



# Health and Safety Policy

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## 1. Introduction

St Johns Gymsports Inc is committed to ensuring the health, safety, security, environmental and wellbeing protection of all members, staff, visitors, and the community. This policy outlines our commitment to maintaining a safe and healthy environment for training and competitions.

- A. All Staff, Coaches, Members and Parents have the right to a safe environment, access to facilities, and information about workplace hazards and risks.

## 2. Scope

This policy applies to anyone involved in the sport of gymsports, whether they are in a paid or unpaid/voluntary capacity with St John's Gymsports. This includes (but is not limited to) the following people:

- A. all children and young people up to the age of 18 associated with the sport of gymsports.
- B. all staff members and volunteers, including students on placement, visitors, and contractors.
- C. persons appointed or elected to committees, and sub-committees.
- D. support personnel appointed or selected to teams and squads (e.g., managers, chaperones)
- E. coaches and assistant coaches
- F. participants
- G. judges and other officials involved in the regulation of gymsports members.
- H. personnel participating in events and activities, including camps and training sessions held or sanctioned by St John's Gymsports
- I. any other person including spectators, parents/guardians.
- J. anyone working on behalf of St John's Gymsports including child protection agencies.

## 3. Policy Statement

St John's Gymsports is a Club responsible for developing and promoting gymsports in Taranaki.

- a. St John's Gymsports has zero tolerance for abuse or neglect in any context and has developed this HSSEW Policy to outline the organisation's commitment to protecting the safety and wellbeing of all children and young people involved in gymsports.



- b. The St John's Gymsports HSSEW Policy relates to, and is supported by St John's Gymsports policies and procedures including (but not limited to):
- St John's Gymsports Constitution
  - Complaints Policy
  - Code of Behaviour
  - Safety and Wellbeing Flipchart
  - Mission Statement
  - Gym rules
  - Safeguarding Policy
- c. St John's Gymsports HSSEW Policy should be read in conjunction with a range of government legislation as outlined in section 15 Relevant Legislation of this policy.

## 4. Responsibility Statement

- A. The overall responsibility for HSSEW at St John's Gymsports rests with the St John's Gymsports Committee and sits within the portfolio of the Committee HSSEW Representative. The Committee HSSEW Representative in collaboration with the St John's Gymsports Committee and in partnership with the St John's Gymsports Management Team is charged with the implementation and embedding of this policy.
- B. St John's Gymsports accepts the responsibility to create a culture where the safety and wellbeing of children and young people is prioritised and to implement an embed robust procedures to safeguard and protect children and young people and will:
- provide effective leadership to promote, implement and embed this and other associated policies.
  - ensure that the safety and wellbeing of children and young people is our primary concern.
  - implement standards of conduct that establish appropriate behaviours and boundaries for individuals in positions of trust to keep children and young people safe.
  - involve and listen to children and young people about their protection, safety, and wellbeing.
  - implement appropriate practices for sharing information, where it is necessary to protect a child or a young person with the appropriate



agency and/or other stakeholders, including Gymnastics New Zealand.

- ensure any suspicions and allegations involving abuse of a child or a young person are reported in line with the applicable statutory guidance and, where it relates to a St John's Gymsports member, act in accordance with St John's Gymsports Complaints Policy.
- provide appropriate support to the individual(s) involved in incidents or concerns, including the person who reported the concern.
- ensure that confidential, detailed, and accurate records of all concerns are maintained and securely stored for a minimum of 7 years.
- ensure that the incident reporting forms are a key part of the risk assessments carried out for all St John's Gymsports activities.
- implement safe recruitment procedures in line with the Health and Safety at Work Act 2015.
- communicate this policy and all associated policies and any updates to all members and provide support and training to ensure they have appropriate systems and processes in place to protect children and young people.
- act against any members where arrangements for HSSEW and/or behaviours fall below the expected standard required, including notifying the emergency services and/or WorkSafe NZ if appropriate.
- Qualified coaches will oversee all training sessions to prevent injuries and ensure proper supervision.
- Emergency first aid kits and trained first aiders will be available at all times.
- Incident and accident reports must be completed and reviewed after any injuries.
- Proper warm-up and cool-down exercises must be conducted before and after training.
- Equipment safety checks will be performed quarterly to prevent hazards.
- All Staff, Coaches, Committee and other volunteers must follow strict hygiene protocols.
- Ensure the Gym space is clean and tidy for all Training Sessions
- Ensure those who are sick or have any other conditions that may impact public health must not participate as it is a risk to Public Health.



Protecting the safety and wellbeing of children and young people is everyone's responsibility.

- C. It is essential that everyone involved in gymsports is fully aware of HSSEW incidents and understands the appropriate steps to report these concerns.
- D. Anyone involved in the sport of gymsports at our club must comply with the St John's Gymsports HSSEW Policy and the St John's Gymsports Codes of Behaviour and specifically not engage in, allow, condone, or ignore incidents of inappropriate behaviour, collusion, and abuse and be supportive of anyone who reports concerns.

