



CROYDON SCHOOL OF GYMNASTICS

Health & Safety Policy

DUTY OF CARE

Croydon School of Gymnastics realises that it has a responsibility for the safety and welfare of gymnasts, coaches, volunteers, officials and any visitors to the clubs. This is legally termed the "Duty of Care" and becomes particularly relevant when dealing with children with the Head Coach acting 'in loco-parentis'

"Duty of Care" extends over a number of areas:

- The provision of a safe environment at all times
- Safe development of the gymnast
- Provision of suitable first aid support and emergency procedures
- Compliance with child protection and welfare policy and procedures

Croydon School of Gymnastics policies and procedures for the areas covered within the "Duty of Care" are outlined as far as possible in this policy document. As it is impossible to establish detailed guidelines for every aspect of every situation that may arise, Croydon School of Gymnastics coaches are trained via British Gymnastics courses giving them a sufficient knowledge base to make informed judgements regarding their "Duty of Care".

PROVISION OF A SAFE ENVIRONMENT AT ALL TIMES

The criteria for creating a safe environment so far as, is reasonably practicable are:

1. Coaches have the appropriate qualification, competence and experience for the role they are performing. Croydon School of Gymnastics classes are directed by a qualified British Gymnastics Level 2 Coach or a Level 2 Coach who has completed the add-on module in Club Management. As this direction can occur away from the gym itself, Croydon School of Gymnastics classes are delivered in the presence of a Coach who holds the minimum British Gymnastics Level 2 Coach qualification in a related discipline. British Gymnastics qualified Level 1 Coaches, Award Scheme Coaches and trainee coaches may work under the supervision of the lead class coach class Coach. It is the role of the Director of Training to monitor that each coach works only to the level to which they are qualified.
2. Coaches carry out their duties with reasonable skill and care in a prudent and Professional Manner as stated in Croydon School of Gymnastics "Code of Conduct" for Coaches.
3. Reasonable ratios are adopted for the number of participants to coaches:
Croydon School of Gymnastics works in accordance with British Gymnastics recommendations for the reasonable ratio of participants to each coach.

Coaches and Assistant coaches work with an average of 8 participants at one apparatus station. On rare occasions, coaches holding a Level 2 or higher qualification are permitted to supervise 16 gymnasts across 2 pieces of apparatus in addition to supervising the other coaches and their participants.

This can include the Director of Training or Lead Class Coach, provided all coaches remain directly supervised by a Level 2 or above. When groups are warming up, cooling down or working on low risk, activities on a floor area, the stated ratio may be increased within the bounds of safety.

On the occasions where Croydon School of Gymnastics classes involve trampoline, a suitably qualified British Gymnastics coach supervises the activity. A maximum of 10 participants will work supervised directly by a coach under the overall supervision of the suitably qualified British Gymnastics coach.

4. Coaches and gymnasts adhere to the Croydon School of Gymnastics dress code:
Wear appropriate clothing, which does not impede the freedom of movement required by the activity and is not too loose as to constitute a hazard.

- Do not wear clothing with buckles, belts, clasps, zips or other raised adornments.
- Gymnasts work in bare feet or gymnastics slippers.
- Coaches work in bare feet, gymnastics slippers or clean indoor training shoes.
- When using trampoline, wear socks or suitable gymnastics footwear.
- Tie long hair back.
- Remove all jewellery. In the event that an item of jewellery cannot be removed it must be sufficiently covered in order to eliminate any risk. Croydon School of Gymnastics will not provide or apply the protective covering.
- Keep fingernails to a length compatible with the activity.

N.B. Any clothing that is considered by the Director of Training or Lead Class Coach to be a safety hazard should be changed or participation may be prohibited. Any concessions on dress e.g., on religious grounds, must be within the bounds of reasonable safety. The Head Coach must explain the element of risk to the coach, gymnast and parent/carer and every attempt to control the risk adopted.

