

Health and Safety Policy

This is the statement of general policy and arrangements for:

Northwood Gymnastics
NGCNSLLP
Northwood School Venue

Paul Turner (Head Coach and Designated Partner)

Michelle Turner (Online Operations, Administration Manager and Designated Partner)

Have overall and final responsibility for health and safety

NGCNSLLP Partners – are included in all operational decisions and support overseeing Health and Safety in the gymnastics setting.

Lead Coach(s) - overseen by Partners 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	<p>Paul Turner (Head Coach and Designated Partner)</p> <p>All Partners and Lead Coaches</p>	<p>Ensure the equipment is safe in placement. Make sure there is enough space between the areas for the participants to wait safely.</p> <p>Ensure that Covid Safety guidelines as outlined by Government and British Gymnastics are followed.</p>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<p>Paul Turner (Head Coach and Designated Partner)</p> <p>Michelle Turner (Online Operations, Administration Manager and Designated Partner)</p>	<p>Arrange training days for new coaches. Make the coaches aware of training available and making sure they attend necessary training.</p>

Engage and consult with employees on day-to-day health and safety conditions	Paul Turner (Head Coach and Designated Partner) All Partners and Lead Coaches Welfare Officer.	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 provide 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	Paul Turner (Head Coach and Designated Partner) All Partners and Lead Coaches	Ensure that all staff know the emergency procedure, as well as having an emergency drill to ensure that the procedure works and is known. Gymnasts' evacuation procedure in the case that the fire alarm sounds - all coaches will lead their own group out, following the route told by lead coach. - Meeting point – playground in-between school and sports hall - Once outside – each coach will take the online for their group - Lead coach will check that all areas have been evacuated
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Paul Turner (Head Coach and Designated Partner) All Partners and Lead Coaches	Ensure the equipment is clean, and safe to use. Check equipment when set up is safe and sturdy so will not fall and create possible injuries. Allow a space for storage that is large enough to hold equipment without it being cramped or dangerous in packing away.

Dated reviewed: 21/12/2021
Next review date: 21/12/2022

Health and Safety Documents at Northwood Gymnastics – Northwood School Venue

Insurance British Gymnastics Insurance https://www.british-gymnastics.org/gymnet/register/registerstart	All Gymnasts and Coaches are required to have British Gymnastics Insurance. Each member is responsible for purchasing this themselves via British Gymnastics. Insurance is checked by Desna Hale and at Check in (via online register).
Health and safety law poster is displayed at	Club Venue - noticeboard
First-aid box is located	In the gym store cupboard
Safeguarding Policy Welfare Officer Debbie Davies wo@northwoodgymnastics.co.uk	On website www.northwoodgymnastics.co.uk https://www.northwoodgymnastics.co.uk/safeguarding-policy
Child Protection Policy	On website www.northwoodgymnastics.co.uk
Privacy and GDPR Policy	On website www.northwoodgymnastics.co.uk
Accident book is located	In the office Reporting accidents All Partners and Lead Coaches – record any accidents in this book Parent/Carers are contacted If accident is serious – goes to hospital – the accident is reported to British Gymnastics and a RIDDOR form is completed.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

<http://www.hse.gov.uk/riddor>

<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

At Northwood Gymnastics Risk assessments are carried out daily by Partners and Lead Coaches in the gymnastics setting.

Company Name: Northwood Gymnastics – NGCNSLLP

Date of Risk Assessment Document Review; 21/12/2021

Risk assessments carried out daily at the gym

Next review due: 21/12/2022

Risk Assessment Policy					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Procedures in place to control this risk	Action by who?	Actioned when/done
Slips and trips *Parents, Carers and Staff (Admin and Coaches)	Staff and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. At current – with COVID – the presence of parents and carers in the building is limited.	Restrict parent carers access to the venue.	All admin, Lead coaches and Partners.	Daily - ongoing
Slips and Trips *Gymnasts in the gym	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.	All admin, Lead coaches and Partners.	Daily - ongoing

