HEALTH AND SAFETY POLICY
OF
ROTHWELL GYMNASTICS

Implemented: 1st October 2008

Reviewed October 2011, October 2014. Reviewed 2017. Jan 2020 Feb 2023 Oct 24, Oct 26

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work Act 1974

This is the Health and Safety Policy of:

Rothwell Gymnastics
rothwellgymnastics@hotmail.co.uk
Land line: 0113 318 2287 Club Mobile: 07503 313761

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 the risks 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 knowledge.
- Keep the arrangements under review and introduce additional measures considered necessary and are reasonably practicable in relation to the operation of the club.

Sickness and Illness

Please do not bring your gymnast to training if they are unwell or could pose an infection risk to others.

Our sickness approach broadly follows the principles used within UK schools and education settings. Gymnasts who have experienced **vomiting or diarrhoea must not attend until at least 48 hours have passed since their last episode**.

Gymnasts with a high temperature or fever should remain at home until they are feeling well and no longer have a high temperature. Mild

coughs and colds do not necessarily prevent attendance, provided the gymnast is otherwise well enough to participate safely.

If a gymnast becomes unwell during training, we may contact their parent/guardian or emergency contact and ask for them to be collected.

Sessions missed due to illness are **non-refundable**.

Injuries & Returning to Training

If a gymnast has an injury, parents/guardians must **contact the club before attending training** so that we can discuss whether it is appropriate and safe for them to participate. A suitable risk assessment will be required.

Parents/guardians are responsible for informing the club and relevant coaches of any injury, medical advice or restrictions that may affect the gymnast's ability to train safely.

Where appropriate, training may be **reduced or adapted** to allow a gymnast to continue participating safely while recovering from an injury.

Permission to participate will be considered **on an individual basis**, taking into account the nature of the injury, any medical advice or restrictions, the activities planned and the safety of the gymnast, coaches and other participants.

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 Pink Handbook of Rothwell Gymnastics available in the Lounge. They are also published on the club website.

All coaches and participants are expected to adhere to these policies at all times.

Staff and coaches will be suitably screened to check 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 prepared 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 at the end of the cul-de-sac.
- 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 and landline is available to dial out for emergency services.

Rothwell Gymnastics has trained First Aiders. Appropriately stocked first aid kits are 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 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. Contact and advise next of kin of the incident
3. Complete an appropriate Accident Report Form describing the accident and the actions taken.
4. 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, Videoing and Social Media

Gymnastics is 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.

Parents/guardians must ensure they have read our **Photography and Social Media Policy**.

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 through their British Gymnastics membership.

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 (Helen Dixon, Lisa Bilclough, Pam Stevenson, Kaylee Whiteley, Adama Jobe) 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. They can be contacted on **rothwellwelfare@outlook.com**

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 in the lounge 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. Ongoing checks will be carried out by the club's health and safety officer (G Monks).

Rothwell Gymnastics will ensure any identified risk is addressed and minimised. The regular 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, 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