



Sea Wolf Water Polo Club Incorporated Health and Safety Policy

1. Introduction

Sea Wolf Water Polo Club Incorporated is committed to providing and maintaining a safe and healthy workplace for all athletes, members, referees and volunteers in providing the information and supervision needed to achieve this.

SWWPC has been set up with the focus to develop an outstanding team and club culture, to help grow outstanding human beings and to enjoy competitive excellence. We want our athletes to be part of a team and have a sense of belonging. We have the intention to provide a safe environment for our athletes, coaches, referees and volunteers.

SWWPC take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with SWWPC Health and Safety Policy.

2. Purpose

This policy will be applied for all our training pools (Diocesan Girls School, Epsom Girls Grammar & St Cuthbert's College – appendix for their Health & Safety Policies), along with external pools where competitive games are played. It should also be used as a guide when away facilities are used for games or trainings. This policy applies to all players, coaches (employed, voluntary or contracted), referees (employed, voluntary or contracted) and volunteers. Volunteers take into account parents and caregivers of children undertaking water polo.

3. Health and Safety Planning

Health and safety planning is the primary responsibility of the SWWPC committee. Planning should take into account any previous incidents and or suggestions from club members.

The Committee will review hazards and risks on a case by case basis and in turn identify strategies to deal with the hazard or risk going forward of the venue.

i) Drugs and Alcohol

It is not permitted under any circumstances for an employee to be intoxicated or have the signs of intoxication or drugs whilst on work premises or carrying out work on behalf of SWWPC.

ii) Accident Reporting

All accidents and incidentals are to be reported whether injury occurred or not with the host venue and copied to SWWPC.



iii) **Accident/Serious Harm resulting in Injury**

It is the responsibility of the injured person to notify Management/H&S Representative of the accident/Serious Harm (ASAP) and notify SWWPC.

iv) **Accident /Serious Harm Investigation**

It is the responsibility of venue and SWWPC Management to investigate both injury and non-injury Accidents/Serious Harm incidents. The details of the investigation are to be recorded and copied to SWWPC.

v) **Non-Injury Accident/Near Miss**

In circumstances where an Accident/Near Miss occurs that does not result in immediate injury but which could by its nature affect the employee at a later stage, and then this must be reported by the employee to Management/H&S Representative, on site at the time of the accident. And notify SWWPC.

4. **Working at Facilities.**

SWWPC will ensure all employees are informed of the site safe facilities and responsible persons at all pools that employees are sent to.

It is the responsibility of the employee to ensure that while working at other facilities they familiarise themselves with any “Health and Safety” documentation and or induction for a “safe working environment” offered.

Whilst at other facilities / sites employees will abide by the reporting and operational guidelines that that site works under.

- For any accidents that are reported by employees at other sites, copies of the documentation must be retained by the employee.
- It is the employee’s responsibility to ensure this documentation is given to the Management when the employee next returns to the office.

5. **Risk Assessment**

It is important that the SWWPC committee is able to prioritize which hazards are the highest risk at each training venue. The intention is that it is known and understood what hazards have been identified by the club, and how in turn they are being managed. This is also true for any contractual relationship the club has with external entities, such as provision of coaching to players. Being an external entity to the club in no way removes responsibility to be compliant to this policy. This may well lead to identification of further hazards that will need to be managed.

6. **Incident Management and Investigation**

It is important to review incidents within the context of this policy to determine if the harm was caused by a known or unknown hazard.



If it was caused by a known hazard, it should prompt a review of the venues management plan associated with the hazard, and the associated risk assessment. This review may or may not lead to a change of the risk management plan for the hazard.

If the harm was caused by a new hazard, it is appropriate for the hazard to be placed on the risk register of the venue, and a risk assessment be undertaken and a risk management plan be implemented by the venue.

7. Informing members of the Policy

SWWPC Committee is responsible for supplying members the venues Health & Safety plan for all identified hazards and risks. It is the responsibility of all club members, referees, coaches, volunteers to notify the host grounds and the committee of any hazards or risks.

