

Uttoxeter Gymnastics Club

Health and Safety Policy

POLICY STATEMENT

Uttoxeter Gymnastics Club is committed to ensuring the health, safety and welfare of its employees, volunteers, members and any other persons e.g. visitors, contractors, who enter the club's premises.

This statement of our health and safety policy sets out our main aims and objectives in this area and outlines the ways in which we go about fulfilling these aims and objectives. Our policy statement has been drawn up in the light of British Gymnastics guidance, statutory health and safety requirements and the common law duty of care.

Our agreed aims and objectives are as follows.

- To manage the risks associated with our activities so that accidents and work-related ill-health can be avoided.
- To ensure that all equipment and apparatus that we use is fit for purpose, regularly inspected, and properly maintained.
- To ensure that the storage that we use for equipment and apparatus, and that used for any hazardous substances, is well maintained and that items are stored safely.
- To provide all our staff and volunteers with the induction, supervision, instruction, and training, necessary for the proper performance of their duties
- To conduct consultations with our staff and volunteers on all matters which affect their health and safety,
- To provide a safe working environment for our employees, volunteers, and members.
- To fulfil the health and safety responsibilities that we may have for other persons visiting or working on our premises.

ORGANISATION

To fulfil these aims we have taken the following actions:

- We have introduced a Health and Safety management structure which identifies an individual member of staff responsible for managing each main area of our health and safety policy.

- We have conducted risk assessments on all our facilities, equipment and procedures and these assessments are regularly reviewed
- Additional risk assessments are conducted to cover particular groups such as young people, new and expectant mothers, and disabled people.
- We have implemented the actions arising from risk assessments and communicated the results to our staff and volunteers
- We have included in the induction programme for new members of staff and volunteers, an introduction to health and safety matters and responsibilities, and we arrange for additional training and up-dating to be provided wherever necessary
- We conduct regular inspections of all equipment and apparatus, and our storage facilities, and take prompt action to remedy any deficiencies.
- We have introduced robust reporting procedures.
- We have produced plans for dealing with emergencies such as emergency evacuation of our premises and have introduced appropriate procedures which are subject to regular testing.
- We conduct regular inspections to ensure to ensure that all the main routes into and out of our premises are kept clear and properly maintained and that all health and safety equipment is in proper working order.
- We communicate regularly with the owners of our premises to ensure that each side's responsibility for health and safety matters is properly understood and managed.
- We review our health and safety policy at least once a year with additional reviews following any changes in our operating methods, changes in our organisational structure, and the issue of new British Gymnastics guidance.

OVERALL RESPONSIBILITIES

The overall responsibility for health and safety rests with Vikki Symcox (Head Coach and Director).

Vikki Symcox is responsible for managing the overall health and safety in the gymnastics area.

Katie Ward is responsible for managing the overall health and safety in the café and viewing area.

All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

SAFETY ARRANGEMENTS STATEMENTS

We have introduced special measures in particular areas of health and safety and these measures are set out in the Safety arrangements statements below. These statements cover particular issues of health and safety related to the main policy document and identify the people responsible for those particular areas:

Accident and near-miss reporting.

All coaches are responsible for reporting accidents that occur during gymnastics activity on the appropriate Accident Report forms and reporting to British Gymnastics where applicable.

First-Aid.

The responsibility for ensuring all coaches First Aid training is up to date and First Aid equipment is available in the gym lies with Vikki Symcox (Head Coach).

All coaches are First Aid trained and responsible for administering First Aid for the gymnasts in their care.

In the event of a serious injury, the Lead Coach at that time will take responsibility for supporting the injury, requesting emergency medical support. And notifying parents of the injury.

Accident and ill-health investigations.

Kay Gillick is responsible for managing the investigations related to accidents in the gymnastics area.

Katie Ward is responsible for managing the investigations related to ill-health of employees and contractors.

Fire safety.

Vikki Symcox is responsible for ensuring escape routes are well-signed and kept clear at all times and evacuation plans are tested from time to time and updated as necessary.

Risk Assessments.

Vikki Symcox is responsible for ensuring appropriate and robust risk assessments are completed to identify and reduce/remove risk in the gymnastics environment and are reviewed from time to time or when new risk are presented, and updated as necessary.

Equipment Safety.

Vikki Symcox is responsible for ensuring an annual inspection of equipment is carried out by a suitably qualified independent assessor and electrical equipment is tested annually.

The Lead Coach in the gym at any time is responsible for completing a daily visual and manual inspection of all equipment to ensure it is safe to use prior to sessions starting.

All Coaches are responsible for ensuring any equipment they use is set-up appropriately, safe for the intended use, secured where required and safely stored after use.

GENERAL RESPONSIBILITIES

UGC and its staff will ensure:

- The staff are suitably qualified for the classes they are coaching, have suitable pre-recruitment checks and hold current criminal records certificates and recognised Safeguarding and Protecting Children Awareness training

- The staff have the skills, competence and experience for their roles.
- A minimum of 2 adults are present during all training sessions
- Qualified first aiders administer first aid, where appropriate, and accurate records of injuries and accidents are kept up to date.
- Coach/gymnast ratios are commensurate with the age and development of the groups
- Parental consent and medical information is gathered prior to gymnastic activity commencing
- Support whistle blowing and take steps to ensure members, their parents/carers and others feel able to raise concerns related to health and safety without fear of negative repercussions
- Ensure UGC staff and volunteers work in partnership with the club management team to ensure any Health & Safety poor practice is addressed and any required remedial action is taken.

GENERAL POLICY INFORMATION

This policy will be regularly reviewed and updated by the UGC club management team and the UGC Welfare Officer(s), in conjunction with any changes made to the British Gymnastics Safeguarding and Protecting Children policies and any legislative changes.

Last Review Date: September 2023