

**Adopted 01/09/2005**

**Last updated: 08/08/2012**

**Alton Gymnastics Club**

PolAGC001

## **Health And Safety Arrangements**

This policy applies to activities and classes run by Alton Gymnastics Club.

### **Policy Statement**

The policy of Alton Gymnastics Club is to provide and maintain safe and healthy working conditions for coaches, volunteers and gymnasts as well as anyone involved in the use, moving, rigging or de-rigging of gymnastics equipment. To this end, information, training and supervision is provided as necessary.

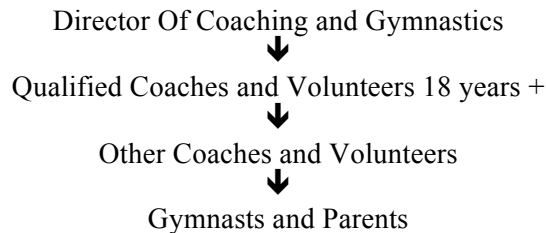
The allocation of safety related duties, the particular arrangements made to implement the policy and the way in which the policy is to be monitored is set out below.

A copy of this policy will be given to all members of staff and to the Sports Centre Facilities Manager as well as a summary being issued to all gymnasts and their parents.

### **Organisation for carrying out the policy**

Ultimate responsibility for Health and safety at Alton Gymnastics Club lies jointly with Alton Gymnastics Club and Alton Sports Centre, whose hall we hire and whose storage space we use. Members of Alton Sports Centre Staff are also involved in moving items of gymnastics equipment in and out of the cupboard, although they are not responsible for the rigging of the equipment ready for use.

Lines of responsibility within Alton Gymnastics Club and ARC Gymnastics are as follows:



### Responsibilities of Alton Gymnastics Club

The Director of Gymnastics and Coaching is responsible for:

- The maintenance of all gymnastics equipment in full and safe working order.
- The provision of training and safety guidelines including risk assessment on all activities undertaken by gymnasts, Coaches and volunteers.
- The provision of guidelines and advice for Sports Centre Recreational Staff with regard the safe moving and handling of Gymnastics Equipment if in addition to general moving and handling guidelines, in order to preserve themselves and the equipment.
- The maintenance of any equipment owned by Alton Gymnastics Club that is used in the moving and transporting of Gymnastics Equipment.
- Modifications to storage areas for equipment owned by Alton Gymnastics Club in order to provide safe, and space effective storage.

Procedures for reporting and rectifying safety issues with regard to the responsibilities of Alton Gymnastics Club are as follows:

- 1) The defect or issue is reported to Jo Foley, Director of Gymnastics and Coaching, verbally or using one of the AGC Health and Safety Issues Report forms supplied (namely the Equipment Defects Log or Incident Report Book).
- 2) A solution is sought through the appropriate person within whose delegated responsibility the particular issue or defect falls, or through outside parties.
- 3) The defect is to be investigated and rectified within 24 hours and 90 days of the report, depending on the magnitude and nature of the risk posed by the defect.
- 4) An additional risk assessment is commissioned and written with regard to any new Health and Safety issue that may arise if the issue does not require physical rectification. Staff are re-trained accordingly and information is provided to Alton Sports Centre for the re-training of their own staff where appropriate.
- 5) On completion of the rectification, or new risk assessment the AGC Health and Safety Issues Report form is completed and a copy returned to the Site Manager at Alton Sports Centre and other relevant parties with any additional and relevant pages attached.

All persons involved in the moving and handling of gymnastics equipment are responsible for their own safety once they have been trained in the appropriate techniques and safety standards. Members of AGC and ARC staff or volunteers must not be expected to carry out tasks for which they have not been trained.

**Responsibility for Appropriate Dress and personal safety:**

Coaches and gymnasts are responsible for their own health and safety with regard to the club rules and policies relating to Appropriate Dress, Jewellery and Behaviour and Conduct in the gym. Parents of gymnasts are responsible for ensuring their children are dressed correctly, whilst coaches may at any time exercise their right to exclude a child from participation if he / she is dressed inappropriately. Members of Alton Gymnastics Club and parents of the children who are members should abide by the relevant Codes of Conduct, which are presented to them on registration and/or displayed on the Clubs Noticeboard and available on the Club’s website.