Auckland Pool Venues Health & Safety Information

<http://collegesport.co/sports/water-polo/water-polo-senior-information/>



ST CUTHBERT'S COLLEGE

We will have staff members on site during your sessions and they are expected to act in case of an emergency.

Here are few basic rules users are obligated to follow, for their own safety:

Pool Rules

- You must only swim where you are medically and physically fit and able to swim. If you have medical condition that could put you in danger while swimming please notify a staff member or the reception.
- No unauthorised swimming permitted
- Refrain from dangerous or inappropriate behaviour including: Running, pushing, bombs and flips - Inappropriate language- Abuse of property or other persons.
- No diving into the Learners Pool.
- No swimming permitted while the movable floor is in operation.
- Children under the age of 8 must be actively supervised by a responsible caregiver 16 years or over
- Actively supervised means: Watching your child at all times. Able to provide immediate assistance.
- Children under the age of 5 must be accompanied in the water by a responsible caregiver 16 years or over, at all times, within arm's reach.
- Please wear a recognise and clean swimwear such as: Swimming togs, rash top, swimming shorts above the knee, wetsuit.
- Children who are not toilet trained must wear an aqua nappy.
- Please do not enter to swim if you have had diarrhoea in the last 14 days.
- The facility is alcohol, drug and smoke free
- No photos to be taken without permission from the principal.
- Changing room in the Learners Pool area is for children under 5 years, accompany by a responsible caregiver 16 years or over.
- All swimmers must wear a swim cap.
- Pool users are not allowed to help themselves with equipment (goals, opening the big sliding windows, using St Cuthbert's Water Polo balls etc.) without prior permission from our staff.
- Users are not allowed to enter the office/ reception.
- Food is not allowed in the facility.

Hazard Identification

- You should notify the staff member on site of any hazards (e.g. cracked tile, broken equipment etc.).
- If the hazard can cause any harm to the swimmers in the water you should stop the training and take swimmers out of the water immediately and notify the staff



member on site.

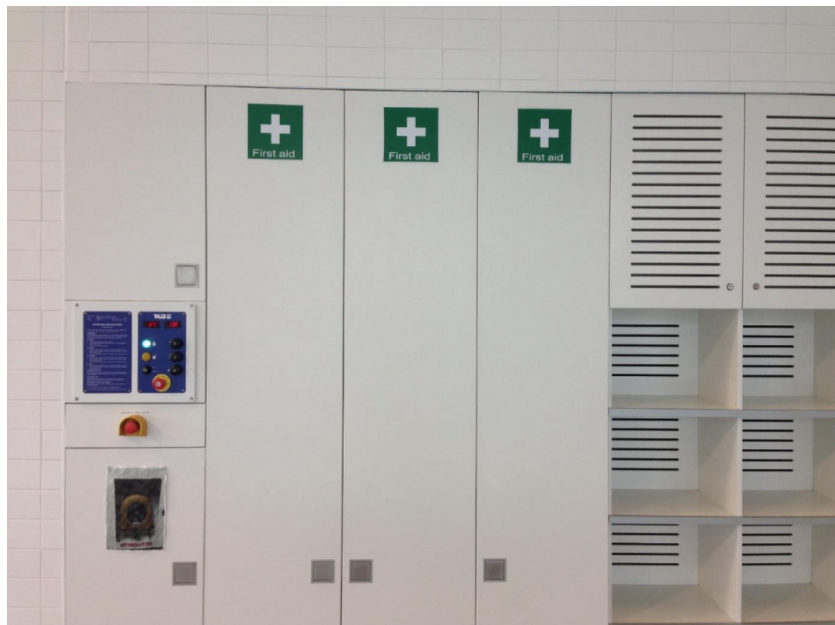
Emergencies

Serious First, evacuation procedures and evacuation plan

As per the contract you should have a qualified person on site to be able to deal with a serious first aid and/or other emergencies.

Location of Emergency Equipment

All the emergency equipment and phone are stored in the three First Aid cabinets between the manager's office and the changing rooms in the main pool area.



Evacuation Procedures

If you discover a fire operate the nearest manual fire alarm box, and then telephone the NZ Fire Service – dial 111.

