

Health and Safety Policy

Airies Gymnastics is committed to continual improvement in occupational health and safety. This commitment is reflected in our application, and ongoing development, of systems for the management of safety and health management and community relations within the company's operations.

We believe our people are our greatest asset and will conduct our business activities in such a way so as far as reasonably practicable so that coaches, participants and others are not exposed to hazards.

We will achieve this by:

- Setting objectives aimed at controlling risks and increasing awareness.
- Monitoring and reviewing our safety and health performance.
- Believing safety is everyone's responsibility.
- Recognising that accidents, ill health and incidents are a result from failure in management control.
- Legislation and regulations are seen as our minimal standards.
- Defining roles and responsibilities for health and safety.
- Provide training, information and supervision for our employees to carry out their duties safely.
- Review and revise this policy annually.

Management: Health and Safety Responsibilities

Airies Gymnastics Club accepts that health, safety and welfare at work are matters of vital concern to management and coaches. They are ultimately responsible for ensuring that all reasonably practicable steps are taken to:

- Provide a healthy and safe working environment.
- Operate healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- Train coaches and volunteers to work efficiently and safely with an understanding both of the nature of known hazards and the reasons for preventive measures.
- Provide procedures whereby a prompt and positive response is made to queries on health, safety or welfare matters raised by employees.
- Provide adequate arrangements for communication and consultation between management and employees on health and safety matters.
- Ensure that personnel: Understand and implement the company's Health and Safety Policy and Procedures.
- Are aware of their safety responsibilities and follow recognised procedures where these are laid down.
- Undertake periodic checks to ensure that procedures are being followed.
- Ensure risk assessments are undertaken and safe working practices developed to ensure the health and safety of coaches.

Airies Gymnastics Club Ltd

www.airiesgymnastics.co.uk

airiesgymnastics@gmail.com

Saskia Leigh – Head Coach | Company Director

07415-758-680



- Ensure that effective channels of communication are provided so that information concerning health and safety is communicated to coaches and volunteers.
- Any matter concerning health and safety raised by a coach or volunteer is recorded and appropriate action taken.
- Ensure that safety aspects are considered in all plans for the installation and design of buildings, machinery and equipment.
- Ensure the cause of significant accidents and dangerous occurrences are investigated and appropriate remedial action is taken.
- Evaluate possible loss or damage to company property and risks to the public through the company's activities.
- Ensure that all liability is covered by insurance.
- Ensuring current copies of Employers Liability Insurance Certificates are displayed in the gymnasium.

Coaches and Volunteers

Coaches and volunteers are responsible for Health and Safety and their duties include:

- Ensure their own safety at work.
- Avoid affecting the health and safety of any other person.
- Use personal protective equipment and clothing correctly as is provided.
- Report incidents.
- Report injury or health problems to First Aider.
- Report hazards which the individual cannot rectify to the appointed Health and Safety Representative.
- Provide recommendations to enhance health and safety.
- Refusal to work if the coach believes it is unsafe to do so.
- Ask questions of the club manager in relation to health and safety information.
- Comply with Company rules.
- Work within their competency.
- Follow British Gymnastics policies, procedures and guidance.
- Follow health and safety procedures.
- Obey emergency and evacuation procedures.

Manual Handling Procedure

Manual handling is a significant injury risk. The greatest manual handling risk with the organisation is the task of setting up and moving equipment. To this end manual handling will be avoided if at all possible with mechanical means being used in preference to manual handling techniques. Examples of this would include using a trolley to move chairs.

Where manual handling is unavoidable, management will ensure that adequate numbers of staff with adequate physical capacity are deployed to undertake the process safely.

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All employees and volunteers must have received training in the correct means of manual handling involved in the type of work with the size of load anticipated during the day-to-day operations of the business. This training module is to be frequently repeated as staff development training.

The identification of hazards and the elimination or control of risks must take place at the earliest opportunity in each operation. Where possible, a Manual Handling Assessment will be carried out and remedial measures taken at the planning stage.

When tasks, which pose a risk of injury through manual handling, are undertaken, the person immediately in charge of the operation will be responsible for carrying out an assessment of taking action if such action has not already been taken or if the circumstances have changed. The club manager will ensure training is provided to enable those charged with responsibilities under these Regulations to properly discharge them.

