



HOKITIKA

GYMNASTICS

CLUB

Health and Safety

Manual

Philosophy and Document Development

When the Club manages its health and safety risks in accordance with this manual, it will allow gymnasts, coaches and visitors to fulfil their gymnastic roles with confidence.

This manual recognises that Hokitika Gymnastics is a Club with activities that carry an inherent risk to participants. Hokitika Gymnastics nevertheless aims to meet all the key criteria required by the Health & Safety at Work Act 2015 or any subsequent legislative reforms.

Health And Safety Policy Responsibilities

Hokitika Gymnastics is committed to providing and maintaining an environment and system of work that is safe and without undue risk to employees and others. We will strive to protect employees from accidental harm and our property from accidental damage through consultation and a focus on continuous improvement.

It is our intention that people at all levels in our club shall be committed to achieving the highest standards of Health and Safety management throughout the organisation. To this end, all employees will be inducted to the Hokitika Gymnastics standard and it shall be reinforced to them that health and safety management is an integral part of our workplace and work practices. Employees will share in the benefits of maintaining a healthy and safe place of work. Maintaining safe working practices and reporting any unsafe acts or incidents shall demonstrate their commitment to safety.

Safety is everyone's responsibility. No one in this organisation should feel compelled to work unsafely.

We shall at all times ensure that:

- Hazard identification and control procedures are operating throughout the workplace to prevent personal injury.
- Consultation with employee representatives regarding health and safety management is valued and occurs regularly.
 - All equipment is maintained in a serviceable state and any defect or fault reported immediately.
- All employees are provided with the necessary support for the safe and structured return to work after an injury.
- All employees are provided with necessary instructions and adequate training.
- Personal protective equipment is provided as required and its safe use understood and encouraged.
- All practicable steps and precautions are taken to ensure the safety of our customers and other visitors.
- All operations in the workplace comply with the applicable, relevant health and safety statutory requirements.
- A comprehensive and up-to-date plan for all emergencies is in place.

Individual employees will meet their obligations to take all practicable steps to ensure their own and others health and safety, and are encouraged to become actively involved in assisting management achieve a healthy and safe workplace.

Signed: Date: _____

*****, Club President

Signed: Date: _____

*****, Head Coach or Operations Liaison

Signed: Date: _____

*****, Club Health & Safety Representative

This health and safety policy shall become effective from _____ and shall be reviewed two yearly.

Responsibilities

The Club committee will exercise due diligence to:

- Acquire and keep up-to-date knowledge of work health and safety matters.
- Understand the nature of HOKITIKA GYMNASTICS operations and the general hazards and risks associated with them.
- Provide appropriate resources and processes to eliminate or minimise the health and safety risks associated with the company's operations.
- Make sure the company has appropriate processes for receiving information on hazards, risks and incidents, evaluate that information, and respond in a timely way.
- Make sure there are processes in place so the company complies with its legal obligations. •

Verify appropriate resources and processes have been provided and are being used.

It is the responsibility of the H&S Rep to ensure health and safety related matters are promoted to all staff, volunteers and gymnasts.

Other responsibilities include, but are not limited to:

- Making sure all new staff, contractors, volunteers and visitors are inducted in the relevant health and safety procedures.
- Identifying tasks or areas which fail to comply with health and safety standards and initiate the appropriate corrective actions.
- Leading hazard management.
- Ensuring all accidents/incidents are accurately reported, recorded and investigated.
- Ensuring WorkSafe New Zealand is notified of any incidents or accidents involving serious harm in a timely manner.
- Ensuring staff training on health and safety matters is kept up-to-date and documented.
- Supervising rehabilitation programmes or back to work activities for injured employees.

All Employees

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on employees as much as the employer. It is imperative that all staff actively participate in identifying hazards, reporting accidents and near accidents and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and instructed in.
- Abiding by all displayed rules, safety regulations, policies and procedures.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no action or inaction while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all accidents, injuries and near accidents as soon as possible using the accident reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Reporting for and leaving Gym sessions

- Gymnasts are not to enter the gymnasium area until invited by their coach at their session time.
- Gymnasts are to report to their coach at the start of their scheduled session.
- Gymnasts may not leave the building or gymnasium without the coach's knowledge and permission.
- Parents/caregivers must collect gymnasts from inside the gymnasium. Please note that the street gets busy at times and it is a matter of safety that gymnasts do not leave the building until accompanied by a caregiver.
- Coaches are required to ensure each gymnast has been collected, or is supervised by an adult or senior gymnast, prior to their departure.

