

Emergency Procedure for Lincoln Event Centre

Location: Lincoln, Christchurch

1. Purpose

This procedure outlines the steps to follow in the event of an emergency during a Waitaha Artistic Roller Skating Club event at the Lincoln Event Centre, ensuring the safety of all participants, visitors, and staff.

2. Emergency Contacts

- Event Coordinator: Alana Caunter, Phone: 027 897 9292
- Venue Contact: Lincoln Event Centre Reception, Phone: 03 347 2983
- Local Emergency Services: Dial 111 for Fire, Police, or Ambulance

3. Types of Emergencies Covered

- Fire
- Medical Emergency
- Earthquake
- Evacuation for other reasons (e.g., bomb threat, gas leak)
- Severe Weather

4. General Emergency Procedures

In any emergency, the following steps should be followed:

- Stay Calm: Maintain composure to ensure clear communication and avoid panic.
- Raise the Alarm: Alert people nearby by shouting and, if necessary, using the emergency alarm system.
- Follow Instructions: Adhere to instructions from the Venue Coordinator, staff, or emergency services.
- Assist Others: Help children, the elderly, or those with disabilities to safety, if it is safe to do so.
- Evacuate if Necessary: Exit the building using the nearest safe exit and proceed to the designated assembly point (see Section 8).
- Do Not Re-enter the Building: Only return to the building once emergency services have given the all-clear.

5. Fire Emergency

In the event of a fire:

- Activate the Fire Alarm: Locate and activate the nearest fire alarm if it hasn't already been triggered.
- Evacuate the Building: Follow evacuation routes, marked with illuminated exit signs. Leave quickly and calmly, without using lifts.
- Close Doors: If safe to do so, close doors behind you to prevent the fire from spreading.
- Gather at Assembly Point: Meet at the designated assembly point outside the building (see Section 8).
- Call 111: Once safely outside, call 111 and provide details of the situation.

- Fire Extinguishers: Use only if you have been trained and the fire is small enough to be managed. Never put yourself in danger.

6. Medical Emergency

In the event of a medical emergency:

- Assess the Situation: Ensure the scene is safe before assisting the injured person.
- First Aid: Administer first aid if trained. First aid kits are available on-site.
- Call 111: For serious injuries or medical emergencies, dial 111 immediately.
- Inform the Event Coordinator: Notify the event coordinator of the emergency.
- Assist Emergency Services: Guide emergency personnel to the person in need of medical attention.

7. Earthquake

In the event of an earthquake:

- Drop, Cover, and Hold: Immediately drop to your hands and knees, cover your head and neck under a sturdy object (like a table), and hold on until the shaking stops.
- Stay Indoors: If inside, stay indoors until the shaking has completely stopped.
- Move Away from Windows and Heavy Objects: Stay clear of windows, large mirrors, and heavy furniture.
- After the Shaking Stops: Evacuate the building if it is damaged or if instructed to do so.
- Proceed to Assembly Point: Move to the designated assembly point and wait for further instructions.

8. Evacuation Procedure

If an evacuation is required:

- Evacuation Routes: Follow the evacuation routes posted throughout the building. Do not use elevators.
- Assist Others: Help children, the elderly, or anyone with mobility issues to evacuate.
- Assembly Point: Gather at the designated assembly point:
 - Assembly Point: Car park area next to the outdoor playground, away from the building.
- Roll Call: Event Coordinator or designated staff will take a roll call to ensure all participants and visitors are accounted for.
- Wait for Clearance: Do not re-enter the building until emergency services have declared it safe to do so.

9. Severe Weather Emergency

If severe weather conditions (e.g., flooding, strong winds) pose a threat:

- Monitor Warnings: Stay informed through weather updates from local authorities or event staff.
- Take Shelter: Move indoors if outdoors and seek shelter in the safest area of the building.
- Stay Put: Avoid leaving the building until it is safe to do so or unless instructed to evacuate.

10. Communication Protocol

- The Event Coordinator will act as the main point of contact and provide information to participants.
- Phone Communication: Ensure that key staff have mobile phones readily available in case of an emergency.

11. Post-Emergency Procedure

After any emergency situation:

- Debrief: The Event Coordinator will conduct a debrief with staff and participants.
- Incident Report: An incident report will be completed, documenting details of the emergency and any follow-up actions required.
- Review Procedures: The club will review and, if necessary, update emergency procedures based on the incident.

12. Emergency Resources and Equipment

- First Aid Kits: Located at the reception and in designated areas.
- Fire Extinguishers: Located throughout the venue. Fire alarms and emergency exits are clearly marked.

Health and Safety Policy and Procedures

1. Purpose

The Waitaha Artistic Roller Skating Club is committed to providing a safe and healthy environment for all members, skaters, coaches, volunteers, and visitors. This Health and Safety Policy outlines the procedures and responsibilities to ensure the well-being of everyone involved in club activities.

