Health and Safety Guidelines

An Introduction

In order to support those tasked with improving H&S in your clubs (in particular Committees, Centre Managers and Administrators) GNZ has created 'Gymnastics NZ Health & Safety Guidelines for Clubs'. This resource along with a large number of appendices and attachments provides detailed information to assist clubs in managing H&S.

The guide has been reviewed by providers of H&S training and Gymnastics NZ is one of only a few sports in NZ to be providing this level of resource for clubs. We hope you find it valuable and welcome any suggestions for additional appendices/templates as we will be adding to the collection.

We will also be making H&S a regular feature of 'Clubland'.

Click HERE to find the resources in the Member Only section of our website.

Why is H&S so important in your club and how will the guide help you?

Health and safety (H&S) practices associated with gymnastics are aimed at preventing harm to all those who plan, participate, watch and enjoy gymnastics in New Zealand.

Managing H&S is not a tick-box exercise and cannot be covered by simply creating a H&S policy for a club. GNZ believes that H&S forms an important part of a positive, pro-active culture based on shared values, knowledge and engagement. The purpose of these guidelines is to provide your club with information to get you thinking about H&S and to support you in building it into the culture of your organisation.

There is no one-size fits all model for H&S. However, by using this document and attached resources and templates, clubs will be able to ensure that they understand and are meeting their H&S responsibilities, and providing a healthy and safe environment for all employees, volunteers, and participants.

Using the Guide.

This guide has been created to take you through the steps involved in embedding H&S into the operations of your club. This is broken down into four key areas:

PLAN > DO > CHECK > ACT

The document also provides examples of hazards and associated risks that should be considered. For more examples look for 'Operational Hazards and Risks – Examples and Controls' in section 5.

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Appendices and Templates.

Every club's situation is different and involves varying levels of risk e.g. a major risk in a large club may not feature at all in a small club and vice versa. Because of this, H&S risk management is specific to your club – there is no 'one-size-fits-all' model. Where examples are provided you will see tables with the following colour coding key:

SHOULD AVOID
As stated, these should be avoided.

GOOD PROGRESS
This means you are on the right track, but things can be improved.

GOOD PRACTICE
The examples under GOOD PRACTICE are what you should aim to do.

GNZ REQUIREMENT
This is a requirement for all affiliated member clubs of GNZ.

Working through the steps outlined within the guide, and completing the attached templates, will mean that you have begun to put H&S at the centre of all club operations. This will ensure that you are meeting your obligations to H&S under the Health & Safety at Work Act, 2015 (HSWA).

H&S is not static, things change all the time. Reviewing and refining your practices needs to be an ongoing process.

Current Appendices and Templates:

Appendices:

1. Operational Hazards and Risks – Examples and Controls
2. Key Definitions - Health & Safety at Work Act 2015
3. References for Further Information
4. Worksafe - Determining a Notifiable Event
5. How to Assess Risk – Risk Assessment Matrix
6. Key Health & Safety Processes – Responsibilities, Reporting and Document Control
7. Gymnastics NZ Qualifications and Associated Coaching Levels
8. Determining Coach/Athlete Ratios, Class Size and Age/Level of Participation
9. Emergency Management Plan - Example
10. Gymnastics NZ Head and Neck Injuries policy
11. Gymnastics NZ Blood and Body Fluids policy
12. Guide to Police Vetting in Clubs
13. Gymnastics NZ Wellbeing Policy - Example

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Templates:

1. Health & Safety Induction Checklist template
2. Risk Register template (basic)
3. Club Risks and Issues Register (detailed)
4. Risk Identification and Management Form
5. First Aid Reporting template
6. Health & Safety Officer Report template
7. Equipment Checklist template
8. Incident Reporting Form template
9. Incident Investigation Form template
10. 2018 Qualifying Competition H&S Plan template

For further information, please contact your Regional Relationship Manager.