



DUNEDIN GYMNASTIC ACADEMY

VISITORS POLICY

Policy number	3	Version	B
Drafted by	Alison Derbyshire	Revision Date	May 10, 2018
Responsible person	Club Manager	Scheduled review date	2018

INTRODUCTION

Dunedin Gymnastic Academy will endeavor to comply with its responsibilities under the Health and Safety at Work Act 2015.

PURPOSE

Dunedin Gymnastic Academy is responsible for the health and safety of those who are onsite at DGA venues for the purposes of work and facility usage.

CORE POLICY

Dunedin Gymnastic Academy will follow the accompanying procedure in the first instance.

AUTHORISATION

Penny McLeod, President

Approved by the DGA Executive Committee on May 10, 2018

Policies can be established or altered only by the Executive Committee: **Procedures** may be altered by the Health and Safety Committee.



DUNEDIN GYMNASTIC ACADEMY

VISITORS PROCEDURES

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Responsible person	Club Manager	Scheduled review date	2020

RESPONSIBILITIES

Dunedin Gymnastic Academy is responsible for ensuring visitors are aware of hazards, emergency exits and emergency procedures.

Facility Users – Facility users will be inducted to the hazards, emergency exits and emergency procedures at the DGA venue being used. Once inducted, Facility Users are responsible for following the relevant DGA Emergency Procedures.

Visitors on work purposes – Those visiting DGA venues for the purpose of work (repairs, maintenance etc) will be inducted to the hazards, emergency exits and emergency procedures at the DGA venue where work will be carried out prior to commencement of any work. Once inducted, visitors on work purposes are responsible for following the relevant DGA Emergency Procedures.

PROCESSES – REGULAR FACILITY USERS (REGISTERED GYMNASTS)

1. During first class of each term, DGA coaches will induct gymnasts to the location of any known hazards, toilets, water, first aid kits, ice, emergency exits, emergency evacuation sound (fog horn/fire alarm), evacuation assembly point.
2. Coach will record induction on the Daily Roll (once each term).
3. Coach will record attendance on the Daily Roll at each session.
4. The Daily Roll book is to be taken out of the building in situations emergency evacuation to identify numbers in attendance.

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PROCESSES – VISITING FACILITY USERS (CASUAL HIRING OF FACILITY)

1. Upon booking a DGA venue, the Club Manager will direct the facility user to the appropriate emergency procedures on the DGA website
2. Upon arrival at the DGA venue, the DGA coach in charge of the booking (i.e. birthday party) will review the hazards, emergency exits and emergency procedures (location of first aid kit, ice, accident register, evacuation assembly point) with the group – see Visitors Induction Checklist (attached).
3. The facility users will then either sign themselves into the Visitors Register or the person in charge of the group booking may sign in the group on their behalf noting numbers in attendance.
4. The visitor book is to be taken out of the building in situation of emergency evacuation to identify numbers in attendance.

PROCESSES – VISITORS ATTENDING COMPETITIONS

1. At commencement of each session of competition, the MC will advise all attendees:
 - a. Hazards (anything that we are aware of that is awaiting maintenance)
 - b. Location of toilets
 - c. Location of first aid kits
 - d. Location of Ice
 - e. Location of Accident Register – please check with DGA Coach to determine whether the accident needs to be recorded in the DGA Accident Register
 - f. In Case of Emergency – location of emergency exits
 - g. In Case of Emergency – the sound they will hear (Caledonian- fire alarm, Vogel Street/Willis Street – fog horn)
 - h. In Case of Emergency – acknowledge the **Fire Warden** to the assembled group, identify that this person will be in charge of evacuations, should this be required.
 - i. Location of evacuation assembly point.

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PROCESSES – VISITORS ON WORK PURPOSES

1. Upon arrival for work purposes, the worker will be met by a DGA employee/volunteer.
2. The DGA employee/volunteer will review the hazards, emergency exits and emergency procedures (location of first aid kit, fire, accident register, evacuation assembly point) with the worker – See attached Visitors Induction Checklist.
3. The worker will sign themselves into the Visitors Register.
4. The visitor book is to be taken out of the building in situation of emergency evacuation to identify numbers in attendance.

RELATED DOCUMENTS

- DGA Accident Reporting Policy
- DGA Visitors Induction Checklist
- Health and Safety at Work Act 2015
 - <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html#DLM5976868>

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VISITORS INDUCTION CHECKLIST

Use this form for all gym users: Gymnasts in classes, Bookings (birthdays or gym clubs for example), those performing work onsite at a DGA Venue.

Item	Notes
Location of Main Exit	
Location of all emergency exits	
Evacuation Assembly area	
Location of fire extinguishers	
Location of fire alarm pull points	
Location of first aid kit(s), torch, blankets	
Location of accident register	
Location of ice/towels for ice	
No phone onsite, you must use a cell phone to call 111	
Physical address of this venue	
Location of toilets	

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