5. Equipment checks are arranged and implemented:

On a session to session, basis and coaches apply safety principles when using equipment as follows:

- Safe handling techniques are adopted when moving and placing equipment.
- Gymnasts and trainee coaches are taught how to handle equipment safely as suitable and relevant.
- Safe and appropriate landing surfaces are provided at all times, in accordance with the level of activity inc. the placement of floor mats under safety mats where necessary to prevent slipping.
- The equipment layout is checked including inspection of each individual piece of apparatus.
- Equipment is adjusted according to the activity, age, size and ability of gymnasts.
- Equipment is stored safely and appropriately at the end of each session according to the facility storage space and system.

Croydon School of Gymnastics carries out and acts upon its own quarterly equipment check by recording wear and tear findings and is logged in the Health and Safety folder.

At other times, the Director of Training or Lead Class Coach logs any arising equipment issues, recording and taking necessary action as soon as possible. Where necessary, damaged equipment will be taken out of service until repaired or removed.

6. Facility checks are arranged and implemented:

Croydon School of Gymnastics carries out and acts upon its own annual facility check by recording any areas of concern, and any maintenance or repairs are recorded and kept in the Health & Safety folder. The checks are filed in the Health and Safety folder. At other times, the Head Coach logs any arising facility issues recording and taking necessary action as soon as possible.

7. Risk assessments are arranged and implemented:

Throughout Croydon School of Gymnastics classes, the coaches - under the direction of the Director of Training - visually risk assess the environment and activity to identify the potential hazards, judge the level of risk and apply control measures to minimise the risks.

These continual risk assessments are routinely familiar within the coaching process and take place throughout classes without the necessity to make a written record. In addition to this continual process, risk assessments forms are completed and reviewed by the Director of Training on an annual basis for each Croydon School of Gymnastics Club addressing the general issues of:

- Who might be harmed?
- Coaching qualifications and consideration for trainee coaches.
- Equipment.
- Facilities.
- Manual Handling techniques for moving, erecting, and dismantling gymnastics apparatus.
- Emergency and First Aid Procedures.

Additional hazards and arising hazards are risk assessed on a separate British Gymnastics risk assessment form by the Head Coach as they arise and are filed with the general risk assessments in the Risk Assessments folder.

8. Spectators are kept to a minimum:

To maximise space and minimise distractions during Croydon School of Gymnastics classes, parents/carers are advised to leave the gymnasium once the main session is underway. Parents/carers, however, are welcome into the gym during any warm-up time to help younger gymnasts get ready, to settle any new member whose first day attending, to make payments, clothing orders or to make an appointment to speak to the Club Manager, Director of Training or Lead Class Coach.

SAFE DEVELOPMENT OF THE GYMNAST

Croydon School of Gymnastics recognises the importance of safely developing each gymnast through appropriate physical and psychological preparation and therefore adopts the following best practice:

Parents/carers are requested to disclose the health status when registering their child as part of the Croydon School of Gymnastics membership process. As necessary, the Director of Training or

Lead Class Coach uses this information (and any updates to this information) to adapt and monitor the class content for each individual.

All Croydon School of Gymnastics classes start with an appropriate warm-up and end with a cool down.

Coaching is based on the progression of skills guided by the club's Award Schemes, London Gymnastics GfA and British Gymnastics National Development Plan Competitive Pathways.

Flexibility training is done progressively in a suitably warm environment when gymnasts are thoroughly warmed up using a balance of active and passive stretching methods. Coaches are encouraged to adopt passive flexibility training methods in which the gymnast can use their own body weight to enhance the stretch.

"Supporting" and "Spotting" techniques are used by coaches as taught on British Gymnastics coaching courses.

PROVISION OF SUITABLE FIRST AID SUPPORT AND EMERGENCY PROCEDURES

In preparation for an accident or emergency, Croydon School of Gymnastics aims to follow these good practice guidelines:

- The staff have access to a telephone/mobile telephone in order to dial out for emergency services.
- The First Aid cupboard contains a selection of materials recommended by The Health & Safety Executive
- At least one person trained in basic first aid (appointed person) is present in Croydon School of Gymnastics classes
- A register for all participants is maintained together with a record of emergency contacts, emergency contact numbers and relevant medical information for gymnasts and staff.