Equipment /apparatus moving	<p>Gymnasts could be harmed during a skill if a safety matt has been displaced or if piece of equipment has slid too close an edge of the are</p> <p>Storage of Equipment /apparatus</p>	Using grip matts to help prevent safety matts from moving. As well as constantly checking the area and equipment, making sure that it stays in the assigned space.	Ensure all the coaches and gymnastics are aware that equipment can move, and if it does, teach them a safe way to move it back into place.	All admin, Lead coaches and Partners.	Daily - ongoing
Injuries	<p>Gymnast may be harmed when doing a skill if they don't perform it in a safe and correct way. Coaches may be harmed in the lesson when supporting the gymnastics</p>	Making sure that the gymnasts are told by the coaches the correct way to perform to 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 aren't trying skills to hard for them, which will increase the risk of injury	All admin, Lead coaches and Partners.	Daily - ongoing
Muscle strain	Gymnasts may have muscle strain from not warming up properly at the beginning of the lesson	Ensuring a good 10-15minute 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 warm up, as if they are not, the risk of strain becomes greater.	All admin, Lead coaches and Partners.	Daily - ongoing

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, Lead coaches and Partners.	Daily - ongoing
Clothing	Gymnasts may be injured if they are not wearing appropriate clothing	<p>Clothing expectations are</p> <ul style="list-style-type: none"> * on the website, * in welcome and enrolment email * checked for any clothing issues as the children come into the gym – checkin * checked by group coach <p>All gymnasts are expected to wear grip socks when training</p> <p>www.northwoodgymnastics.co.uk</p>	<p>Clothing expectations are</p> <ul style="list-style-type: none"> * on the website, * in welcome and enrolment email * checked for any clothing issues as the children come into the gym – checkin * checked by group coach <p>All gymnasts are expected to wear grip socks when training</p> <p>www.northwoodgymnastics.co.uk</p>	All admin, Lead coaches and Partners.	Daily - ongoing
Jewellery	<p>Gymnasts may be injured if they are not wearing any jewellery</p> <p>British gymnastics have a no jewellery policy</p>	<p>Follow the British Gymnastics policy</p> <p>All jewellery removed or if it cannot be removed it is taped,</p> <p>Hoop earrings will not be taped as injury can still occur.</p>	<p>Continue to follow the British Gymnastics policy</p> <p>Make sure all jewellery is removed or if it cannot be removed it is taped,</p> <p>Hoop earrings will not be taped as injury can still occur</p>	All admin, Lead coaches and Partners.	Daily - ongoing

Toilet and hygiene	<p>Toilets will be clean and appropriate for use.</p> <p>Gymnasts are expected to be able to use the toilet independently.</p>	<p>Toilets to be checked for cleanliness, soap and toilet roll.</p> <p>Children will be supervised by a coach when using the toilets. Coach will take children to the toilet door, but not enter the toilet. All children are expected to be able to use the toilet independently.</p>	<p>Toilets to be checked for cleanliness, soap and toilet roll.</p> <p>Children will be supervised by a coach when using the toilets. Coach will take children to the toilet door, but not enter the toilet. All children are expected to be able to use the toilet independently.</p>	<p>Coaches and Academy Coaches</p> <p>Notify lead coach if any issues or concerns</p>	Daily - ongoing
Staff Qualifications and experiences.	Staff or Gymnastics 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.	Lead coaches and Partners.	Daily - ongoing
Covid 19	Covid 19 Risks Transmission of covid in the gymnastics setting to parents, admin, coaches and gymnasts.	<p>Current Government Guidelines are shared and followed.</p> <p>Parents/Carers – information shared via email Social distancing encouraged when dropping off and at pick up. No parents inside the gymnastics setting. Admin – wear face mask when check-in in . Regular hand sanitising.</p>	<p>Current Government Guidelines are shared and followed.</p> <p>Parents/Carers – information shared via email Social distancing encouraged when dropping off and at pick up. No parents inside the gymnastics setting. Admin – wear face mask when check-in in . Regular hand sanitising.</p>	Lead coaches and Partners.	Daily - ongoing

		<p>Coaches - wear face mask when check-in in . Regular hand sanitising. Distancing from gymnast no longer required.</p> <p>Gymnasts – Regular hand sanitising.</p> <p>If any child displays any covid symptoms when at the club, the person is placed in an isolated area and parents are contacted to collect the child.</p>	<p>Coaches - wear face mask when check-in in . Regular hand sanitising. Distancing from gymnast no longer required.</p> <p>Gymnasts – Regular hand sanitising.</p> <p>If any child displays any covid symptoms when at the club, the person is placed in an isolated area and parents are contacted to collect the child.</p>		
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