

Idsall Gymnastics.

Version	Summary of Changes	Date
1	Agreed by coaching staff and welfare officers	15 Apr 17
2	Table added to document to highlight changes and published to web site.	15 Apr 17

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Health, Safety and Welfare Safety Statement.

Idsall Gymnastics is committed to ensuring the Health, Safety and Welfare (HSW) of its coaches, volunteers, members and any other persons e.g. visitors who enter the club's venues.

This statement 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 statement has been drawn up in the light of BG guidance, statutory health and safety requirements and the common law duty of care. Specifically, this document has been written to comply with the following documents:

- BG Health, Safety & Welfare Policy for Clubs & Affiliated Organisations.
- Safe Coaching
- Safe Participation
- Safe Trips
- BG Health & Safety Management System and Guidance

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, risk assessed 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 coaches and volunteers with the induction, supervision, instruction, training and CPD opportunities where necessary for the proper performance of their duties.
- To conduct consultations with our coaches and volunteers on all matters which affect their HSW.
- To provide a safe working environment for our coaches, volunteers and members.
- To fulfil the HSW responsibilities that we may have for other persons visiting the venues we hire.

Organisation

Within IGC the overall responsibility for Health, Safety and Welfare rests with Head Coach Katie Hulme.

The day-to-day management of all areas of Health, Safety and Welfare rests with David Hulme.

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To fulfil these aims we have taken the following actions

- We have introduced a HSW management structure which identifies an individual member of staff responsible for managing our HSW policy.
- We have conducted risk assessments on all our facilities, equipment and procedures and these assessments are reviewed annually. All coaches and relevant members are responsible for reading, signing and adhering to these assessments.
- Additional risk assessments are conducted to cover particular groups such as young people, new and expectant mothers, lone workers and disabled people. Although some do not apply at present, a risk assessment will be carried out as soon as required.
- We have implemented the actions arising from risk assessments and communicated the results to our staff and volunteers and have implemented 'Safe Systems of Work' where appropriate. All coaches and relevant members are responsible for reading, signing and adhering to these assessments and safe systems of work.
- We have included in the induction programme for new members of staff and volunteers, an introduction to HSW matters and responsibilities, and we arrange for additional training and updating 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, recording all occurrences. We employ an outside agency to undertake an annual inspection of our equipment.
- We have introduced robust reporting procedures for accidents, incidents and near misses. (See *Accident, near-miss, incident and ill-health reporting, and accident investigation Safety Statement for further details*)
- When required we will seek the advice of BG or Agility UK (Training and Consultancy) Ltd, the organisation engaged by British Gymnastics to provide health and safety management advice to gymnastics clubs to assist in correct decisions involving Health, Safety and Welfare matters.
- We have produced plans for dealing with emergencies such as a major accident/incident and fire evacuation and have introduced appropriate procedures which are subject to regular testing.
- We conduct regular inspections to ensure that all the main routes into and out of our venues are kept clear.
- We communicate regularly with the owners of our venues to ensure that each side's responsibility for HSW matters is properly understood and managed.
- We conduct a monitoring review of our Health and Safety system to ensure we meet our designated health and safety responsibilities and are managing the day to day aspects of health and safety on a quarterly but not longer than six monthly basis, as suggested by BG, recording the results on a safety monitoring checklist.

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- We review our HSW policy annually with additional reviews following any changes in our operating methods, changes in our organisational structure, and the issue of new BG guidance.

Safety Arrangement Statements

We have introduced special measures in particular areas of HSW and these measures are set out in the 'Safety Arrangement' statements that are listed below. These statements cover particular issues that relate to the topic under discussion, and should be read in conjunction with this main policy document.

The following Safety Arrangement statements are:

- Equality
- Accident, Near-Miss, Incident and Ill-Health Reporting, and Accident Investigation
- First-Aid
- Risk Assessment
- Manual Handling
- Anti-Bullying
- Major Incident/Accident
- Coach and Gymnasts Dress Code
- Emergency Evacuation
- Complaint, Grievance and Discipline
- Dress
- Fees, Registration and Membership
- Whistle Blowing

Review.

This policy statement will be reviewed annually and checked for any amendments to current regulations and BG policy. Additional guidance may be sought from Agility UK (Training and Consultancy) Ltd, the organisation engaged by British Gymnastics to provide health and safety management advice to gymnastics clubs

Signature:	<i>K Hulme</i> . Original signed	Date:	15 Apr 18	Review date.
Name:	Katie Hulme	Position:	Head Coach	