2. Scope

This policy applies to all club activities, including training sessions, competitions, events, and public gatherings organised by the Waitaha Artistic Roller Skating Club, at both club facilities and external venues.

3. Health and Safety Objectives

- To prevent accidents, injuries, and illnesses by ensuring all activities are conducted in a safe environment.
- To ensure all skaters, staff, volunteers, and visitors are aware of and adhere to the club's health and safety policies.
- To comply with relevant health and safety legislation in New Zealand.

4. Responsibilities

4.1 Committee Members:

- Ensure that health and safety policies and procedures are up to date and implemented effectively.
- Monitor the club's compliance with health and safety legislation.
- Review and update the policy annually or following any major incident or changes in legislation.

4.2 Coaches and Instructors:

- Ensure that skating sessions are conducted in a safe manner.
- Complete a risk assessment before each session, identifying potential hazards and addressing them appropriately.
- Ensure that emergency procedures are known to all participants.
- Report any injuries or incidents during training or events.

4.3 Skaters and Parents/Guardians:

- Follow the club's health and safety rules and instructions given by coaches or volunteers.
- Wear appropriate safety gear (helmets, wrist guards, knee pads) as required, particularly during public skating events and beginner sessions.
- Report any hazards, incidents, or unsafe conditions to a coach or club official.
- Ensure medical conditions or special needs are communicated to coaches in advance.

4.4 Volunteers and Staff:

- Assist in maintaining a safe environment during events or training sessions.

- Follow health and safety instructions and report hazards or incidents to committee members or coaches.

5. Procedures

5.1 Risk Assessment:

- Risk assessments will be conducted regularly for all club activities, including training sessions, competitions, and events.
- Identified risks will be documented, and appropriate measures will be implemented to reduce these risks.
- Coaches will check the floor and venue before each session to ensure it is safe for use.

5.2 Incident and Accident Reporting:

- All incidents, injuries, or near-misses must be reported to a coach or committee member.
- An Incident Report Form must be completed following any injury or accident.
- The club will review the incident to determine any improvements that can be made to prevent recurrence.

5.3 Emergency Procedures:

- Coaches and volunteers will be trained in basic first aid, and first aid kits will be available at all training sessions and events.
- Emergency contact information for skaters must be provided to the club and updated as necessary.
- In case of an emergency, the club's designated emergency procedure will be followed, including contacting emergency services and notifying the skater's emergency contact.

5.4 Equipment Safety:

- All equipment used for training and events, including skating gear and facility setups, must be inspected regularly to ensure it is safe for use.
- Skaters are responsible for maintaining their personal skating equipment to ensure it is in good working order.
- Safety gear (helmets, wrist guards, etc.) should be worn during training sessions as required by the club, especially for beginners.

5.5 Venue Safety:

- The club will work with venue management to ensure facilities are safe and suitable for skating activities. This includes ensuring the floor surface is clean, dry, and free of debris.
- Fire exits and evacuation routes will be clearly marked, and all participants will be informed of these at the start of sessions.

5.6 Child Safety:

- All coaches and volunteers working with children must be vetted in accordance with New Zealand's police check regulations.
- Children will be supervised at all times during training sessions and events. No child is to leave the facility without parental or guardian permission.

6. Hazard Management

6.1 Identification:

- Coaches, committee members, and volunteers are responsible for identifying potential hazards during club activities.
- Hazards may include unsafe skating conditions, faulty equipment, or behaviour that endangers others.

6.2 Elimination and Minimisation:

- Wherever possible, hazards will be eliminated. If not feasible, the club will implement measures to minimise risks, such as restricting access to unsafe areas or modifying activities.

6.3 Monitoring and Review:

- The club's health and safety officer will monitor all activities for hazards and review incidents to continuously improve safety protocols.

7. First Aid and Medical Emergencies

- First aid kits will be present at all training sessions and events. Coaches and designated volunteers will be trained in administering basic first aid.
- In case of a medical emergency, the emergency services will be contacted immediately, and the skater's parent/guardian will be informed.

8. COVID-19 Safety Measures

- The club will follow the Ministry of Health guidelines for managing COVID-19 risks.
- Hand sanitisers will be provided at training sessions and events.
- Skaters and participants showing symptoms of illness are required to stay home.
- Social distancing and capacity restrictions will be implemented as required by government guidelines.

9. Review of Policy

This Health and Safety Policy will be reviewed annually by the committee or more frequently if there is a change in activities, venues, or relevant legislation.

Incident/Accident Report Form

Date of Injury: __/__/__

Time: _____AM/PM

Name of Injured Person: _____

Address: _____

Phone Number/s: _____

Date of Birth: __/__/__ Gender Identity (Circle): M F Non-Binary Other

Type of Injury: _____

Details of Incident: _____

What First-Aid has been applied? _____

Person Submitting Report: _____