Failure to comply with this policy and associated procedures will be investigated and may ultimately result in disciplinary action against the individuals concerned or the involvement of the police & WorkSafe NZ.

## 5. First Aid

- At least one trained first aider will be present at all training sessions and competitions.
- The Gym will have available a 'Safety & Wellbeing Flipchart' with quick guides on dealing with first aid. In a serious event where there is need for emergency services, DIAL 111. If in doubt DIAL 111, the operator can instruct on some first aid and identify signs of situations where emergency services are required.
- First aid kits will be checked and restocked regularly to ensure they are fully equipped.
- In the event of an injury, an incident report will be completed, and parents/guardians will be informed immediately.
- First aid guides will be provided in the Safety and Wellbeing Flipchart
- Those who are administering First Aid must ensure they meet proper hygiene standards and are wearing the appropriate PPE. Those who do not meet these standards should not administer First Aid.
- Those who are administering First Aid must ensure they do those have any illnesses, Infections or any other condition that could contaminate the patient.

## 6. Emergency Response

- Emergency response procedures, including fire evacuation and severe injury protocols, will be clearly displayed in the facility.
- Emergency contact details of all gymnasts and staff will be securely stored and easily



accessible. To ensure privacy of all members staff may need to contact the Club Manager in such matters

- Emergency Response training will be facilitated by Committee HSSEW Representative
- Emergency Response Guides will be available in Safety and Wellbeing Flipchart

## **7. Incident Reporting**

1. All incidents, including near misses and hazards, must be reported to the Committee HSSEW Representative.
2. A detailed incident report must be completed, including the nature of the incident, involved parties, and corrective actions taken.
3. Reports will be reviewed regularly to identify trends and implement preventive measures.
4. Serious incidents must be escalated to club management and external authorities if necessary.
5. The ability to Incident reporting will be accessible to all members inside the gym and forms will be available clearly at the Gym facility office.

## **8. Security**

1. Access to the gymnasium will be restricted to authorized individuals only which will be documented by Club Management
2. All staff and volunteers must undergo Police Vetting before working with minors.
3. Gymnasts under the age of 18 must be accompanied by a parent/guardian or have parental consent to attend training sessions. Training sessions must have at least 1 more adult present other than a coach at all times. No Gymnast under 18 must be left with a single coach at any time. See the St John's Gymsports Safeguarding Policy for further instruction.
4. A clear emergency response plan will be in place, including fire evacuation procedures and emergency contacts.
5. CCTV surveillance and secure entry systems may be implemented to enhance security.

## **9. Health, Wellbeing and Mental Health**

1. The club is committed to promoting proper physical health to all members wherever appropriate. Physical health including sufficient sleep, physical activity / exercise, good hygiene practices, great nutritious and balanced diets.



2. In the interest of protecting the health and wellbeing of all members, the Club maintains a strict policy regarding illnesses and infections. Any individual who is experiencing an illness or infection that may pose a risk to others is not permitted to enter or remain within the gym premises.
  - a. If anyone is sick they must stay home.
  - b. If anyone has an infection that is in an unmanageable state or/and is improperly dressed, they must stay home.
3. Staff, Coaches and Committee Members are authorised to ask any person exhibiting symptoms of illness or infection to leave the gym immediately. This measure is in place to ensure the safety and wellbeing of all participants, staff, and visitors.
4. The Club is responsible for providing appropriate personal protective equipment (PPE) and maintaining the gym environment to the highest possible standards of hygiene.
5. If a member has been sick, they must ensure they are no longer sick or infectious before returning back to the gym
6. The club is committed to promoting the physical and mental wellbeing of all members.
7. Coaches and staff will be trained to recognize signs of stress, anxiety, or other mental health concerns through Safeguard training courses and Coaching Clinics.
8. Open communication will be encouraged, and gymnasts will have access to support resources if needed.
9. Bullying, harassment, and discrimination will not be tolerated, and the Complaints Process will be in place for any concerns. Please read the St John's Gymsports Safeguarding Policy for further instruction.
10. Have available appropriate resources for any situation where there are any concerns that the Wellbeing & Mental health of any member may be affected.

## 10. Child Protection

- The club adheres to strict child protection policies to ensure the safety and welfare of all young gymnasts as outlined in the Children Act 2014 and the Safeguarding and Child Protection Policy Document.
- All coaches and staff working and volunteering with children must complete safeguarding training and adhere to best practices.
- Gymnasts will be supervised at all times during training and competitions by no less than 2 adults.
- Any concerns about a child's welfare must be reported to the designated committee safeguarding officer.



- Parents/guardians must be informed and involved in decisions affecting their children's participation.

## 11. Environment

- The club is committed to minimizing its environmental impact by promoting waste reduction, recycling, and responsible energy use.
- Equipment and facilities will be regularly inspected and maintained to ensure safety and efficiency.
- Noise levels and other environmental factors will be managed to maintain a comfortable and safe atmosphere.
- Water conservation and sustainable materials will be prioritized where possible.
- During Training sessions, only the participants listed on the roll call are permitted on the gym spaces / equipment. Other participants are only permitted at the discretion of the Lead coach of that session.