Use of Equipment

- Gymnasts may only use the equipment during their scheduled session and under the supervision of a coach.
- Gymnasts are to check with their coach before going on equipment and are not to attempt any skill that they have not received the appropriate skill development for.
- Gymnasts are required to move/place/store equipment at the request of a coach.

General Behaviour in the Gymnasium

- Gymnasts are to warm up and train without interfering with other Club members. Interference may be such behaviour as inconsiderate running through and into equipment areas, removing mats or equipment without the Coach's agreement, excessive noise or rowdiness. Running in the gym (unless under the instruction of the coach as a part of your programme) is not permitted at any time. All care is to be taken to avoid collision with another participant and/or equipment.
- Food is to be eaten in the kitchen area only, not in the gymnasium. Chewing gum is not allowed during gym sessions.
- Gymnasts should tell their coach if they feel unsafe or unwell.
- Bathroom/toilet visits should be made before the commencement of your session and in any break time allocated by the coach. Should a gymnast require the toilet during session, the gymnast must ask permission of his/her coach.

SAFETY RULES – COACHES

- Ensure all equipment is secure before use and that protective mats are correctly placed (e.g. crash mats under beams).
- Report any equipment faults to the appropriate code manager. Secure and refrain from using any equipment that is considered a safety risk. Ensure appropriate signage is placed on any equipment that poses a risk and is “out of use for maintenance”.
- Report any identified hazards to the committee.
- Coaches can only be coaching skills that they have received the appropriate training for.
- Coaches must check and ensure that the participant feels safe, has received all necessary training.
- If there are gymnasts using the equipment, or on the floor, coaches need to be with them.
- No coach should be alone with a child. Under the Oranga Tamariki Act 2017 coaches will report to the board any information or incident where a child's health, safety OR wellbeing is at risk. This includes information about a child's life outside of the Hokitika Gym. Reports of concern will be determined and completed by the board on a case by case basis.

SPECTATOR VIEWING AREA SAFETY

Viewing and behaviour in the seated area

For safety purposes and the comfortable viewing of other spectators – please:

- Do not allow children/siblings to enter the gymnastics area
- Do not allow children/siblings to stand on chairs
- Do not allow children/siblings to enter the kitchen area
- Do not allow children/siblings to stack chairs

For safety purposes and in the best interests of gymnasts participating in classes on the gym floor – please DO NOT:

- Wave or distract gymnasts when they are participating in a class

HAZARD ANALYSIS

Policy

Hokitika Gymnastics will take reasonable steps to:

- Identify hazards in the building and the sport
- Minimise risks through:
 - Provision and correct use of safe equipment
 - Regular maintenance checks of equipment
 - Education of coaches and gymnasts in the correct use of equipment

Hokitika Gymnastics encourages the positive involvement of all employees and the analysis of hazards is one area where the employees' involvement is essential.

Employees must report hazards and hazardous practices as part of their normal duties. This practice ensures that controls can be put in place before any harm occurs as a result of the presence of the hazard.

Hazard Identification

A hazard is any activity, situation or substance that can cause harm. On a regular basis, the Health & Safety Rep must undertake a systematic hazard identification review, with particular attention to the following:

- Place for parents/care givers and siblings to safely wait and watch
- Separate warm up area away from equipment
- Noise levels
- Structural hazards – roof beams, poles, etc.
- Placement of equipment to remove obstructions and prevent collisions
- Prevent crowding and queues while participants wait to use equipment
- The ratio of gymnasts/coaches at the different levels.

In order to identify the hazards, the questions must be asked:

- What harm can occur to the employees, gymnasts or visitors?
- How can that harm occur?

Hazard Management

Once identified, a plan of all hazards must be drawn up (see form attached as Appendix C), with a timetable outlining all practicable steps which can be taken to eliminate, isolate or minimise each hazard.

