



Health and Safety Policy

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Purpose of Policy

Darlington Gymnastics Club (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the employer achieve this by clarifying who is responsible for health and safety matters and clarifying what those responsibilities are.

This is a statement of policy only and does not form part of any contract of employment (excepting legal expectation and responsibility). DGC will review the policy at regular intervals to ensure it is achieving its aims.

Responsibilities

Achieving a healthy and safe workplace is a collective task shared by all – employer and staff. This policy and the processes contained within it apply to all staff and visitors, irrespective of seniority or working hours, including all staff, directors, volunteers, contractors and visiting personnel.

Employer Responsibilities

The Employer is responsible for:

- Taking reasonable steps to safeguard the health and safety of all those on site, or at satellite sites.
- Identifying risks and devising strategies to manage them.
- Providing a safe workplace or environment to visit.
- Providing safe entry to and exit from the environment including in an emergency.
- Providing PPE where needed and ensuring all equipment is safe to use
- Providing adequate information, instruction, training and supervision to enable all staff to work safely, avoiding hazards and contributing to the safe environment through their own actions. This includes Manual Handling training and Fire Warden / Fire awareness training.
- If an epidemic or pandemic alert is issued, the employer will follow all advice given at government / local authority or governing body to minimise the risk of infection spreading.
- DGC directors have overall responsibility for health and safety matters and expects the lead coach on duty each day / shift to act as their representative.

Staff Responsibilities

All staff should:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Cooperate with any health and safety duties and requirements and comply with any health and safety rules including (but not exclusive to) those around the safe use of equipment.
- Be aware of, and adhere to, any Risk Assessments completed and available.
- Keep health and safety in their minds and take responsibility for the implications of their acts or omissions
- Keep the workplace tidy and hazard free.
- Report all concerns to the lead person on duty and / or the directors.
- Cooperate in any investigation of any incident or accident which could have, or did lead, to an injury
- Use equipment as directed by any instructions or manual included with said equipment or any relevant training.
- Report any fault, damage or concern regarding equipment, or its use to the relevant responsible body or individual.
- Promptly report any accident at work involving personal injury, however trivial, to the lead person on duty and complete an accident form.
- Promptly report any accident or incident, however trivial, involving any visitor to the gym.
- Familiarise themselves with the First Aid procedures and equipment.
- Completing the appropriate paperwork relating to any accident or incident, no matter how trivial, at the end of the shift.

Staff responsibilities relating to National / Local Health Alerts

If an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice issued by the employer as to the reorganisation of business practices.

Emergency Evacuation and Fire

All staff should:

- Familiarise themselves with the instructions about what to do if there is a fire. These are on display in the coach's room.
- Familiarise themselves with the contents of Darlington Gymnastics Club's Emergency Action Plan

- Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building.
- Comply with the instructions of the Fire wardens if there is a fire, suspected fire, emergency or alarm test (or a practice drill for any of these scenarios)
- Ensure that fire exits are unobstructed and not held open. Ensure that all fire notices are always visible.
- Notify the employer if there is any circumstance (for example impaired mobility) which could affect a safe evacuation, with enough time to allow them to make suitable alternative plans.

On discovering a fire all staff must:

- Immediately trigger the nearest fire alarm
- Ensure the safe evacuation (as per procedure) of any individual in the gym
- Cooperate fully with 4 Motion staff and emergency services.
- Tackle the fire ONLY if it is safe and sensible to do so and appropriate training has been received.

On hearing a fire alarm all staff must:

- Immediately evacuate the building, following any instructions given by fire wardens and emergency services.
- Remain out of the building until notified by the emergency services or the fire warden that it is safe to re-enter.

The employers are responsible for ensuring fire risk assessments take place and changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk Assessments, Display screen equipment and Manual Handling

Risk assessments are simply a careful examination of what in the environment could cause harm to people. The employer will assess any risk and consider measures to minimise any risk. The employer will carry out general workplace risk assessments when required or when reasonably requested by staff.

Managers must ensure that any necessary risk assessments are completed and the resulting recommendations are normalized.

Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks away from the screen. A workplace risk assessment may be required.

All staff will undergo Manual Handling Training. As a general rule, the coaching staff should look to minimise the amount of manual handling tasks they perform, especially if these may be of a repetitive or unpredictable nature.

BG Policies

This policy is a broad outline of responsibilities. All staff are obliged to refer to the specific Risk Assessments readily available in gym.

Everyone involved in gymnastics has a responsibility to help maintain a culture of health and safety across the sport. All clubs have a common duty of care to those who may be affected by their activities and have a responsibility to implement health and safety arrangements.

Gymnastics, however, is a complex sport with inherent risks. DGC will take all reasonable steps to minimise these risks

- By adopting and following the British Gymnastics Health and Safety Management System.
- By ensuring all staff are appropriately trained and aware of their obligations under the H&S Policy
- By ensuring a culture of Health and Safety exists within the club environment
- By ensuring the following Health Safety and Welfare Guidance documents are read and applied in conjunction with the H & S Management system
 - Safe Coaching
 - Safe Participation
 - Safe Trips
- By ensuring any near misses, accidents or adverse events are reviewed, action taken and trends identified to prevent similar incidents occurring
- By ensuring the club complies with all relevant BG policies and Statutory Requirements
- By cooperating with BG (or their representatives) in any training, investigation and actions

Date: February 2019

Reviewed: February 2023

Next Review: February 2024