## 12. Risk Registers

- A risk register will be maintained to document potential hazards associated with training, facilities, equipment and competitions. The register will document risks involved in any operation of St Johns Gymsports and the best possible mitigations and controls will be put in place promptly.
- The register will be reviewed Annually and updated to reflect new risks or changes in operations.
- Risk assessments will be conducted before major events or changes in training procedures.
- Mitigation strategies will be developed and implemented for all identified risks.

## 13. Responsibilities

- A. **Club Management and Committee:** Ensure that the HSSE policy is implemented and regularly reviewed. Appoint the Committee HSSEW Representative.
- B. **Club HSSEW Representative:** Ensure that the HSSE policy is implemented and regularly reviewed, perform duties outlined in this policy with the support of the Club Management and Committee. Their responsibility also includes
  - **Workplace Risk Management Plan:** Review and document plans outlining how the business manages workplace risks.
  - **Emergency Procedures:** review and create documents and training outlining





procedures for dealing with emergencies.

- **Health and Safety Policy:** Review this document outlining the business's commitment to health and safety.
- **Health and Safety Representative (HSR) records:** Records of HSR meetings, actions taken, and any information provided to the HSR
- **Continued Training :** Plan, Act and Document continued training on HSSEW event with the Committee, Coaches, Staff, and Gymnasts & Parents.

C. **Coaches and Staff:** Adhere to safety procedures and provide guidance to gymnasts.

D. **Gymnasts and Parents:** Follow safety instructions and report any concerns to management. Stay home if they are sick or have any infections that are contagious.

## 14. Confidentiality

- a. Where a staff member or volunteer receives confidential information from an individual, there is a duty on the individual receiving the information to ensure this information is kept confidential. Generally, this means that such information should not be shared, however there are certain exceptions (which includes exceptions provided in the Privacy Act 2020, Health & Safety at Work Act 2025 and the Oranga Tamariki Act 1989) where confidential information may be shared.

These exceptions are:

- a) when the individual gives consent for the confidential information to be shared; or
- b) when there is a reasonable belief there is a risk to an individual's life, health, safety and/or wellbeing; or
- c) where the confidential information is required to be disclosed by law or by an appropriate agency.

Therefore, giving information to others for the protection of a child or young person is a justifiable breach of confidentiality and, where there are concerns for a child or young person's wellbeing or safety, is a legal duty.

- b. The third-party organisations with whom confidential information may need to be shared may include:
  - a) an appropriate agency



- b) gymsports organisations i.e., where St John's Gymsports share information with Gymnastics New Zealand and vice versa.
- c) other organisations e.g., other sports organisations, schools, or community clubs where risks posed by an individual cannot be managed without the disclosure of information.
- c. No civil, criminal, or disciplinary proceedings may be brought against the person or entity who makes the report which discloses confidential information, provided the disclosure is made in good faith.

Information will always be appropriately shared when there is a concern about a child unless it poses a risk to the child.

- d. When gathering, storing, or disclosing personal information about individuals, workers must comply with the Information Privacy Principles set out in the Privacy Act 2020.
- e. St John's Gymsports requires that staff, volunteers, members report any Health & Safety concerns about St John's Gymsports members who may present a risk to others, to the St John's Gymsports HSSEW Representative. In these cases, the St John's Gymsports HSSEW Representative will assume responsibility for any further information sharing decisions in consultation with the relevant statutory authorities.
- f. Where a HSSEW concern is external to the sport, if St John's Gymsports is not clear that confidential information and/or personal information should be shared, advice about whether sharing is appropriate can be sought from an appropriate agency without disclosing any personal information in the first instance.

## 15. Supporting Legislation

The St John's Gymsports Health and Safety Policy is guided by the Health and Safety at Work Act 2015 and relates directly to a range of other government legislation including:

- [Oranga Tamariki Act 1989](#)
- [Privacy Act 2020](#)
- [Human Rights Act 1993](#)
- [Family Violence Act 2018](#)
- [Employment Relations Act 2000](#)



- [Care of Children Act 2004](#)
- [Children's Act 2014](#)
- [Children \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)
- [United Nations Convention on the Rights of the Child \(UNCROC\) 1989](#)
- [Health and Disability Commissioner Act 1994](#)
- [The Protected Disclosures Act 2014](#)
- [Harmful Digital Communications Act 2015](#)
- [Crimes Amendment Act 2011](#)
- [Bill of Rights Act 1990](#)

## **16. Policy Review**

This policy will be reviewed annually and updated as necessary to ensure compliance with regulations and best practices.

## **17. Contact Information**

For any HSSE concerns, please contact St Johns Gymsports Committee HSSEW Representative.

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President:  
/03/2025

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Committee:  
/03/2025