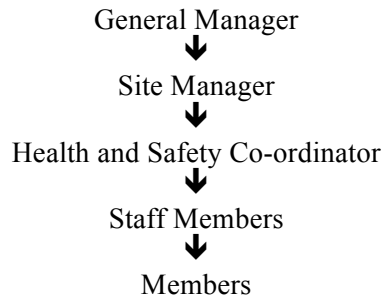
To assist the Director of Coaching and Gymnastics in discharging her responsibility for health and safety, the following duties have been assigned or delegated as described below:

<i>Duty</i>	<i>Responsible person</i>
Health and Safety training of AGC staff and volunteers	...Jo Foley...(AGC - DGaC).....
Accident reporting and investigation	...Jo Foley...(AGC - DGaC).....
General Risk assessment	...Jo Foley .....
Risk assessments for individuals with specific physical needs	...Jo Foley.....
Gymnastics Equipment Maintenance	...Simon Cooney (from September 2009)
Organising planned inspections	...Simon Cooney (from September 2009)
Organising Fire / emergency Drills	...ASC Health and Safety Co-ordinator.
Providing First aid (to gymnasts, coaches and volunteers)	
Nominated first-aiders* <sup>1</sup>	...Attending staff member/volunteer with appropriate training..... ...Alton Sports Centre.....
Electrical inspection and testing (appliances)* <sup>2</sup>	...ASC Maintenance Co-ordinator (by arrangement).

\*<sup>1</sup> immediate first aid is provided by Alton Gymnastics Club, but in the provision of first aid in the case of more serious injury is provided by members of Alton Sports Centre Staff.

\*<sup>2</sup>we use one item of electrical equipment on a regular basis, which requires PAT Testing. As in the past, this should be done by the Alton Sports Centre during routine testing of their own electrical equipment. We also occasionally use sound equipment which is owned by the Sports Centre (for competitions etc.) for which Alton Sports Centre are duly responsible.

**Lines of responsibility within Alton Sports Centre are as follows:**



Responsibilities of Alton Sports Centre

- The delivery of training to staff members who are involved in the moving and handling of gymnastics equipment, using standard procedures and advice given by Alton Gymnastics Club.
- The maintenance of safety with regard the building itself and store cupboard in which gymnastics equipment is kept, excluding damage to the floor caused directly by equipment owned by Alton Gymnastics Club

Procedures for reporting and rectifying safety issues with regard to the responsibilities of Alton Sports Centre are as follows:

- 1) All defects and issues should be reported at the Sports Centre Reception.
- 2) The issue is placed on a database and dealt with by the appropriate member of Sports Centre Staff within a set timeframe as determined by the level of priority it holds.

All persons involved in the moving and handling of gymnastics equipment are responsible for their own safety once they have been trained in the appropriate techniques and safety standards. Members of Alton Sports Centre staff must not be expected to carry out tasks for which they have not been trained.

To assist the Health and Safety Co-ordinator in discharging his/her responsibility for health and safety, the following duties have been assigned or delegated as described below:

*Duty*

*Responsible person*

Health and Safety training of Alton Sports Centre staff	...ASC Health and Safety Co-ordinator.
Provision of information regarding the moving and handling of Gymnastics Equipment for the purpose of maintaining the condition of the equipment.	...Jo Foley...(AGC - DgaC).....
Provision of information regarding the safe moving and handling of Gymnastics Equipment with regard to safe practice for the health of the staff.	...ASC Health and Safety Co-ordinator.
Accident reporting and investigation	...ASC Health and Safety Co-ordinator.
Risk assessment	...ASC Health and Safety Co-ordinator.
Building and Facility Maintenance	...ASC Maintenance Co-ordinator.....
Organising planned inspections	...ASC General Manager/Site manager.
Organising Fire / emergency Drills	...ASC Health and Safety Co-ordinator.
Providing First aid	...ASC Health and Safety Co-ordinator. ...and ASC nominated First Aiders.....
Electrical inspection and testing (appliances and wiring of the building)	...ASC Maintenance Co-ordinator.....