

Health and Safety Policy

This is the statement of general policy and arrangements for :	Rickmansworth Gymnastics Club
Philippa Monypenny and Katrina Webb :	Have overall and final responsibility for health and safety
Lead Coach(s) :	Have day to day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of Name/Title	Action/Arrangements (what are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Lead Coach	Ensure the equipment is safe in placement. Make sure there is enough space between the areas for the participants to wait safely
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Philippa Monypenny and Katrina Webb	Arrange training days for new coaches. Make the coaches aware of training available and make sure they attend necessary training
Engage and consult with employees on day-to-day health and safety conditions	Lead Coach/All coaches	Constantly check the area in use to make sure that the area and equipment are safe to use, as well as having a safe surrounding area. If the area is not safe, making changes to it to prove the level of safety required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at https://www.gov.uk/workplace-fire-safety-your-responsibilities	Lead Coach	Ensure that all staff know the emergency procedure, as well as having an emergency drill to ensure that the procedure works and is known
Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage	Lead Coach	Enquire equipment is clean and safe to use. Check equipment, when set up, is safe and sturdy to avoid creating possible injuries. Allow a space for storage that is large enough to hold equipment without it being cramped or dangerous in packing away

Signed: *Employer	<i>Rickmansworth Gymnastics Club</i>	Date:	<i>September 2018</i>
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You should review your policy if you think it might no longer be valid, eg, if circumstances change. If you have fewer than five employees, you do not have to write down your policy

First aid box is located	In the storage cupboard
Accident book is located	In the storage cupboard

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk Assessment

Company Name : Rickmansworth Gymnastics Club Date of Risk Assessment: 20th August 2022

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by Who?	Action by When	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. All areas are well lit. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways				
Trips	Gymnasts may be injured during the lesson if they run over equipment and subsequently fall	Making sure the gymnasts are walking around the equipment by telling them not to run over corners or equipment	Gather the gymnasts together and walk as a group around the equipment to the destination	Lead and assistant coaches		

Equipment moving	Gymnasts could be harmed during a skill if a safety mat has been displaced or if a piece of equipment has slid too close to an edge of the area	Using grip mats to help prevent safety mats from moving. As well as constantly checking the area and equipment, making sure that it stays in the assigned space	Ensure all coaches and gymnasts are aware that equipment can move and if it does, teach them a safe way to move it back into place	All coaches		
Injuries	Gymnasts may be harmed when doing a skill if they do not perform it in a safe and correct way. Coaches may be harmed in the lesson when supporting the gymnast	Making sure that the gymnasts are told by the coaches the correct way to perform the skill with the correct hand/feet/body positions. This will help to prevent injury to the gymnasts as well as the coaches	Ensure the gymnasts are working at their skill level, to ensure they are not trying skills too hard for them, which will increase the risk of injury	All Coaches		
Muscle Strain	Gymnasts may have muscle strain from not warming up properly at the beginning of the lesson	Ensuring a good 10-15 minute warm up is provided, with coaches surrounding the gymnasts to ensure they are doing the stretches properly	Focus on making sure the gymnasts are putting effort into the warmup, as if they are not, the risk of strain becomes greater	All Coaches		
Gym Capacity	Coaches or gymnasts may be harmed if there are too many people working in a limited space	The classes are capped at specific sizes to ensure that there is enough space and attention for the gymnasts	Do monthly/termly checks to make sure that the class sizes have not gone over the capacity	Admin and Lead Coach		

Clothing/jewellery	Gymnasts may be injured if they are not wearing appropriate	Coaches checking for issues as the children come into the gym	Tell the gymnasts when sign in to make sure they have their shoes and socks off	Admin and all coaches		
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	clothing					
Staff qualifications and experiences	Staff or gymnasts if they are not qualified to coach the skills	Ensure the staff employed have the relevant qualifications needed, and the volunteer coaches are aware of their responsibilities	Ensure that all coaches are working at their coaching qualification	All Coaches		
Safety and wellbeing of gymnasts in the public areas.	Staff or gymnasts if they are not accompanied by an adult/parent/guardian/staff	Gymnasts will be escorted to the toilet by appropriate staff or parents	Ensure all coaches have up to date safeguarding and DBS	Lead coach and assistant coaches		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)