



HEALTH AND SAFETY

Waikato Diving Club Incorporated Society

Abstract

To ensure the health, safety, and wellbeing of all Waikato Diving Club members during trainings, competitions, and other club-related activities.

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Health and Safety - Policy

Policy Statement

The **Health and Safety Policy** ensures the health, safety, and wellbeing of all Waikato Diving Club (WDC) members during training, competition, and other club-related activities. It applies to athletes, coaches, officials, volunteers, parents, and visitors, and is designed to support a proactive safety culture in alignment with the **Health and Safety at Work Act 2015** and **Hamilton Pool & Dryland Facilities**.

Scope

The **Waikato Diving Club Incorporated Society (WDCIS)** is committed to providing and maintaining a safe and healthy environment for all participants involved in Springboard and Platform Diving under Waikato Diving used facilities, including athletes, coaches, volunteers, and visiting club members.

Purpose

1. To prevent injury and reduce risk during Springboard and Platform Diving activities.
2. To ensure safe and properly maintained facilities and equipment.
3. To provide qualified supervision and emergency response procedures.
4. To meet all legal obligations under health and safety legislation.
5. To foster a culture of proactive safety awareness within the club.

Responsibilities

The Committee is to allocate a portion of each Committee meeting for discussing health and safety matters. The Committee members are also responsible for the implementation and upkeep of all relevant policies and procedures are adhered to by all who participate in club activities.

Committee Members

6. Maintain compliance with legal safety requirements.
7. Ensure all equipment and facilities (springboards, platforms, mats, harnesses, etc.) Are regularly inspected and maintained.
8. Ensure that only certified and inducted coaches supervise diving sessions.
9. Maintain first aid kits, AED (if available), and emergency contact information readily available.





10. Provide and review **risk assessments** for training equipment and events.
11. Investigate and report all incidents or near-misses.

Volunteer Coaches

12. Always supervise training sessions actively and attentively.
13. Conduct pre-session safety equipment checks.
14. Enforce safe training practices and progressive skill development.
15. Supervise all diving activity with an appropriate coach-to-diver ratio.
16. Complete hazard identification and report unsafe conditions immediately.

Club Divers

17. Follow coach instructions and club safety protocols.
18. Report injuries, hazards, or equipment issues immediately.
19. Use equipment only under supervision and for intended purposes.
20. Wear appropriate training attire.

Risk Management

21. WDCIS uses the following strategies to manage risks associated with diving:
 - **Daily Pre-Use Checks:** Visual inspections of boards, platforms, pool conditions, and safety equipment.
 - **Supervision Protocols:** Minimum one qualified coach per session, with valid first aid certification.
 - One Coach to every 4 – 6 Learn to Dive Divers
 - One Coach to every 6 – 8 Competitive Divers
 - Coaches under 16 yrs old must be supervised by a Senior or Lead Coach at all times.
 - **Progressive Skill Development:** Divers are not permitted to attempt dives beyond their skill level without coach approval.





- **Equipment Maintenance:** Regular professional inspections of springboards, platforms, trampolines, harnesses, and mats.
- **Volunteer Staff:** Where appropriate, ensure all coaches and team staff 18 and Over are Police Vetted.
 - Diving New Zealand (DNZ) Advise that Springboard and Platform Dive Coaches, and are considered 'non-core children's workers under the Vulnerable Children's Act 2014.

Emergency

Procedures

22. A qualified first-aid responder must be present at every training session.
23. Emergency evacuation routes must remain clear at all times.
24. In the event of serious injury, emergency services will be contacted immediately.
25. Incident forms must be completed and submitted to the committee within 24 hours of any incident.

Response Plan

26. If there is an incident, or serious near incident, all coaches must:
 - **Respond:** Use the Waikato Diving Club Standard Operating Procedure and/or emergency action plan.
 - **Document:** Record the event using the health and safety register, advise all relevant parties when required.
27. Should the rostered supervising coach be absent due to unforeseen circumstances, for the safety of the divers & the liability of the coaches:
 - **Contact:** The coach will contact the delegated personal immediately.

Monitoring and Review

28. This policy will be reviewed annually by the WDCIS Committee or earlier if:
 - there is a significant incident or injury.
 - legislative changes affect health and safety requirements.





- facility or equipment upgrades occur.

29. All updates will be communicated to coaches, members, and parents/guardians.

Training and Induction

30. All coaches and volunteers must complete a health and safety induction specific to diving.

31. New divers and their parents/guardians (if under 18) will be briefed on safety rules during enrolment.

32. Regular refresher sessions will be conducted to reinforce safety practices.

Promote

33. Ensure all committee members, employees and coaches are familiar with and commit to following this policy.

34. Provide appropriate induction, training and supervision for all new and existing coaches.

35. At the first training sessions of each group each new term the coaches will:

- advise the divers of the fire, evacuation & earthquake procedures
- discuss with the divers in detail the H&S rules

36. At every training session, the coaches will:

- display, and making reference to, the H&S rules

37. Ensure coaches prevent misuse or possible harm by giving clear instruction on correct execution of dives and use of equipment and give positive guidance on behaviour, including (but not limited to):

- ensuring only coaches use the bubbles
- always requiring coaches to “call” the platform boards
- give affirmative hand signal or eye contact to the diver to acknowledge it is all clear to dive

CHAIR PERSON _____ **Date:** _____

Annual Review Date: 30/07/2026

Terminology used:

- **Supervising coach:** As identified by the Head Coach on the roster
- **Teach:** Instructing a diver in a new dive

