



# Lunar Gymnastics Club

## Health and Safety Policy

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## 1. Introduction

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 Scottish Gymnastics, Lunar Gymnastics Club promotes safe coaching best practice as a means of minimising the risk.

Lunar Gymnastics Club's Health & Safety Policy accentuates the fundamental obligation of those involved in gymnastics, towards the Health and Safety and wellbeing of all participants at the Club.

## 2. Health & Safety Policy Statement

Lunar Gymnastics Club recognises the duties it has under Health & Safety Acts and regulations to ensure the safety, health and wellbeing of gymnasts, coaches and helpers when they are involved in club business.

In particular the club 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.
- Ensure that coaches and helpers have the appropriate gymnastic/trampolining coaching training.
- Keep the arrangements under review and introduce any additional measures that are considered necessary and are reasonably practicable in relation to the operation of the club.

Staff and coaches will be suitably screened to ensure that they are suitable 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 trained, qualified and suitable to undertake their coaching duties.



### 3. Emergency Procedures

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

#### 3.1. Fire

Fire instructions are posted throughout the facility and staff/coaches 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 be sounded and upon hearing the alarm you must:

- Leave the building by the nearest exit.
- 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.

#### 3.2. First Aid and Emergency Provision

- 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 Main Office.
- The Main Office contains a telephone together with a sign on the wall directly above the telephone with clear instructions on how to dial out for emergency services.
- Lunar Gymnastics Club has appointed a number of suitably trained and qualified First Aiders, one of whom will be present when any gymnastic activities are being performed. In the event of an accident that person should be contacted via the senior member of staff.
- Appropriately stocked first aid kits are located within the gym the location of these is clearly identified by relevant signage.
- All coaches, helpers and participants must adhere to the accepted standards of good practice at all times.
- Signage is clearly visible in the main gym at the first aid zone entrance and upstairs near the kitchen
- Suitable first aid boxes are regularly checked and maintained



### 3.3. 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:

- 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.
- Complete an appropriate Accident Report Form describing the accident and the actions taken.
- Submit a copy of the accident Report Form 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

## 4. Smoking Policy

Lunar Gymnastics Club's policy on smoking consists of restrictions and guidelines that are based on the needs of Health & Safety and comfort of staff and Club members. The following restrictions apply:

- Smoking is not permitted anywhere on the Club's premises.

## 5. Insurances

All members, coaches and volunteers of Lunar Gymnastics Club are required to be members of British Gymnastics and therefore have access to the accompanying British Gymnastics Insurance Scheme.



## 6. Complaints and Grievance Procedures

As Lunar Gymnastics Club is affiliated to Scottish Gymnastics, the Club is bound by the SG procedures for complaints, disciplinary issues and membership suspensions and expulsions.

Lunar Gymnastics Club places the welfare and safety of its members as the highest priority. The Club has a designated Health, Welfare and Safety Officer 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 Scottish Gymnastics' procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, the Scottish Gymnastics' procedures will be implemented.

A copy of the Scottish Gymnastics' Complaints Procedure and the Safeguarding – Child Protection (CP) Policy is available directly from Scottish Gymnastics:

<https://www.scottishgymnastics.org/clubs/safeguarding-coaches-policies-procedures>.

## 7. 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. The Committee have appointed responsible persons to carry out a regular risk assessment check on the facility and Lunar Gymnastics Club will ensure any identified risk is addressed and minimised. The audit will follow the guidelines and format set out by Scottish Gymnastics and will be carried out annually.

In addition, throughout all Lunar Gymnastics Club classes, the coaches - under the direction of the Class Coach or Head Coach - visually risk assess the environment and activity to identify the potential hazards, judge the level of risk and apply control measures to minimise the risks. These continual risk assessments are routinely familiar within the coaching process and take place throughout classes without the necessity to make a written record.



## 8. Equipment Safety

Good practice guidelines are adopted for all equipment use as follows:

- All activities are supervised by a suitably qualified coach
- Before use the gymnasts are introduced to/reminded of guidelines for safe practice
- Progressive practices are followed to ensure the readiness of the gymnast to attempt each new skill and stage of skill.
- Before use the qualified coach checks that the gymnasts are wearing suitable sports clothing including non-slip footwear or socks, have removed all jewellery and hair is tied back.
- Lunar Gymnastics Club will ensure that all coaches are suitably trained to handle, erect, dismantle and store equipment according to the manufacturer's guidelines.

Additional good practice guidelines are in place for the use of specific equipment as follows:

### 8.1. Trampolining, DMT, Fast Track and Trampoline

- Trampolining occurs in a suitable environment – 5m ceiling height, away from overhead structures and stray balls, clear space under and around the trampolines, safety mats at either end and floor mats along the sides.
- A coach positions themselves along one side of the trampoline and acts as the spotter on this side. The gymnasts are positioned standing on mats on the other sides with at least one gymnast on each side suitably sized to spot.
- Where two trampolines are set up end to end, a safety mat is positioned between the trampolines and where they are set up side by side they are directly touching.
- At least two trained suitably sized persons wearing training shoes set up and fold the equipment under the direct supervision/involvement of the trained coach.
- Before use the equipment is checked for:
  - bed wear and tear
  - uneven tension
  - spring placement with hooks pointing down
  - frame pads for wear and tear
  - even tension and tautness in the chains
  - legs fully in place
  - roller stands stored safely and securely



## 8.2. Track

- Before use coaches will ensure that:
  - the track is checked for wear and tear
  - there is a suitable landing area that is free from obstruction
- Coaches will ensure that nobody moves across the track when in use
- Coaches will provide necessary support as required

## 9. Equipment Checks

Lunar Gymnastics Club recognises its responsibility to provide and maintain a safe facility. The Committee will appoint a responsible person to conduct regular safety checks on the equipment and any defects will be reported immediately to 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 Lunar Gymnastics Club policy that all staff and/or coaches shall take a day-to-day responsibility with regard to equipment or facility defects and report these to the Head Coach.