Manual Handling Techniques

- Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load?
- Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability.
- Avoid tight clothing or unsuitable footwear, which may make this difficult.
- Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- Start in a good posture.
- At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
- Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body.
- If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips.
- Turning by moving the feet is better than twisting and lifting at the same time.
- Keep your head up when handling. Look ahead, not down at the load, once it has been held securely.

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- Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Control of Substances Hazardous to Health (COSHH)

Airies Gymnastics does not use chemicals other than domestic cleaning products. These are risk assessed and control measures are put in place.

Examples of products which are covered by the COSHH Regulations are chalk and cleaning products.

Safe Working with Hazardous Products

- Hazardous products all have different control measures which must be detailed in a COSHH risk assessment.
- Follow the safe system of work at all times.
- Ensure good occupational hygiene by washing regularly and changing out of work clothes when at break or not using the product.
- If you have concerns at any time while handling COSHH products or you begin to feel unwell, stop immediately, report the instance to your supervisor and seek medical advice.

Equipment Inspection and Maintenance

Airies Gymnastics recognises the moral responsibility that it has to ensure that employees and participants, parents/guardians are not harmed by equipment. Airies will ensure the regular inspection and maintenance of all equipment used.

Gymnastics Equipment

All equipment is inspected before first use by a suitably qualified (Level 2 or above) Coach to ensure that it is safe to use. Coaches continue to check the condition of equipment during use.

Spectator Facilities

Equipment such as seating will be inspected by a competent person when it is first set up to ensure that it is safe to use.

PAT Testing

The Executive arranges for the PAT testing to be carried out for any electrical equipment that it owns. This testing is carried out by a competent electrician and records of all tests are held. Equipment is clearly marked with a PAT testing label to show the date of last test and the date of the retest.

Incident Reporting and Injury Management

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Airies Gymnastics reports all accidents, industrial diseases and dangerous occurrences.

Incident/ Accident Reporting and Investigation

- All accidents are recorded in the accident books and are reported to the club manager.
- Incidents are reported as near miss incidents.
- All accidents and incidents are investigated however minor, so that appropriate action can be taken to prevent recurrence. This is particularly important where a person has suffered injury.
- The club manager conducts all incident investigations immediately following an incident. Subsequently the improvements to working practice are then Risk Assessed to ensure that they have been successful.
- Incident reports, supporting CCTV footage, photographs and statements are retained by the Company for a total of 3 years post incident.

First Aid

First aid assessments consider the type of work undertaken and the type of injury that work is likely to produce should an accident take place.

- First aid is only to be administered by a qualified first aider.
- A first aid box is inside the gymnasium and at reception.
- The manager must be informed if stock is low in the gymnasium first aid box.
- An AED is behind reception.
- Employees must always fill out an accident/incident report form, even if the incident is minor.

Airies Gymnastics ensures that suitable equipment and at least one qualified first aider is available at every class.

It is Airies Gymnastics policy to provide first aid to an injured person to prevent deterioration of the injured person's condition as far as is reasonably practical.

As soon as the first aider determines that an injury is significant the Ambulance Service is called to remove the injured person to hospital and professional medical care to promote the recovery of the injured person.

Airies Gymnastics are not health care professionals and do not provide professional medical care.

First Aider's Responsibilities

The First Aiders are, in addition to any duties set out in this document or elsewhere, responsible for:

- Keeping abreast of first-aid practices relevant to the work and maintaining a valid first aid certificate.

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- Checking that appropriate and sufficient first-aid supplies are inside the gymnasium and are properly stocked and maintained.
- Checking that appropriate and sufficient eye wash facilities are sited and maintained in a proper state of readiness.
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- Providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
- Recording details of all accidents and treatments in the appropriate registers.
- Being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed.

RIDDOR

It is our policy to report all accidents, industrial diseases and dangerous occurrences.

In the event of an accident, an accident report is submitted to the club manager by the First Aiders. If in doubt, advice is always sought from the HSE so as to ensure that all accidents and incidents which require reporting are reported.

The club manager is the nominated person who makes RIDDOR reports by the fastest possible means, normally the telephone.

The scene of the significant accident or incident is photographed prior to clean up unless inspection of the site needs to be left without being touched. In this case the area is fenced and no one is admitted to the site of the incident.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is provided inside the gymnasium, such as gloves to wear when giving first aid.

All coaches will be trained in the correct fitting, wearing, storage and maintenance of PPE.