

Icon Trampoline Club Inc

Health, Safety
& Wellbeing
incl. Child
Protection



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Health, Safety & Wellbeing Policy

ICON IS COMMITTED TO THE HEALTH, SAFETY & WELLBEING OF ALL. THIS INCLUDES OUR ATHLETES, COACHES, VISITORS AND VOLUNTEERS. WE TAKE SERIOUSLY THE PROTECTION OF CHILDREN.

Icon Trampoline Club Inc regularly undertakes inspections to identify potential risks and hazards and minimise risks to all visiting our premises. We ask all who wish to discuss any concerns to contact the club for details of the Icon Health, Safety, Wellbeing Coordinator and/or Child Safeguarding Representative. We require the appropriate reporting of incidents and near misses. Action is taken by the club committee to minimise the risk of such accidents and incidents.

Icon coaches are appropriately qualified for the level of trampoline they coach. Health, Safety, Wellbeing and Child Protection are covered within new staff inductions. Trampolines are not used unless at least one First Aid certified coach/adult is present. An appropriate police-vetted coach is present at all times children are training or competing.

Regarding clothing – No jewellery, belts, or buckles that could get caught in the trampoline beds are to be worn on the equipment. Clean socks and/or trampoline shoes must be worn, but no bare feet. Long loose hair must be tied up.

Icon looks out for the wellbeing of all, in particular children, whether during or outside training and competition hours. Icon follows guidelines from Gymnastics New Zealand and WorkSafe New Zealand on matters pertaining to health, safety and wellbeing, and the protection of children.

Icon encourages inclusivity and respect. It has zero tolerance to bullying.

Child Protection Policy

Children and young persons under the age of 16 are not left alone with less than one adult at Icon. Should a child or young person fail to be picked up after training, their coach or a committee member will contact their guardian immediately and request that they be picked up.

Loud, clear verbal announcements are made before someone enters the toilet and change room areas for cleaning/maintenance purposes.

Any member of the Icon community, or visitors to Icon are encouraged to contact the club volunteer Child Safeguarding Representative with any concerns they have at all regarding the protection and wellbeing of any children or young people who visit or are members of Icon Trampoline Club. This includes observations, hearsay and reports. This will be treated confidentially, unless the club Child Safeguarding Representative deems it necessary to involve a third party, particularly so when the immediate wellbeing of a child or young person could be at risk.

Athletes must be clear to a coach if they find body contact or the way they are spoken to inappropriate. The coach will respect this, although an athlete may have to be touched in times of emergency.

Occasionally our young athletes are chaperoned by an adult other than their guardian when travelling to attend competitions in another region. This is agreed upon in advance between the guardian and chaperone. Should any member have concerns about a child or young person's care when being chaperoned, they are asked to contact the club's Child Safeguarding Representative. Icon does not approve of a child or young person travelling in a vehicle or leaving the gym with anyone unless their guardian has been contacted and has given verbal approval.

Icon athletes have the right to decline to attempt a new skill if they do not feel ready to do so. Our aim is that they do not feel undue pressure. They have the right to tell their coach if they prefer that a different person 'mat' them when undertaking skills on equipment.

Incident Form (pg 1)



Accident and Incident Reporting Form

An 'accident' is where actual harm or damage occurs to a person(s). An 'incident' is any unplanned event resulting in, or having a potential for injury, damage or other loss, and may also be termed a "near-miss", "close call" or "dangerous occurrence".

This form is to be completed as soon as possible after the "incident".

Did the incident result in serious injury / ill-health or was only narrowly avoided? If yes, preserve the scene and notify a committee member of Icon Trampoline Club as soon as possible (after any First Aid is administered) to determine whether a formal investigation is required.

Phone 09 256 0433. During out of office hours calls are diverted to the Club President.

Name of person completing this form:	
Role (circle one):	Athlete / Parent, chaperone or guardian of athlete / Coach / Medical / Judge / Spectator / Support Staff / Volunteer / Other _____
Contact Number:	
How was or could have injury, ill-health or damage been caused (circle):	Being hit by objects or things Body stressing Chemicals/substances Hitting objects with part of the body Psychosocial (inc. mental health) Slip, trip or fall Vehicle accidents OOS or RSI Something else:
Name of person(s) the incident involved (if different to person reporting): Complete the section over the page in duplicate or more if harm has occurred to more than one individual.	
Date of incident:	
Time:	AM / PM
Description of incident: (if not enough room, please attach separate sheet(s). Attach witness statements, diagrams, photos.)	
Location of incident:	ICON TRAMPOLINE CLUB
Address:	137 Buckland Road, Mangere East, Auckland

More details regarding harm/injury to be completed over page

Incident Form (pg 2)

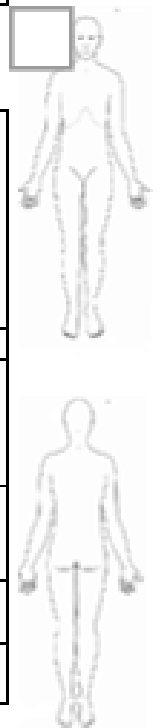


If harm/injury occurred, provide details of harmed/injured person: (If no harm/injury occurred, please go directly to sign form at bottom of page)

Full Name:	
Role (circle one):	Athlete / Parent, chaperone or guardian of athlete / Coach / Medical / Judge / Spectator / Support Staff / Volunteer / Other _____
If person is not a currently registered athlete at Icon Trampoline complete the following: Gender: Club (if an athlete): Date of Birth: Contact Number: Residential address: Email:	
Name of any other person(s) involved if relevant: e.g. First Aider	

Injury Sustained and Treatment:

