

Health & Safety Policy (expressed as limitations)

Skaters, coaches and families shall have a safe physical and emotional learning environment.

Therefore, the Rotorua Roller Skating Club Inc committee shall not fail to:

- take reasonable steps to protect those above from unsafe or unhealthy conditions.
- provide a smoke free environment
- ensure risk analysis management (RAMS) is carried out where and when appropriate.
- provide privacy of personal information held by the club in all forms.
- meet current legislation relating to matters of health and safety.

Adopted: October 2019

To be Reviewed: October 2020

Lead Roles

Rotorua Roller Skating Club Committee

Over seeing, policy making, review procedure

Lead Coach David Hook

Implement actions in regards to policy, oversees any action in an emergency.

Health and Safety Committee Representative Janine Anderson

To liaise between the committee and the Lead Coach and act as a back up in times of any emergency.

HEALTH AND SAFETY REPORTING

All coaches, committee members are responsible for reporting any health or safety concerns.

Any health and safety concerns which are of immediate danger eg man hole cover left open, a fire, etc. etc should be immediately reported to the lead coach (David Hook) and the committees Health and Safety representative (Janine Anderson) by a phone call or in person or with a note. If during school hours or when staff are still present at the school, then they must also notify the school office.

CRISIS PLANNING - Death or tragic incident/personal crisis

- Skaters need to be supported in times of personal crisis.
- The term personal crisis can cover a wide range of events including unexpected family death, on going illness in a family, serious disruption to family life that may affect a child's personal emotional stability.
- Upon the information being received the Lead Coach should be immediately informed.
- Information will be verified by the Lead Coach from an appropriate source - police, family members and close family friends.
- As each situation can be markedly different, no one course of action can be determined.

- Any media calls will be dealt with solely by the Lead Coach.
- No-one except the Lead Coach can speak on behalf of the school to the media
- Ongoing support and action decided upon after assessment of circumstances and at the discretion of the Lead Coach and Committee Health and safety representative.
- Notification of school community at Principal's discretion.
- Support/counselling for a class or staff member is at the discretion of Principal.

EMERGENCY PROCEDURES FOR A FIRE

- All alarms need to be treated as real.
- Gym toilets checked by Collect register of all skaters present at the time of the emergency and to lead them to the designated safe area.
- Toilets need to be checked by the Lead coach or someone assigned by him to do this, before moving to the assembly area.
- Everyone leaving the gym needs to assemble on the field.

EMERGENCY PROCEDURES FOR AN EARTHQUAKE

Zealand experiences thousands of earthquakes every year. Most are either very deep or centred well offshore, causing little damage or injury. However, a severe earthquake can occur at any time with devastating effects.

Before

- Practise your earthquake drill-DROP, COVER and HOLD.
- Identify safe places close to you at school.
- A safe place is under a strong table (remember to hold onto the legs), or next to an interior wall. Take no more than a few steps to avoid injury.
- Secure heavy items of furniture to the floor or wall. Find out more at www.eq-iq.org.nz.

During

- If you are inside a building, take no more than a few steps, DROP, COVER AND HOLD.
- If you are outside, move no more than a few steps, DROP, COVER AND HOLD.
- If you are in the car you should ask the driver to pull over and stop.



After

- Remember there may be some aftershocks.
- Listen to and follow all instructions from adults or the radio.
- If you are in a damaged building, try to get outside and find a safe, open place.
- Help others who may need it, if you can do so safely.
- Watch out for possible dangers or hazards.
- Remember your prepared emergency plan and follow it, if it is safe to do.

ACCIDENTS

- Children injured in the playground go to the medical room where treatment is given.
- The lead coach or someone assigned by him who holds a current certificate in first aid needs to administer the treatment
- After assessment of the injury/sickness is made by this person an ambulance may be called if deemed necessary.
- Details of the accident must be entered into the accident book giving clear indication of action taken.
- In the event of a suspected broken bone or hospitalisation parents/ caregivers are informed immediately. This is to be done by the Lead coach or someone assigned by him to do so.
- Sick children will be sent home as soon as parents can be contacted.
- If a child has a head injury the lead coach will contact parents to inform them and will administer first aide.

- Parents will be contacted whenever children sustain a head injury

TRAUMATIC INCIDENT MANAGEMENT

- The Lead Coach or some one assigned by him, should assume leadership.
- The leader's role is to ensure that appropriate action is taken.
- The leader should take an oversight role so as to maintain an awareness of what is happening.

Initial actions

- a. Ensure safety of all skaters and families present.
- b. Inform relevant emergency services.
- c. Inform key personnel

In the event of serious incident or emergency

- Verify agencies or people directly affected.

Document the actions taken

- Arrange for someone to keep a record of actions taken.
- Prepare a written statement to be presented at the next committee meeting.

EPIPEN PROCEDURE

- Children who have an EpiPen at skating need to be identified to the lead coach and class coordinator by the parent and an appropriate plan of action needs to be put in place along with the parents instructions. The location of the epiPen needs to be given to the lead coach.

Incident management for an allergic reaction

- Child with suspected anaphylactic shock reaction must not be moved.
- Other children to be moved from the area whilst EpiPen is administered.
- Child and support person as assigned by the lead coach remain where they are on until ambulance arrives.

GYM

- Children are not allowed to enter the gym without adult supervision.

PARKING

- Parking is at a premium. A system of first in first served operates for everyone. No one is to park in the driveway or drive entrance to the tennis courts.

BEHAVIOUR MANAGEMENT

- **Rotorua Roller Skating Club** expects children to care for and value others, display appropriate behaviour, develop self discipline, take

responsibility for their own actions and promote an environment that encourages personal growth. Children that have difficulty responding to these principles need to be dealt with in fair, consistent and appropriate ways.

- For children not responding to positive reinforcement practices in the classroom teachers will work through the behaviour management steps outlined below:
 1. Low level warning such as eye contact or proximity.
 2. Verbal warning stating required behaviour change.
 3. Short term time out in a visible place. The required change is stated and the children opt in when ready to comply.
 4. Internal stand down. Meeting between parents, coach and committee representative about behaviour and reintegration.
 5. Stand down initiated by Rotorua Roller Skating Committee

Serious Incidents:

- Swearing or verbal abuse of any adult and / or consistent verbal abuse of other skaters, serious physical abuse or fighting type behaviour, bullying, consistent non-compliance or disobedience, alcohol / smoking / drugs / knives (with drugs, the police will be contacted) are all offences for which a stand-down will usually apply.
- A Committee representative, assigned by the lead coach, will make contact with the parent to keep them informed about the misbehaviour and how the club is responding.
- Anecdotal notes will be kept by the Club and its representative on each serious incident.

EXCLUSION OF SKATERS

- All matters involving the above action will be referred to the committee by the Lead Coach or the clubs health and safety representative.