On the continuous sounding of the fire alarm, leave the building by the nearest designated exit. Follow the evacuation plan. Assembly point is on the tennis courts.



EPMSOM GIRLS GRAMMAR

Pool Rules

To ensure your safety and enjoyment please observe the following pool guidelines.

No Person Shall;

- Enter the Epsom Aquatic Centre under 8 years of age unless closely supervised by an adult. An adult being 14 years of age.
- Interfere or damage yourself or other e.g. running, splashing, bombing, fighting etc.
- Interfere with lane swimmers or hand on the lane ropes.
- Enter water with open sores, or wear a bandage, plaster or a medical dressing.
- Graffiti any walls, belongings, seats etc.
- Spit, swear, throw, push or use obscenities.
- Place litter other than in the rubbish containers provided.
- Willfully or improperly foul or pollute the water.
- Damage or interfere with other belongings
- Allow any animal into the Aquatic Centre other than a guide dog or animal
- Enter or remain in or use the Aquatic Centre if having consumed alcohol or have a communicable disease
- Eat or drink while swimming
- Bring glass of description into the Aquatic Centre
- Enter water unless wearing approved swimwear
- Run while in the Aquatic Centre

Any person not abiding by these guideline shall be removed from this Aquatic Centre immediately

General Safety Rules

- Follow instruction; do not take chances. If you do not know, ask.
- Report immediately any condition or practice you think might cause injury to employees or damage to equipment
- Put everything you use in its proper place. Disorder causes injury and wastes time and energy. Keep your work area clean and orderly.
- Use the right tools and equipment for task and use them safely
- Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.
- Use, adjust, alter and repair equipment only when authorised
- Wear approved personal protective equipment as directed. Keep it in good condition
- Do not horseplay and avoid distracting others.
- When lifting, need your knees, grasp the load firmly, then raise the load keep you back as straight as possible. Get help for heavy loads
- Obey all rules, sign and instructions.



Hazards and Potential Hazards

These risks apply to all users including employees.



Description	What is the Hazard	How to Reduce Hazard
Windows	Collisions	Pool rules enforced
Glass doors	Collisions	Solid colour/strip fixed to the glass at eye level Pool rules enforced
Pedestrian access	Collision with cards and other pedestrians	No running rule enforced Parents/coach/teacher to supervise children
Slippery floor surface	Entrance and pool decks become extremely slippery when water from wet swimmers is carried through	Members of staff should mop wet areas as dry as possible Yellow "wet floor" sign in place when floor is wet No running rule enforced
Pool	Drowning or near drowning	No entry without the supervision of the class teacher/lifeguard Staff/coaches/lifeguard and teaching staff enforce the above rule
Pool floor and walls	Collision	Supervise all entries All entries under guidance of teacher/coach or lifeguard Lifeguard controls entries No head first dive entries
Diving blocks	Collision or slip	Lifeguard supervision
Lane ropes	Collision	Lifeguard supervision
Lane rop wall fixtures	Some fixtures are uneven	Lifeguard prevents swimmer from handling fixtures and fittings
Poolside overflow area	With force digits injured a slip between the spaces provided for the water over flow	Lifeguard supervision
Ladders into pool	Ladder step surface is slippery	Slow entry with one hand on each of the handrails Lifeguard supervision
Door Lock – internal doors failing	User is unable to unlock the door due to warping of lock failure	On going maintenance checks
Water polo goals and nets	Collision and or trip	Supervise use Enforce correct placement while not in use Enforce equipment protocol
Pillars	Collision and or trip	Supervision by lifeguard/teacher and or coach No running rule enforced



