



We recognise the responsibility for the health and safety of ourselves and our members. This document endeavours to set out these responsibilities clearly and concisely. Together we can prevent accidents and promote a safe environment to work and practice sports.

This policy has been produced to comply with the requirements of the Health and Safety at Work Act 1974 legislation:

The duty to prepare and revise as required, a written statement for health and safety at work of the organisation and arrangements to meet this policy.

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1. Statement of intent

RG1 encourages the members to actively take part, while keeping the health, well-being and safety of each individual as the primary concern. We recommend levels of training in respect to age and ability and expect our gymnasts to participate within their personal boundaries.

The staff and the members of RG1 are obliged to take reasonable care for their own health and safety and of those who may be affected by their actions or neglect.

2. RG1 Health and Safety Policy

- Provide service and equipment that are safe.
- Carry out regular risk assessment of the facilities and equipment before and after the practice.
- Create a safe environment by applying the safety measures identified in the risk assessment.
- Adequate facilities, a place to access safely and suitable to practice sports.
- Arrangements for the safe use, handling and storage of the equipment.
- Sufficient information, instructions and supervision to avoid hazards.
- Provide appropriate level of training according to gymnast's age, maturity and development.
- A physically healthy and mentally constructive environment.
- Not to interfere with training, misuse equipment intentionally or behave recklessly.
- Correct use of all equipment provided by the club.
- Ensure that the necessary processes and emergency procedures are in place and known by all members and that they co-operate as instructed.
- Provide suitable first aid, telephone and qualified first aider at all times.
- Report any injuries or accidents that took place during the club's activities. The accidents that happened before/after the class hour(s) are recorded but RG1 is not liable as they fall outside the club's service times.
- Review and monitor the policy for effectiveness.

3. Persons Responsible

The club Welfare Officer and First Aider have attended appropriate training and update their skills provided by official, verified course organisers as required by the governing bodies.

Club Welfare Officer: Angela Rigby, 07 9009 15660

First Aider: Helka Harju, 07 9103 90687

Delegate No. 7410605, Certificate No. 2200177742, St John Ambulance

First Aid Kit: Universal First Aid Kit (F30557), St John Ambulance
Ice Pack

Report all incidents to the person responsible for the location and the governing parties. Acquire additional help and guidance from the umbrella organisation(s) in more complex cases.

4. Risk Assessment

4.1 General

Coaches (and other members of staff)

- Engage with the staff at the location to remain updated on any changes or notices (names of the responsible people, faulty equipment/sockets, floor surface, renovation)
- Be aware of the health conditions of each gymnast.
- Being proactive to prevent rather than reactive when something happens.
- Ongoing risk assessments of facilities, activities and apparatus/equipment to identify potential risks before the training.
- Remain compliant with health and safety regulations, including equipment maintenance, first aid provision, and emergency procedures.

**4.2 Specific**

LOW	POSSIBLE	MEDIUM	HIGH
Apparatus	- Handled by themselves (uncaught or slipping from hands and hitting the body)		
	- Handled by another gymnast in the class (being too close to each other) - Left unattended lying on the floor - Not put away properly after use		
	- Faulty apparatuses (e.g. ball bouncing unexpected way, ribbon stick parts coming off)		
Coach/Staff	- Failing to clear up the hall to ensure the safety for the practice - Failing to get feedback from the gymnasts that they have understood the instructions - Failing to supervise that each gymnast is performing the exercises according to their personal limits (e.g. stretches, unnecessary level of difficulty with the apparatus) - Not remembering to let the children drink often enough. - Mobile phone broken, battery too low to call help.		
Equipment	- Not put away/moved from the practice area properly (either by previous group using the facilities or gymnasts of RG1) - Mat surface worn out (getting caught) or gliding (grip underneath worn out)		
Facilities	- Slips (e.g. slippery floor, hair pieces lying on the floor) - Spillage (e.g. from water bottles)		
	- Falling equipment - Electric sockets (keep clear, water bottles at a safe distance) - Insufficient lighting - Too cold/hot temperature in the hall (pulling a muscle, dehydration)		
First Aid kit	- Forgotten to bring to the practice - Expired/insufficient stock of necessities inside.		
Gymnast	- Untied hair (e.g. lack of visibility hindering apparatus handling, entangling during rolls, ripping after being caught with apparatus) - Jewellery (e.g. entangling and strangling, slitting earlobe, breaking of valuable items) - Too loose clothing (exposing private parts, entangling)		
	- Falls (e.g. landing from the jumps, lack of muscular support in pre-acrobatic elements) - Slips (e.g. wearing socks) - Bruises, skin affected by poor protection (uncovered skin, no knee pads)		
	- Sprains (e.g. unnecessarily trying to catch up with more advanced gymnasts) - Dislocation due to hypermobility or excessive strain (shoulders, knees) - Broken bone (feet, legs, arms, ribs)		
Other groups using the facilities	- Noise, not hearing given instructions properly, distracting focus - Watching the practice of the gymnasts thereby distracting their focus to perform safely		
Parents	- Siblings running around the hall, unauthorised grabbing of the apparatus.		
	- Distractive behaviour, unnecessary commenting on the gymnasts' practice.		



5. Fire Evacuation Plan

The Regulatory Reform (Fire Safety) Order 2005 states the importance of spotting hazards, putting risks into perspective and recommends preventative control measures.

The below points summarise the action to be taken by all staff and members of the club in the event of fire and the arrangements for calling the fire brigade. This policy is circulated and shared with all new members' parents/legal guardians.

5.1 Precautionary Measures

- Know the full address of the location.
- Find out the name of the Fire Marshal on duty.
- Get a copy of the official Fire Escape Plan for the premises.
- Know where the escape routes, exits, call points, fire detectors, assembly points and logbook are.
- Make sure that the members recognise the signage.
- Keep fire doors shut/locked and do not place anything in front of them.
- Inform all the participants at the start of the class where the closest fire escape exit is and what do upon hearing the signal or noticing a fire, smoke or related smell.
- Update a list of the names of the participants present at the class.
- Find out how often the location practices fire alarms and evacuation.
- Practice with the members at the start of each term how to proceed in case a of a fire.

5.2 Upon Hearing the Fire Alarm

- Stop the exercise immediately, leave everything (personal items as well as club's equipment) behind.
- Listen to the coach and make your way calmly and in silence to the closest fire exit.
- If there is queue, wait until it's your turn to exit, do not push people or make noise.
- Close the door behind you if you are the last one to exit.
- Gather at the assigned assembly point.
- Check that everybody who were present at the practice have followed and are present at the assembly point.
- Tell the coach if you notice a participant is not present.
- Let the fire marshal know if anyone is not present and give the name and advice how to identify the person missing.
- Wait for further instructions from the Fire Marshal.
- If the fire marshal is not present, the coach will call 999 (or 112 from mobile phone).

5.3 Noticing Fire or Related Signs

- Tell the coach what you saw or smelled.
- Coach will inform the fire marshal to check.
- Wait for further instructions until the Fire Marshal has informed what to do.
- If you see flames and/or heavy smoke and the call point is readily accessible, raise the alarm.
- Find the coach or Fire Marshal before trying to help anyone, but know how to tell where they are located.

5.4 Reviewing Fire Evacuation Plan

RG1 carries out risk-assessment regularly to take action to reduce the risk of fire and prevent and protect against death and injury of its members should a fire occur. The risk assessment is completed by consulting the responsible person at the location and reviewing together as often as necessary.

<https://www.safelincs.co.uk/free-fire-risk-assessment-template/>