



## Health and Safety Policy (amended Aug 2022)

Stortford Gymnastics regards the health, safety and welfare of all its coaches, parents and gymnasts to be of paramount importance, which should not be compromised.

### **Risk Assessment**

The Head Coach will complete a risk assessment of the gym weekly (see form) and will make alterations to set up that are required to ensure the area is safe and fit for purpose.

All of our Gymnastics Coaches are trained to be vigilant to safety and will continually be assessing the apparatus and gym constantly, as changes to equipment and area can occur at any time.

### **Dropping Off & Picking Up**

Adult and child should wait inside the building, in the Waiting Area, until the coaches come to the internal gym door and invite them into the gym. We will take responsibility for the care of your child once they are inside the gym itself **(not in the waiting area) so please wait with your child until then.** Once children are inside the gym itself, parents of children that are 5 and over, can leave the premises and come back at the end of the lesson.

At the end of the lesson, coaches will allow children to exit one at a time through the internal gym door, and back into the Waiting area. **We will not allow them into the waiting area until we can see a responsible adult in the Waiting area.** This applies to all classes.

The external door should be kept closed at all times. The automatic door is something that has been installed for the safety of the children.

### **Clothing & Jewellery**

All jewellery must be removed before participating in gymnastics. If any coach or gymnast is wearing clothing which is deemed to be unsafe to coach/perform gymnastics, they will be asked to remove it. If it is not removed they will be unable to participate in the session.

### **First Aiders**

All our Level 2 Coaches are first aid qualified, with up-to-date recognised certification. Our Level 1 coaches are also encouraged by the club to undergoing training and we organise regular courses at our gym to enable this.

### **Existing Medical Conditions**

All parents of children with serious medical conditions or special needs are required to fill in a Medical Information Form (see attached) at the start of their first lesson. This is a paper copy that is then kept in the gym in our green Medical Folder for reference by any coach/helper at any time. This information is also stored on our Love Admin system and can be seen on the electronic register used when signing the children in.

### **First Aid Procedures**

All incidents that require First Aid will be reported on the Clubs Incident Forms and must be signed by the adult picking up the gymnast from the lesson. A copy of the 'First Aid Parent's Letter' will also be given to the responsible adult.



For any major incidents, including a bump to the head, a Major Accident Report Form must be filled in and signed by coach, head coach and responsible adult. For head injuries, the responsible adult, collecting the gymnast, will be given a Head Injury Report

Copies of all forms will be kept for at least 12 months in the locked office.

### **Coaches**

It is the coaches and helper's responsibility to take reasonable care of their own health safety and welfare. For a copy of the coaches' risk assessment, please email [enquiries@stortfordgymnastics.com](mailto:enquiries@stortfordgymnastics.com) for an up to date copy. This is read and agreed to, by way of a signature, on an annual basis.

### **Challenging Behaviour**

If there are instances where a child's behaviour is putting themselves, other gymnasts or the coaches, at risk of injury, they will be asked by the coaches to stop. If the behaviour continues, they will be asked to leave the gym. In the case of younger children or those with Special Needs, in the worst case scenario, the coaches may need to physically remove them or ask their responsible adult to do so.