



Health & Safety Policy at Waitemata Synchro Club

Waitemata Synchro Club and Safety Policy

Date: 02/08/2020

With new Health & Safety policies in place across New Zealand, Waitemata Synchro Club has reviewed Health and Safety and implements the following policy to keep swimmers, Coaches and the parent community safe and healthy. This plan covers physical and emotional harm.

OVERARCHING PRINCIPLES

1. We care about ourselves and others
2. We aim for zero harm
3. Individuals take responsibility for their own and other's health and safety
4. We anticipate, plan and prepare for all activity with safety in mind.
5. Coaches and the parent community work together to create a safe environment, it's not just the responsibility of Coaches and/or the Committee.

Everyone has a responsibility to:

1. Look after themselves and others around them
2. Report incidents and hazards* to appropriate parties.

Coaches and (organising) Committee/Parent help where appropriate are responsible for:

1. Hazard management (and preempting hazards) where possible.
2. Implementing new initiatives within the confines of their jurisdiction.
3. Modelling behaviour
4. Up-to-date emergency response plans

DEFINITIONS:

Hazard – something that may cause harm. This may include travel (e.g safe transport, licenced drivers, safety belts, accounting for numbers etc), security breaches (e.g. loss/misuse of personal information), unsafe premises (slippery surfaces, chlorine levels, pool temperatures, undesirable observers etc). More detail is provided below.

Incident – this is when harm has occurred or could have occurred. Whether it actually happened or could have happened (eg. near miss) it should be reported.

REPORTING HAZARDS & INCIDENTS

Incidents can be avoided if hazards are reported when noted. It's easier to manage health and safety if we know where the hazards are. **Everyone** is responsible for reporting hazards to the Lifeguard at the poolside, and or the Health and Safety Officer of the Club or Chairperson as appropriate. Record the hazard via email via email to the Health and Safety officer, addressed to waitematasynchro@gmail.com. This should include



- *What happened: include names of who was involved, perhaps who witnessed/saw hazard/incident. Time, date, location, who was involved?*
- *Where it happened: location – include address*
- *When it happened: time, date*
- *Who was harmed (physically/emotionally etc)*
- *Possible reasons as to why it happened – is it possible to determine the root cause of the hazard/incident*

Upon receipt of an Incident Report, the following action will occur:

1. Committee/Coaches should investigate the root cause and determine corrective plan
2. Assign person to take corrective action
3. Advise parties of result
4. Communicate to the Committee, Coaches and whoever else is appropriate so learnings are applied to all involved - including where appropriate other clubs or SSNZ.

HAZARD TYPES AND WAITEMATA SYNCHRO MITIGATION

For the most part, Waitemata Synchro Club operates in a safe environment, in a Lifeguarded pool complex which will have appropriate health and safety measures defined. Competition periods can present increase risk for hazards and incidents. Special care needs to be taken at all times but particularly during a competition or travel to and from a competition.

Coaches and Committee will at regular and appropriate times receive written and verbal instruction around mitigating risks, in order to raise awareness.