



# **Health and Safety Policy**

## **Canterbury Diving Community Trust**

### **1. Purpose**

Canterbury Diving Community Trust (“the Trust”) is committed to providing a safe and healthy environment for all participants, staff, volunteers, and others involved in its activities.

The purpose of this policy is to:

- Promote a proactive approach to health and safety
- Reduce the risk of injury or harm
- Clarify health and safety responsibilities
- Support safe delivery of Trust programmes and activities

This policy supports the Trust’s charitable purposes and governance obligations as set out in the Trust Deed.

### **2. Scope**

This policy applies to:

- Trustees
- Employees and contractors
- Coaches and instructors
- Volunteers
- Participants and visitors where relevant

This policy applies to all Trust-run programmes, activities, events, and environments, including pool facilities, dryland training spaces, travel, and events.

### **3. Commitment to Health and Safety**

The Trust:

- Is committed to providing safe environments and systems of work
- Takes reasonable and practical steps to identify and manage risks
- Promotes a culture where health and safety is a shared responsibility
- Complies with relevant New Zealand health and safety legislation



## **4. Roles and Responsibilities**

### **Trustees**

Trustees are responsible for:

- Providing governance oversight of health and safety
- Ensuring appropriate policies and processes are in place
- Acting in good faith and with reasonable care in accordance with the Trust Deed and New Zealand law

### **Staff, Coaches, Contractors, and Volunteers**

All staff, coaches, contractors, and volunteers are responsible for:

- Taking reasonable care for their own health and safety and that of others
- Following Trust policies, procedures, and instructions
- Identifying hazards and reporting incidents or near misses
- Acting in a manner that does not put others at risk

## **5. Risk Management**

The Trust will take reasonable steps to:

- Identify hazards associated with its activities
- Assess and manage risks so far as is reasonably practicable
- Implement appropriate controls to reduce the likelihood of harm

Risk management may include:

- Supervision and safe ratios
- Equipment checks
- Clear behavioural expectations
- Use of appropriate facilities



## **6. Incidents, Injuries, and Near Misses**

All incidents, injuries, and near misses must be reported as soon as practicable.

The Trust will:

- Record incidents appropriately
- Respond to incidents in a timely and proportionate manner
- Review incidents where necessary to reduce the likelihood of recurrence

Serious incidents will be escalated in accordance with legal and contractual requirements.

## **7. Communication and Training**

The Trust will:

- Communicate relevant health and safety expectations to staff and participants
- Provide guidance or training where appropriate to support safe delivery
- Encourage open reporting of hazards, concerns, and near misses

## **8. Participant Responsibilities**

Participants and parents/guardians are expected to:

- Follow reasonable instructions from coaches and staff
- Use equipment and facilities appropriately
- Raise any health, safety, or medical concerns with the Trust

## **9. Relationship to the Trust Deed**

This policy operates under and in support of the Canterbury Diving Community Trust Trust Deed and does not override trustee duties or legal obligations contained within it.



## **10. Review**

This policy will be reviewed periodically by the Trustees to ensure it remains fit for purpose and aligned with the Trust's governance framework.

## **Policy Adoption**

Adopted by the Trustees of Canterbury Diving Community Trust

**Date:** 26 February 2026