



*The Meapa*

# Health & Safety Policy

For: The Meapa Gymnastic Club  
Cedar Avenue  
Gravesend  
Kent DA12 2JT

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## **Introduction**

It is important to recognise that due to the complex nature of the sport, there will be inherent risks involved when participating in gymnastic activities. As with British Gymnastics, the Meapa promotes safe coaching best practice as a means of minimising the risk. The Meapa



accentuates the fundamental obligation of those involved in gymnastics, towards the Health and Safety and well being of all participants at the Club.

### **Health & Safety Policy Statement**

The Meapa Gymnastic Club recognises the duties it has under Health & Safety Acts and regulations to ensure the safety health and well being of gymnasts, coaches and helpers when they are involved in club business.

In particular it recognises its responsibilities to: -

- Provide a safe and healthy training and competition environment for gymnasts and coaches through assessing the risks associated with participation and controlling them to ensure they are minimised.
- Ensure that adequate arrangements are in place in the event of an accident, fire or other incident.
- Ensure that coaches and helpers have the appropriate gymnastic/Trampolining coaching training.
- Keep the arrangements under review and introducing additional measures considered necessary and are reasonably practicable in relation to the operation of the club.

### **Moral and Ethical Issues**

The Meapa has adopted the British Gymnastics policies relating to: -

- Code of Ethics and Code of Conduct.
- Protecting the Participant in Gymnastics.

A copy of the Equal Opportunities policy is contained within the Handbook of Meapa Procedures item 14 on page 6 and is kept in the Main Office for reference.

All coaches and participants are expected to adhere to these policies at all times.

Staff and coaches will be suitably screened to ensure that they are suitable to work with children.

Staff are also required to follow accepted, good, safe coaching practice at all times.

The club will ensure that coaches are suitably trained, qualified and suitable to undertake their coaching duties.

### **Emergency Procedures**

Fire instructions are posted throughout the facility and staff/coaches should make themselves and all participants familiar with the instructions and the placements of exits throughout the building. In the event of a fire or other alert, the alarm will sound and upon hearing the alarm

you must: -

- Leave the building by the nearest exit.
- Do not stop to collect personal belongings.
  
- Go immediately and report to the assembly point as identified on the Fire Action Notices.
- Do not re-enter the building until a responsible member of staff tells you that it is safe to do so.

### **First Aid and Emergency Provision**

Whenever gymnastic activities are taking place it is imperative that the following emergency procedures and provisions are accessible and fully understood by all participants: -

- A register of all participants together with a contact number for their next of kin, parent or guardian and any medical condition is kept in the Main Office.
- The Main Office contains a telephone together with a sign on the wall directly above the telephone with clear instructions on how to dial out for emergency services.
- A list of relevant numbers including the nearest Hospital Casualty Department is located adjacent the telephone.
- The Meapa has appointed a number of suitably trained and qualified First Aiders, one of whom will be present when any gymnastic activities are being performed. In the event of an accident that person should be contacted via the senior member of staff.
- An appropriately stocked first aid kit is located within the gym adjacent the male changing room entrance door.
- All coaches, helpers and participants must adhere to the accepted standards of good practice at all times.

### **Accident and Safety Procedures**

In the event of a serious accident or injury only qualified persons are to carry out emergency First Aid. The emergency services must be contacted and medical help sought from qualified medical personnel.

However, the following minimum procedure should be adopted in the event of any accident that occurs: -

- Stop the class and direct other members of the class not immediately involved in the accident, away from the injured person, and contact the First Aider and/or the emergency services.
- Complete an appropriate Accident Report Form describing the accident and the actions taken.
- Submit a copy of the accident Report Form to the Local Authority as required under the statutory requirements of the Health and Safety at Work (etc) Act 1974 - *Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995*

### **Photography and Videoing Policy**

Gymnastics and Trampoline are excellent media for photography and filming but clubs have been made aware by British Gymnastics that there have been instances where inappropriate material involving children and vulnerable adults have been taken during training and competition.

Videoing and filming are excellent coaching tools but for the protection of the participants the Meapa have implemented the following: -

- The Club will inform the parents and participants of the purpose of the filming/videoing as a useful coaching aid.
- A minimum of two authorised and responsible adults must be present at all times during filming.
- Care will be taken to securely store the video materials to avoid misuse.
- Applications to film or photograph the participants during training or away from the gymnasium during training or competition must be made in writing and scrutinised and approved by the Director of Coaching.

If any person is concerned about any photography taking place at the club or at an event, contact the Director of Coaching or the event organiser and discuss it with them. If appropriate the person about whom there are concerns will be asked to leave and the facility managers notified.

### **Smoking Policy**

The Meapa's policy on smoking consists of restrictions and guidelines that are based on the needs of Health & Safety and comfort of staff and Club members.

The following restrictions apply: -

- Smoking is **Not** permitted anywhere on the Club's premises.

### **Insurances**

All Members of the Meapa and coaches in gymnastics are also required to be members of British Gymnastics and access the accompanying British Gymnastics Insurance Scheme.

Additionally the Meapa carries Employers Liability Insurance, Accident Insurance and Third Party Civil Liability Insurance.

For details of the policies held contact the Director of Coaching.

### **Complaints and Grievance Procedures**

As the Meapa is affiliated to British Gymnastics, the Club is bound by the BG procedures for complaints, disciplinary issues and membership suspensions and expulsions.

The Meapa places the welfare and safety of its members as the highest priority.

The Club has a designated Health Welfare and Safety Officer (.....) to whom all complaints, grievances and suspicions of poor practice should be addressed. Matters will be dealt with confidentiality and only those who need to know will be informed.

The British Gymnastics' procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, the British Gymnastics' procedures will be implemented.

A copy of the British Gymnastics' Complaints Procedure and the policy for Protection of Children and Vulnerable Adults is available from the Director of Coaching or copies can be obtained directly from British Gymnastics.

### **Risk Assessment**

Health & Safety legislation places an obligation on the Club to assess the risk of accident to coaches, parents, members and non-members partaking in gymnastic activities. The Trustees have appointed responsible persons to carry out a regular risk assessment check on the facility and the Meapa will ensure any identified risk is addressed and minimised. The audit will follow the guidelines and format set out by British Gymnastics in the form of their Risk Assessment checklist and will be carried out annually.

The Meapa will ensure that all coaches are suitably trained to handle, erect, dismantle and store equipment according to the manufacturer's guidelines.

### **Equipment Checklist**

The Meapa recognises its responsibility to provide and maintain a safe facility. The Trustees will appoint a responsible person to conduct regular safety checks on the equipment and any defects will be reported immediately to the Director of Coaching. The defective equipment will immediately be taken out of commission and will not be used, under any circumstance, until the deficiencies are rectified, and a satisfactory safety check confirmed in writing by the responsible person conducting the check.



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It is also the Meapa policy that all staff and/or coaches shall take a day-to-day responsibility with regard to equipment or facility defects and report these to the Director of Coaching.

Prepared by:

Position: Jaroslaw Wrubel  
Chairman of the Executive Management Committee