

1. Purpose

Hamilton City Gymnastics (HCG) is committed to providing a safe and healthy environment for all participants, staff, and volunteers. This policy outlines our approach to health and safety, ensuring we meet the required legal and regulatory standards and provide a safe and supportive environment for gymnasts and visitors.

2. Scope of the Policy

This policy applies to all gymnasts, staff, volunteers, and visitors at Hamilton City Gymnastics, including those attending training sessions, competitions, events, and holiday programs.

3. Health & Safety Commitment

HCG is committed to ensuring the safety, health, and well-being of all individuals involved in its activities. We are committed to:

- Complying with all applicable health and safety legislation.
- Adhering to Gymnastics NZ's Health & Safety Guidelines.
- Providing a safe environment that reduces the risk of injury.
- Promoting a culture of responsibility and awareness where everyone plays a part in maintaining health and safety.

4. General Responsibilities

- 4.1. **Management Responsibilities:** Ensure health and safety procedures are in place and comply with relevant regulations.
- 4.2. **Staff Responsibilities:** Follow safety procedures, report hazards, and attend health and safety training.
- 4.3. **Gymnasts and Volunteers Responsibilities:** Follow instructions from coaches and staff, use equipment correctly, and report any health and safety concerns.

5. Emergency Contacts

All members must provide a minimum of two emergency contacts, which must be different from the primary caregiver.

Approved by:

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Date for Review: April 2027

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6. Risk Management and Equipment Safety

- 6.1. **Risk Assessments:** Regular risk assessments will be conducted to identify hazards and implement control measures.
- 6.2. **Equipment Safety:** All gymnastics equipment will be regularly inspected and maintained in safe working condition. Gymnasts are instructed to only use equipment under supervision.
- 6.3. **Facility Safety:** Our facilities will be kept clean and safe, with clear emergency exits and signage displayed. All staff will be trained in the facility's emergency procedures.

7. Health & Safety Procedures

- 7.1. **Emergency Procedures:** HCG maintains up-to-date emergency response plans, including clear evacuation procedures, regular fire and emergency drills, and visible signage throughout the facility. All staff are trained in first response protocols and know how to assist gymnasts and visitors during an emergency.
- 7.2. **Supervision Ratios for Holiday Programs:** We ensure that an appropriate level of supervision is provided in our holiday programs, in line with OSCAR requirements. The staff-to-child ratio is determined based on the needs and activities of the group, taking into account the age of the children, the complexity of activities, and the spaces being used.
- 7.3. **First Aid:** A qualified first aider is present at all times during classes, events, and holiday programs. First aid kits are readily available and maintained regularly.
- 7.4. **Incident Reporting:** All accidents, injuries, or safety concerns must be reported to the Centre Manager or designated staff member and recorded in the incident log. Significant injuries (those that remove a gymnast from training for more than two weeks) will be logged in the injury register.

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8. Health Management and Medication

- 8.1. **Illnesses and Injuries:** Gymnasts who are unwell or injured should not participate in activities until they are symptom-free for at least 24-48 hours. If a gymnast has a significant injury requiring medical attention (e.g., broken bones) and that keeps them out of training for more than 2 weeks, medical clearance will be required before they resume activities. Parents should notify staff if their child has an illness or injury that might impact their participation.
- 8.2. **Medication:** Parents must inform HCG staff of any ongoing medical conditions or medications required by their child. Gymnasts are not permitted to carry their own medication unless prior arrangements have been made with staff. All medication must be clearly labeled and stored safely. HCG does not provide medications (e.g., pain relief, allergy medication) to gymnasts. Parents should ensure their child has any necessary medication with them, and staff will store it in a safe and secure location. In cases of emergency, staff will follow the procedures outlined in the HCG Health & Safety Policy.

9. Food & Drink Policy

- 9.1. **Food and Drink on Premises:** We ensure that food vendors adhere to hygiene standards and that food sold complies with food safety regulations. No food or drink is allowed on the gym floor, except for water. All participants are encouraged to stay hydrated during activities.
- 9.2. **Allergy Awareness:** Parents must inform HCG staff of any food allergies their child may have. We take all necessary precautions to avoid exposure to allergens during events and activities.

10. Behaviour Management

- 10.1. **Expectations of Behaviour:** Gymnasts, staff, and volunteers are expected to adhere to the Hamilton City Gymnastics Code of Conduct, promoting respectful and safe interactions. Any disruptive or unsafe behaviour will be addressed in accordance with our Behaviour Management Policy.
- 10.2. **Conflict Resolution:** All concerns or complaints related to behaviour should be reported to the appropriate staff member and handled following the complaints procedure outlined in HCG's Complaints Policy.

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11. Cultural Inclusion & Te Tiriti o Waitangi

HCG is committed to fostering a culturally inclusive environment. We respect the cultural identity and backgrounds of all our participants and staff. All activities are conducted in alignment with Te Tiriti o Waitangi principles.

12. Staff Vetting and Safeguarding

All staff working with children and young people are required to undergo a police vetting & child safeguarding process before they can begin their employment with Hamilton City Gymnastics. This process is in line with our commitment to safeguarding the welfare of all gymnasts.

13. Compliance with Gymnastics NZ and OSCAR Guidelines

HCG adheres to the guidelines set out by Gymnastics NZ for gymnastics-specific programs, ensuring safe practices, appropriate supervision, and risk management. For our holiday programs, we comply with all OSCAR requirements to ensure safe and well-regulated care for the children enrolled.

14. Security Cameras

HCG has cameras installed inside and outside the facility for safety and security purposes. These cameras are in place to monitor the safety of gymnasts and staff, and to ensure compliance with health and safety protocols.

15. Off-Site Activities and Travel

Hamilton City Gymnastics does not organise or manage travel and accommodation for gymnasts attending off-site events, competitions, or camps. All travel arrangements, including transport and accommodation, are the responsibility of the gymnast's parent or caregiver.

While HCG may communicate competition schedules, event locations, and reporting times, it is up to families to coordinate how their gymnast gets to and from the event.

Coaches and staff attending off-site events are responsible only for gymnasts during scheduled competition or training times. They are not responsible for gymnasts during travel, meals, overnight stays, or other personal time unless specifically arranged and approved in advance.

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Families are encouraged to:

- Coordinate safe and reliable travel to and from events.
- Ensure accommodation is appropriate for the gymnast's age and needs.
- Discuss event expectations and supervision boundaries with their child.
- Be aware of event locations, start/finish times, and any changes communicated by HCG.

While Programme Managers may provide guidance to assist families, HCG does not accept liability for any travel or accommodation-related matters.

This approach is consistent with the Sport NZ Health & Safety Guidelines, ensuring clear responsibility, risk awareness, and appropriate boundaries for off-site activity involvement.

16. Review of Health & Safety Policies

Hamilton City Gymnastics regularly reviews and updates its health and safety policies to ensure compliance with relevant regulations and to respond to emerging risks. This policy is reviewed annually, or sooner if required by changes in the law, guidelines, or HCG's activities.

17. Acknowledgement & Access

This policy is available on the HCG website and will be referenced during programme registration. All parents, gymnasts, and volunteers agree to uphold the principles of this policy by participating in HCG activities.

18. Related Policies and Documents

- Child Safeguarding Policy
- Complaints Policy
- Code of Conduct
- Privacy Policy
- OSCAR Holiday Programme Procedures
- Gymnastics NZ Health & Safety Guidelines

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