DIOCESAN SCHOOL FOR GIRLS AQUATIC CENTES

	RISK	RISK MANAGEMENT	EMERGENCY
	<p>Persons attending the pool activities who are outside their ability.</p> <p>Participant's unwell, medical conditions.</p> <p>Persons becoming panicked should a situation arise within the facility such as fire alarm.</p> <p>Persons panicking if they become hurt or sick while in the facility.</p> <p>Accidental collisions with other player's while participating with their activity in the pool.</p> <p>Facial injuries while playing or training in their code of sport.</p> <p>Slipping over on the tiles when wet</p> <p>Slipping in the showers</p> <p>Falling down stairs</p> <p>Diving or bombing off the side of the pool causing head injuries</p> <p>Diving in to shallow water causing back injuries</p> <p>Laceration's from lane rope collisions whilst swimming.</p>	<ul style="list-style-type: none"> • Clear instructions to all Coaches, Referees and Officials. • Team Managers/Coaches to stay with team at all times and supervise. • Coaches and clubs to be aware of their participant's medical conditions and have contact details on file. • Managers/Coaches to familiarise themselves with Emergency Evacuation Procedures (situated all around the facility) • Outline possible dangers and procedures to group should it occur to all event • Qualified lifeguards on site. • Coaches/Managers to follow Pool Staff safety instructions at all times • Experienced official/coach to be on site at all times with players • Managers understand their responsibility for the players health and wellbeing and their expectations to protect and look after athletes throughout the tournament/training session • Players made aware of the Diocesan School for Girls Aquatic Centre Code of Conduct situated on pool concourse walls 	<ul style="list-style-type: none"> – Rescue equipment readily available. – First aid kit / DeFib/O2 and phone on site. – All emergencies to be coordinated by Pool Staff. – Pool Staff trained in rescue / first aid. – Pool Staff trained in emergency procedures. – Clubs / Managers / Coaches aware of emergency procedures. – Water immediately cleared in an emergency. – Facility cleared immediately in emergency – Lifeguards to perform rescue or first aid. – Emergency services notified if required. – Coaches/ Managers / Parents to gather rest of group at designated assembly area as per schools evacuation plan <p>EMERGENCY CONTACT LIST BELOW</p>



	RISK	RISK MANAGEMENT	EMERGENCY
 EQUIPMENT	<p>Participants getting caught in lane ropes or goals.</p> <p>Injuries from event equipment (cuts and grazes).</p> <p>Appropriate swimming costumes worn by competitors.</p> <p>Ball can potentially cause impairment when thrown with force behind it.</p> <p>Appropriate head gear must be worn.</p> <p>Team benches</p> <p>When a player shot misses it risks hurting spectators</p>	<ul style="list-style-type: none"> • The pool area and all equipment to be checked by pool staff before use. • Team Managers to be told of any risk and how players should treat equipment. • Pool controllers and lifeguards hold responsibility for setting up the pool facility to prevent player's handling the equipment. • Safety crew to have checked that all equipment is safe and secure before starting. • No restrictive or dangerous clothing to be worn. Participants compelled to wear club swimming uniforms only (Togs / speedos). • Player's with long hair must wear a swimming cap to prevent having their hair get caught in any pool equipment. • All player's must wear the water polo caps so they are easily identified and have adequate ear protection. • Outline dangers to team managers and to tell competitors to apply safe practices. • Ensure there is adequate safe seating for all teams that is easily visible. • Netted area required behind the goals to prevent onlookers from suffering an injury from the ball. 	<p>As above</p>
 ENVIRONMENT	<p>Enclosed environment which can be very humid (dehydration).</p> <p>Pool deck can get slippery.</p> <p>Spectator seating can cause some incidents from lack of concentration on steps.</p>	<ul style="list-style-type: none"> • Make sure competitors walk at all times around the pool. • If there is an accumulation of water ensure the lifeguards are notified and actions are taken to mop up that area. • Fill out a Risk Analysis Form prior to the event commencing. • Monitor the environment. Check for adequate egress. • Work with the venue staff to ensure pool surrounds and the pool itself is a safe environment. • Remind competitors to bring water bottles and ensure the water facility on site is functional. • Be proactive by alerting spectators of the need to be careful when finding a seat. Assist with any elderly or less abled spectators by providing alternative seating arrangements. • If it is a larger crowd seating can only take place when there is a stop in the game to prevent distraction. Assistance will also be provided at the end of the game to ensure everyone get's out safely. • Cables for scoring and shot clock equipment kept out of traffic areas. 	<p>As above</p>