Croydon School of Gymnastics adopts the following procedure in the event of any serious accident:

- The accident is brought to the attention of the first aider/appointed person.
- The class is stopped, and participants not immediately involved in the accident are directed away from the injured person/s (at an appropriate time, the class Director of Training or Lead Class Coach may decide to resume the class).
- The first aider/appointed person makes and acts upon an initial assessment of the accident instructing a reliable person to contact emergency services if required.
- The Club Manager, or member of the office staff management, contacts the parents/carers or immediate family of the injured person.
- The first aider/appointed person remains with and monitors the injured person/s until the emergency services arrive.
- A responsible adult (parent/carer or immediate family member where possible) accompanies the injured person/s to the treatment centre.
- An accident report form is completed and filed in the Accident Book.
- Contact with the injured person/s and or their family is maintained until the incident reaches a conclusion.
- Croydon School of Gymnastics follows these good practice guidelines in the event of a bleeding injury or open wound to reduce the risk of contamination:

For minor bleeding injuries, the individual stops the activity they are involved in, and the first aider/appointed person treats the individual to stop the bleeding. A fresh sterile dressing is applied to the wound before continuing.

- If the bleeding cannot be stopped, further medical attention is sought.
- Individuals treating an injury wear disposable gloves which are disposed of as clinical waste.
- If possible, the injured individual applies pressure to a bleeding wound with his/her own hands.
- If blood comes into contact with the mouth, eyes or broken skin of any individual, clean cold water is used to wash the affected area and medical advice is sought.
- If blood or other bodily fluids are clearly visible on clothing, the individual is required to replace clothing before participating further.
- Where contamination of equipment has occurred, the area is cleaned.
- Spillages are wiped up with heavy-duty paper and discarded with soiled dressings and gloves into clinical waste.

In the event of an accident requiring any form of first aid treatment, the parent/carer is informed, and an accident report form is completed by the Director of Training, Lead Class Coach, First Aider or Appointed Person as soon as possible. The accident report forms comply with health and safety legislation.

Accidents resulting in a visit to hospital or other further treatment are reported to the insurance company and RIDDOR as relevant. Accident report forms are reviewed on an annual basis at the time of the Policy Implementation Paperwork Audit to identify any patterns that may indicate a common risk or hazard that can be acted upon to reduce further accidents.

Croydon Council, our landlord's, are responsible for ALL Strand House fire safety procedure issues which we have been instructed to follow. Croydon School of Gymnastics, however, will ensure all our members safely exit our facility, should the fire alarm sound, using the following procedures:

- The Director of Training or Lead Class Coach will stop the class and request that gymnasts line up behind their coach.
- Collect all registers and instructs the coaches to lead class coach their groups out of the building via the fire exits and will follow the club's "Emergency & Evacuation Procedure.
- Leaves the building last, checking the gyms and toilets on the way where safe to do so.
- Takes the register to establish that all coaches and gymnasts are present.

N.B. No coaches or gymnasts will be allowed to collect anything, including shoes, coats, bags etc.

Once outside and registered, provision to return to the gym or another safe part of the building will be made as soon as possible.

In the event of a power failure during a Croydon School of Gymnastics class, the following procedures will be adopted:

- Director of Training or Lead Class Coach stops the class and requests that gymnasts line up behind their coach. Directs all gymnasts and coaches to sit on the floor area.
- Appoints two coaches to check if there are any gymnasts in the gymnasiums or toilet facility to aid their safe return to the gym.
- Takes the register to account for all the gymnasts and checks all coaches are present.
- Sends for and awaits further news from the Building Facilities Manager making sure that all gymnasts and coaches are ready to evacuate the building if necessary.
- If evacuation is required, the Director of Training or Lead Class Coach directs gymnasts to line up behind their coach and then directs the coaches to lead their groups out of the building to the designated safe place as stated in the clubs Evacuation & Emergency Procedure.
- Collects all registers and leaves the building last behind all gymnasts and coaches.

- Once in a safe place, Director of Training or Lead Class Coach repeats the register to establish that all coaches and gymnasts are present. If power is restored following an evacuation, the gymnasts and coaches will be directed back to the gym where a further register will be taken before the class recommences.
- If it becomes apparent that the power is not likely to be restored during the class time, members parents/guardians will be contacted to arrange for the collection of gymnasts and/or coaches.