Nature of Injury or damage (specify all): <i>Abrasion/scratches, Bruising/crushing, Burn/scald, Concussion, Contamination/poisoning/toxic, Dislocation, Eye injury, Fatal, Foreign body, Fracture, Gradual Process/DOS or RSI, Internal injury, Laceration/cut, Mental health, Puncture wound, Reaction, Sprain or strain, Other _____</i>
Body part (mark on diagrams to the right where pain/injury is/was)
Description of Injury (As much detail as possible)
Treatment Given: Nil First-Aid Doctor/Emergency Dept. (not hospitalised) Hospitalised (admitted)
Where were they treated? Location: Doctor (if known):
If the person was admitted to hospital, was further treatment or referral required? YES /NO If YES, provide details:



Was there an agency of harm which caused the injury? (Factors other than human error while safely performing sport): Biological factors such as bacterial or viral, Chemical or chemical products, Human factors (unsafe acts or behaviours), Machinery or (mainly) fixed plant, Mobile plant or transport, Non-powered hand tool/equipment, Powered equipment/tools/appliances, Other _____

Signed by person reporting incident or guardian if applicable: _____

Signed by ICON TRAMPOLINE CLUB: _____ Name: _____

Incident Form (pg 3)

Investigation

To be carried out by a committee member of ICON TRAMPOLINE CLUB for accidents/incidents that are not notifiable. For **Notifiable Events**, a formal investigation must be carried out in accordance with Worksafe NZ's instructions by the HSW Service.

Analysis of what happened

What were the root causes of the accident/incident? Consider the following factors:
People:
Equipment:
Environment:
Procedures:
Organisation:

What can be done to prevent it happening again?

What needs to be done now?	Who should do it?	By when?
Incident/Accident investigated by:	Date:	Signature:

Emergency Management Plan

In case of evacuation, Icon will ensure passageways and exits from the building are free from obstacles and at least one exit is unlocked. During competitions, event organisers will ensure all exits are unlocked in case they are required in an emergency. In the event of an evacuation, all are to leave the building through the main entrance and wait until further notice in the car park. The senior coach present will check the building is clear before they leave the building, unless there is enhanced risk to themselves in doing so. The senior coach calls 111 to report the emergency.

In the event of an earthquake all are to stop, drop and hold, preferably holding onto a trampoline frame if adjacent.

Lockdown – A lock-down will be implemented anytime athletes, employees or visitors need to be contained and protected inside the gymnasium – for example; a chemical spill, which could put people at risk of toxic inhalation if allowed outside, a person who could pose the risk of a hostage situation or an unarmed intruder, or extreme weather such as a tornado. The police would request a lockdown in these circumstances. If in session, the procedure is to remain in the gym. If outside – go into the gymnasium. All doors will be locked. Any blinds/curtains drawn. All to stay out of sight where possible. Safety exceeds toileting and drinking water needs. No-one leaves until a senior staff member or committee member gives the all clear.

Blood & Body Fluid Policy

Icon refers to the Gymnastics NZ Blood & Body Fluid Policy. This includes: A person who is bleeding or has blood on their clothing must immediately leave the area. The bleeding must be stopped, a wound dressed and the blood cleaned up. Activities where blood was left must cease until it is cleaned away. This also applies to body fluids.

Neck & Head Injury Policy

Icon also refers to the Gymnastics NZ Neck & Head Injury Policy. As a person holding a First Aid Certificate is present during times athletes are on equipment, they are aware of visible signs of concussion. Any athlete who shows signs of concussion or has a suspected concussion is automatically stood down from all trampoline activity until clearance to continue is received from a Medical Doctor. Athletes who sustain any landing on or injury to the neck are to be transferred to hospital via an ambulance. Coaches are responsible for calling the ambulance and the parents/caregiver of the person involved. Each significant neck injury should be screened by a Medical Doctor following the injury and appropriate X-rays taken to exclude a fracture. The athlete must be stood down from all trampoline activity until clearance to continue is received from a Medical Doctor. On receipt of the medical clearance document, the Event Manager, in consultation with the Control Judge (in the situation of a competition or event) or the Club Coach supervising the gymnastic activity (in the situation of training) is the official authorised to approve the medical clearance and authorise the resumption of continued gymnastics activity.

Premises Inspection Form (pg 1)



Premises Inspection Check

Please complete this checklist and action plan document every 3 months. Indicate areas checked with a ✓ and block out or write N/A for areas where the line item is not applicable. Connect with a member of the ICON committee if you have any questions about this form, or if you would like assistance undertaking the assessment.

Once you have completed your assessment, please submit it to the ICON committee.

Date: _____ Inspecting person(s): _____

	Outside	Entrance	Bathrooms	Kitchen and adjoining rooms	Main Gym including adjoining equipment rooms	Office	Meeting room and small kitchen by main entrance
Housekeeping: general areas, walkways and exits are tidy, unobstructed, and clear of rubbish etc. No excess dust. Free of potential falling objects.							
Computer and other workstations: are set up so that discomfort is minimised		N/A	N/A	N/A			N/A
Electrical equipment: Cords etc in satisfactory condition	N/A						
Lighting: Lights are functioning and appropriate for the task(s)							

Cont. over

Premises Inspection Form (pg 2)

	Outside	Entrance	Bathrooms	Kitchen and adjoining rooms	Main Gym including adjoining equipment rooms	Office	Meeting room and small kitchen by main entrance
First aid kits: in situ and stocked, include clean eye wash facilities	N/A	N/A	N/A				
Fire extinguishers: are available	N/A		N/A		N/A	N/A	
Trampolines, mats and other sports equipment: are clean, intact and fit for purpose	N/A	N/A	N/A	N/A		N/A	N/A
Cleaning products/chemicals: out of reach of small children	N/A	N/A	N/A		N/A	N/A	