	EMERGENCY CONTACT INFORMATION	POLICE , FIRE , AMBULANCE DIAL 111 EMERGENCY CONTACTS Name & Number John Payne 021 057 5471	
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The defibrillator is located poolside





DIOCESAN SCHOOL FOR GIRLS

EMERGENCY EVACUATION MAP ASSEMBLY POINT SPORTS FIELD

● Reception Areas

FIRE ACTION

If you discover a Fire:
Operate fire alarm
Call Fire Service immediately
DIAL 1 for outside line. Then DIAL 111

When the fire evacuation siren sounds

- ◆ LEAVE THE BUILDING IMMEDIATELY
BY THE NEAREST EXIT
BY THE STAIRS CLOSEST TO YOUR CLASSROOM

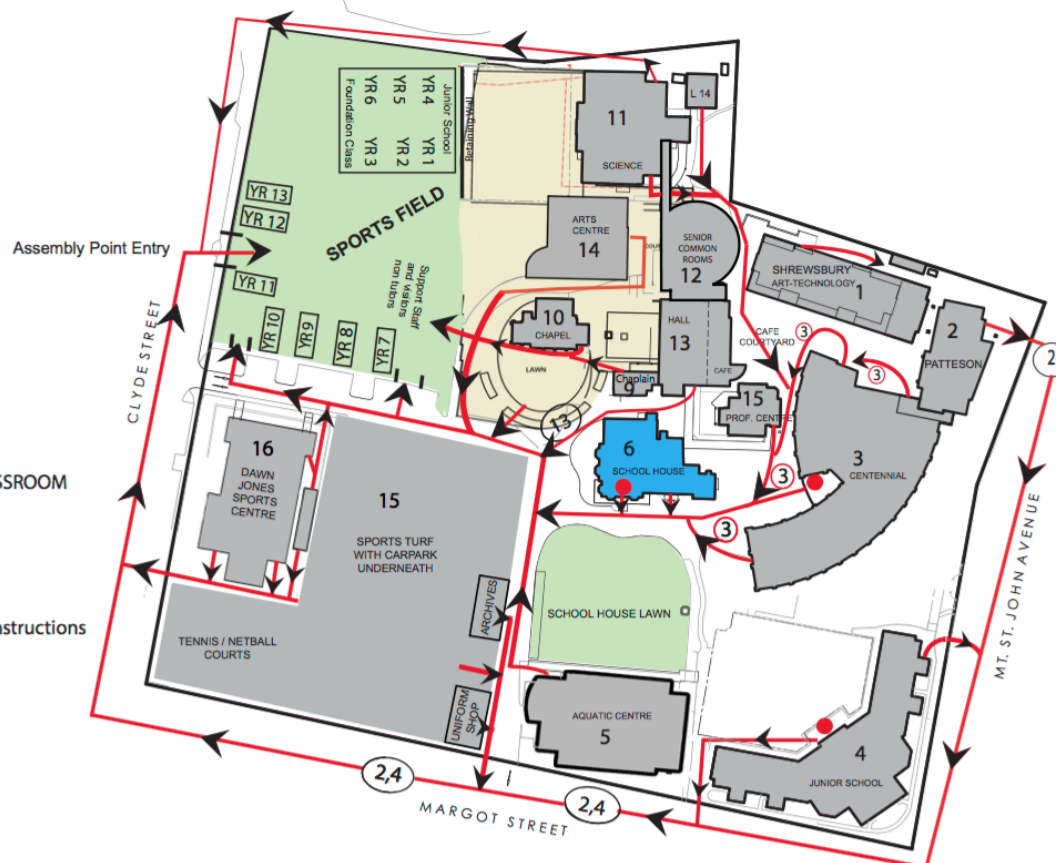
ASSEMBLY POINT

SPORTS FIELD

- ◆ Stay until the
"ALL CLEAR" is given
- ◆ REMAIN QUIET at all times to ensure instructions
can be heard

Walk quickly and quietly

- ◆ DO NOT RUN
- ◆ DO NOT USE LIFTS



Revised December 2016

