February 2025