

# Star-Mites Gymnastics

## Health, Safety & Risk Management Policy

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Approved by	Directors
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## Purpose and Scope

The Health, Safety & Risk Management Policy of Star-Mites Gymnastics outlines the club's commitment to providing a safe, healthy, and supportive environment for all members. This policy applies to athletes, parents, coaches, officials, volunteers, and visitors.

The purpose is to prevent accidents, injuries, and illness by implementing proactive strategies and clear procedures.

The scope of this policy includes training sessions, competitions, social events, camps, and all activities conducted under the Star-Mites Gymnastics name.

By adhering to this policy, the club demonstrates its duty of care towards all participants.

The club aims to ensure that safety is embedded in every aspect of its operations.

## Legal and Regulatory Framework

Star-Mites Gymnastics complies with all relevant Western Australian workplace health and safety legislation, child safety laws, and sport governance standards.

The club follows the guidelines of Gymnastics Australia and Gymnastics WA regarding risk management and safe participation.

Compliance also includes local council regulations, facility safety codes, and emergency planning requirements.

Failure to comply with legislative obligations could expose the club and individuals to liability, so strict adherence is essential.

Regular reviews ensure that legal compliance remains current and effective.

## Responsibilities of Staff, Coaches & Volunteers

All staff, coaches, and volunteers share responsibility for maintaining health and safety at the club.

Coaches are required to provide appropriate supervision at all times, ensuring class ratios and age-appropriate practices are maintained.

Volunteers must follow safety instructions, assist in risk monitoring, and report hazards immediately.

Every adult working with children has a legal and moral duty of care to act in the best interests of athletes.

Breaches of safety responsibilities may result in disciplinary action, suspension, or termination of role.

## Facility & Equipment Safety

The club ensures that facilities are regularly inspected for hazards, cleanliness, and suitability for gymnastics activities.

All equipment must be checked before use, with any damaged or unsafe equipment removed immediately.

The club keeps records of equipment inspections, maintenance, and replacements to demonstrate accountability.

Members are encouraged to report unsafe conditions promptly to staff.

Facility safety is a shared responsibility between management, staff, and users of the venue.

## Emergency Procedures & Incident Reporting

The club maintains a clear set of emergency procedures for fire, medical emergencies, natural disasters, and other critical incidents.

Coaches and staff are trained in evacuation procedures and must familiarise athletes with safe exit routes.

Incident reporting procedures require all accidents, near misses, and hazards to be documented using official forms.

Reports are reviewed by management and, where appropriate, escalated to external authorities such as WorkSafe WA.

Emergency drills are conducted periodically to ensure readiness.

## Injury Management & Return to Participation

The club provides immediate first aid in the event of injury and ensures medical treatment is sought if necessary.

Injury management includes communication with parents and referral to appropriate healthcare professionals.

Athletes must provide medical clearance before returning to training after serious injury or illness.

A graduated return-to-sport plan may be developed in consultation with coaches, parents, and medical providers.

The wellbeing of the athlete is prioritised over competitive outcomes.

## Risk Management Framework

The club applies a structured risk management approach to identify, assess, and control hazards.

Risks are categorised according to likelihood and potential impact, with mitigation strategies implemented accordingly.

Risk registers are maintained and updated regularly by management.

Coaches and staff are required to contribute to ongoing risk assessment and improvement processes.

This proactive approach reduces the likelihood of accidents and strengthens community confidence in the club.

## Health & Hygiene Standards

Star-Mites Gymnastics maintains strict health and hygiene standards to prevent illness and protect vulnerable participants.

Athletes and staff are required to stay home if unwell and may be asked to provide medical clearance before returning.

The club follows current government health advice regarding communicable diseases, vaccinations, and hygiene practices.

Facilities are cleaned daily, with particular attention to high-contact areas and equipment.

Hand sanitiser and first aid supplies are readily available throughout the facility.

## Education & Training

All coaches must hold relevant Gymnastics Australia accreditations and maintain current first aid and CPR certification.

Staff and volunteers receive child safety training in accordance with Gymnastics WA requirements.

Regular refresher courses are provided to ensure ongoing competence in safety practices.

Education also extends to athletes and parents through information sessions, newsletters, and online resources.

By promoting a culture of learning, the club strengthens its safety framework.

## Review & Continuous Improvement

The Health, Safety & Risk Management Policy will be reviewed annually by management and the board of directors.

Feedback from members, staff, and governing bodies will inform improvements.

Lessons learned from incidents or near misses will be incorporated into updated procedures.

Revised versions of the policy will be distributed to members and published online.

This continuous improvement process ensures that safety standards remain high and relevant.

## Appendix A: Emergency Contact & Incident Report Form

The Emergency Contact & Incident Report Form is a key document used to record accidents, injuries, hazards, or emergencies at Star-Mites Gymnastics.

The form captures essential details such as the name of the athlete, date and time of the incident, nature of the injury or hazard, and immediate actions taken.

It also requires staff to document emergency contact information and whether medical services were contacted.

Completed forms are submitted to management for review and securely stored for compliance and insurance purposes.

Parents may request a copy of incident reports involving their child, ensuring transparency and accountability.

By standardising incident reporting, the club ensures consistent responses and effective follow-up actions.

## Appendix B: Risk Identification & Assessment Template

The Risk Identification & Assessment Template is used by staff and coaches to proactively identify hazards before they result in harm.

The template prompts users to describe the hazard, assess its likelihood, and evaluate its potential impact.

Based on this assessment, appropriate control measures are developed and recorded.

The completed template is reviewed regularly to ensure risks are being managed effectively.

Coaches are expected to complete risk assessments before major events or competitions.

This tool fosters a culture of prevention and accountability across the club.

## Appendix C: Health & Hygiene Guidelines for Parents & Athletes

Parents and athletes share responsibility for maintaining health and hygiene standards at Star-Mites Gymnastics.

Athletes must arrive at training clean, with appropriate attire, and with personal water bottles.

Parents should ensure children are not sent to class if they are unwell, contagious, or recovering from illness.

Hygiene guidelines include frequent handwashing, covering coughs and sneezes, and proper disposal of tissues.

Coaches reinforce these expectations by modelling good hygiene and reminding athletes of their responsibilities.

By working together, families and staff help create a healthy environment where all children can thrive.