Equipment Maintenance

Attached as Appendix D to this policy is an equipment checklist. It is the responsibility of the Administration team to ensure that all equipment and facilities are regularly checked for safety.

ACCIDENT PROCEDURE

Summary

To ensure that in the event of an accident a qualified First Aider is on hand to deal with the accident in the most appropriate manner. It is important to ensure that adequate steps are taken to prevent a recurrence of the accident.

Requirements

All coaches must hold a current First Aid Certificate.

The Health & Safety Coordinator is responsible for ensuring an adequately provisioned First Aid Kit is available at all times.

A list of relevant numbers – hospital, doctors, – must be available.

Procedure

(At all times remember that the priority is the treatment of the individual for the injury suffered.)

- Immediately stop the session and ask the remaining athletes to sit safely and request another coach to supervise your squad.
- Check the area for any hazard or risk to yourself.
- Apply treatment to any injury immediately. Follow “Schedule E” “Procedure Following an Accident”. • If serious, do not disturb the injury scene.
- Immediately contact parents/caregivers and subsequently complete a Parents injury Report (attached as Appendix E)
- Remove unnecessary spectators
- Obtain comments and preferably statements from any witness.
- Complete Incident/Accident Report (attached as Appendix F)
- Complete an Accident Investigation Report and discuss this with the Health & Safety Coordinator (Attached as Appendix G)

EMERGENCY EVACUATION PROCEDURE - FIRE

SUMMARY

To promote the method and practice that will ensure the systematic and orderly evacuation of all parts of the building by the nearest safe means of exit in the least possible time. In addition it is important to ensure that all Wardens (Coach/es) appointed throughout the building are fully acquainted with their duties.

PROCEDURE

Action to be taken if you discover a Fire

- Clearly communicate to all occupants to leave the building in an orderly fashion.
- The alarm situation must be further confirmed by telephone to the Fire Service by dialling “111” and ask for the “Fire Service”. Then confirm the address and the nature of the emergency.

Corner of Revell and Hamilton Street.

If you can give any further information about the type of fire and its precise location within the building then do so.

- Evacuate the building closing all doors to contain fire and minimise damage.
- Fire extinguishers should only be used if no personal risks are taken.

If the Alarm is activated

All occupants should:

- Leave the building immediately by the nearest emergency doors. As you leave, close all doors behind you and leave lights on.
- If a Warden gives an instruction to evacuate the building, then the occupants must do so.
- If you are a coach responsible for a class, assist your gymnasts to leave by the nearest emergency doors.
 - DO Follow all fire exit signs.
 - DO NOT Run.
 - DO NOT Collect personal belongings from any part of the building.
 - DO NOT Return to the building for any reason until the Fire Service indicates that it is safe to do so.
 - DO NOT (Parents) Enter the gymnasium hall to collect your child, coaches will assist them to the assembly point opposite the Gym.

Assembly point is between the Corner of Revell & Hamilton Street outside Total Automotive.

Duties of Wardens

- Make sure all occupants are evacuating your allotted search area, taking care to search the kitchen and both toilets. Be aware that some people may panic and do irrational things such as hiding.
- Assist any disabled persons to a secure area and leave with a supporter.
- When you are sure the gym is clear, leave the area making sure to close doors behind you. Please leave the lights on.
- Report to the Fire Service at the control point and advise of the situation in the gym. Advise the position and number of persons requiring assistance, areas unsearched and details of those remaining who may be attempting to extinguish the fire.
- Go to the assembly point and ensure that no-one re-enters the building until cleared to do so by the Fire Service.

At no time are you compelled to place your life in jeopardy, nor are you to re-enter a burning building.

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PROCEDURE

Action to be taken in the event of an earthquake

- All building occupants should:
 - Drop and cover/hold on.
 - Remain in the building until the shaking stops
- Coaches/employees should:
 - Reassure gymnasts
 - Instruct gymnasts to take cover
 - Liaise with the Warden regarding the decision whether to remain in the building or to evacuate.

Duties of the Warden

If a decision is made to evacuate:

- Check that all areas have been evacuated.
- Turn off appliances and services
- Send a situation report to the Civil Defence.
- Listen to the local radio station.