

**HEALTH AND SAFETY POLICY
OF
ROTHWELL GYMNASTICS**

Implemented: 1st October 2008

Reviewed October 2011, October 2014. Next review 2017

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work Act 1974

This is the Health and Safety Policy of:

Rothwell Gymnastics

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Tel: 07811 382 153

Our Statement of general policy:

It is important to recognise that due to the complex nature of the sport, there will be inherent risks involved when participating in gymnastic activities. As with British Gymnastics, Rothwell Gymnastics promotes safe coaching best practice as a means of minimising the risk. The Rothwell Gymnastics Health & Safety Policy accentuates the fundamental obligation of those involved in gymnastics, towards the Health and Safety and well being of all participants at the Club. Rothwell Gymnastics recognises the duties it has under Health & Safety Acts and regulations to ensure the safety, health and well being of gymnasts, coaches and helpers when they are involved in club business.

In particular it recognises its responsibilities to: -

- Provide a safe and healthy training and competition environment for gymnasts and coaches through assessing the risks associated with participation and controlling them to ensure they are minimised.
- Ensure that adequate arrangements are in place in the event of an accident, fire or other incident or near miss.
- Ensure that coaches and helpers have the appropriate gymnastic coaching training and mentoring support and handling advice.
- Keep the arrangements under review and introduce additional measures considered necessary and are reasonably practicable in relation to the operation of the club.

Moral and Ethical Issues

Rothwell Gymnastics has adopted the British Gymnastics policies and guidelines relating to: -

- Child Protection
- Health and Safety
- Equity

A copy of the policies utilised by Rothwell Gymnastics are contained within the Handbook of Rothwell Gymnastics available at each session. All coaches and participants are expected to adhere to these policies at all times.

Staff and coaches will be suitably screened to explore their suitability to work with children.

Staff are also required to follow accepted, good, safe coaching practice at all times.

The club will ensure that coaches are suitably mentored or trained, qualified and suitable to undertake their coaching duties and that volunteers are trained to handle the setting up and or dismantling of equipment related to the gymnastics activities of the club.

Emergency Procedures

Fire instructions are posted throughout the facility and coaches/visitors should make themselves and all participants familiar with the instructions and the placements of exits throughout the building. In the event of a fire or other alert, the alarm will sound and upon hearing the alarm

you must: -

- Leave the building by the nearest exit.
- Coaches must take responsibility for their gymnasts during evacuation.
- Do not stop to collect personal belongings.
- Go immediately and report to the assembly point as identified on the Fire Action Notices.
- Do not re-enter the building until a responsible member of staff tells you that it is safe to do so.

First Aid and Emergency Provision

Whenever gymnastic activities are taking place it is imperative that the following emergency procedures and provisions are accessible and fully understood by all participants: -

- A register of all participants together with a contact number for their next of kin, parent or guardian and any medical condition is kept in the gym during sessions.
- A mobile phone must be available to dial out for emergency services.

Rothwell Gymnastics has an appointed First Aider. During sessions held within the local leisure facility, the Leisure staff will provide this cover. An appropriately stocked first aid kit is located within the gym during every session.

All coaches, helpers and participants must adhere to the accepted standards of good practice at all times.

Accident and Safety Procedures

In the event of a serious accident or injury only qualified persons are to carry out emergency First Aid. The emergency services must be contacted and medical help sought from qualified medical personnel. However, the following minimum procedure should be adopted in the event of any accident that occurs: -

1. Stop the class and direct other members of the class not immediately involved in the accident, away from the injured

- person, and contact the First Aider and/or the emergency services.
2. Complete an appropriate Accident Report Form describing the accident and the actions taken.
 3. Submit a copy of the accident Report Form to the National Governing Body and to the Local Authority as required under the statutory requirements of the Health and Safety at Work (etc) Act 1974 -

Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995

Photography and Videoing Policy

Gymnastics and Trampolining are excellent media for photography and filming but clubs have been made aware by British Gymnastics that there have been instances where inappropriate material involving children and vulnerable adults have been taken during training and competition.

Videoing and filming are excellent coaching tools but for the protection of the participants Rothwell Gymnastics have implemented the following: -

- The Club will inform the parents and participants of the purpose of the filming/videoing as a useful coaching aid.
- A minimum of two authorised and responsible adults must be present at all times during filming.
- Care will be taken to securely store the video materials to avoid misuse.

If any person is concerned about any photography taking place at the club or at an event, contact the Welfare Officer or the event organiser and discuss it with them. If appropriate the person about whom there are concerns will be asked to leave the facility.

Smoking Policy

Smoking is **Not** permitted anywhere on the Club's premises.

Insurances

All Members of Rothwell Gymnastics and coaches in gymnastics are also required to be members of British Gymnastics and access the accompanying British Gymnastics Insurance Scheme.

Additionally Rothwell Gymnastics (74040) carries Employers Liability Insurance Policy No. 149/2MCT/CR535382 by Zurich

Complaints and Grievance Procedures

As Rothwell Gymnastics is affiliated to British Gymnastics, the Club is bound by the BG procedures for complaints, disciplinary issues and membership suspensions and expulsions. The club has a local interpretation of these rules. These are available in the club handbook. Rothwell Gymnastics places the welfare and safety of its members as the highest priority.

The Club has designated Welfare Officers (Bekki Goodison, Alison Goodspeed, Pam Stevenson)

to whom all complaints, grievances and suspicions of poor practice should be addressed. Matters will be dealt with confidentiality and only those who need to know will be informed.

The British Gymnastics' procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, the British Gymnastics' procedures will be implemented.

A copy of the Club's Complaints Procedure and the policy for Protection of Children and Vulnerable Adults is available in the club handbook and on display at every session.

Risk Assessment

Health & Safety legislation places an obligation on the Club to assess the risk of accident to coaches, parents, members and non-members partaking in gymnastic activities.

Visual risk assessment will be carried out at the beginning of every activity. A coach of minimum level 2 (or suitably trained adult) will physically check all equipment set up and the commencement of each training session. Weekly written assessments will be recorded in the equipment checklist file. Monthly checks will be carried out by the clubs health and safety officers (Gary Monks, Shaun Kelly)

Rothwell Gymnastics will ensure any identified risk is addressed and minimised. The audit will follow the guidelines and format set out by British Gymnastics in the form of their Risk Assessment checklist and will be carried out annually by an external company.

Rothwell Gymnastics will ensure that all coaches/volunteers are suitably trained to handle, erect, dismantle and store equipment according to the manufacturer's guidelines.

Equipment Checklist

Rothwell Gymnastics recognises its responsibility to provide and maintain a safe facility. The club will ensure that a responsible person will conduct regular safety checks on the equipment and any defects will be reported immediately to the health & safety manager and the head coach. The defective equipment will immediately be taken out of commission and will not be used under any circumstance, until the deficiencies are rectified, and a satisfactory safety check confirmed in writing by the responsible person conducting the check. It is also Rothwell Gymnastics policy that all coaches/volunteers shall take a day-to-day responsibility with regard to equipment or facility defects and report these to the Head Coach and health & safety manager.

Further policies and guidelines adopted by the club include:

- Guidelines for coaches
- Guidelines for participants
- Guidelines for visitors
- Discipline policy
- Children and Vulnerable Adults Policy
- Child Protection Policy
- How to report a concern
- Equity Policy