

## ATHLONE GYMNASTICS CLUB

### SAFETY STATEMENT

Athlone Gymnastics Club is affiliated with Gymnastics Ireland and adopts their Policies and Procedures. Athlone Gymnastics Club recognises the duties it has under health and safety acts and regulations to ensure the safety, health and well-being of gymnasts/children, coaches and helpers when they are involved in club business.

This statement sets out the health & safety policy of Athlone Gymnastics Club and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work for all staff members and to meet all our duties and obligations to our clients.

It is Athlone Gymnastics club's intention to protect our employees from accident or ill health at work. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements.

Our approach to Health & Safety as far as is reasonably practicable will be:

1. To Provide a Safe Place of Work.
2. To continue to identify and control hazards.
3. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk.
4. To consult with staff on all Health & Safety matters.
5. To provide protective clothing and equipment where necessary.
6. To provide a safe means of entering and leaving the building.
7. To provide a safe system of work practices.
8. To provide appropriate information and training to staff members on a continuous basis.
9. To make Health & Safety a key issue.
10. Provide a safe and healthy training and competition environment for gymnasts/children and coaches through assessing the risks associated with participation and controlling them to ensure they are minimised.
11. Ensure that adequate arrangements are in place in the event of accident, fire or other incident.
12. Ensure that coaches and helpers have the appropriate gymnastic coaching training.
13. Keep the arrangements under review and introducing additional measures considered necessary and are reasonably practicable in relation to the operation of the club's business.

### **Moral and Ethical Issues:**

The club has also adopted the Gymnastics Ireland policies relating to:

- Equal opportunities.
- Code of Ethics and Code of conduct.
- Protecting the participant in Gymnastics.

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

Staff and coaches will be suitably screened to ensure they are suitable to work with children. All staff and members of the management committee of Athlone Gymnastics Club are required to undergo Garda Vetting.

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

### **Child Protection:**

The club will strive to ensure that children, young people and vulnerable adults are protected and kept safe from harm whilst participating in gymnastics and facility activities. We endeavor to promote the highest standards of care for participants and will:

- Provide and implement procedures to safe guard the well-being of all participants and protect them from abuse.
- Respect and promote the rights, wishes and feelings of all participants.
- Adopt good practice in recruitment, training and supervision of all employees and volunteers, and provide guidance to parents and carers.
- Require all employees, members and clubs to adopt Gymnastics Ireland's Code of Ethics and Conduct, Health, Safety and Welfare Policy and the Child Protection Policy and Procedures.
- Respond to all allegations and concerns, and implement the appropriate disciplinary and appeals procedure.
- No photography and videoing will be permitted without prior agreement from parents and participants. Full details of photography and video policy is found in the Gymnastics Ireland Health, Safety and Welfare policy.
- The club has a child liaison officer, to whom all complaints, grievances and suspicions of poor practice should be addressed.
- Matters will be dealt with confidentially and only those who need to know will be informed. Allegations of child abuse should be made directly to the designated person. Contact details for the child liaison officer and designated person are on the bulletin board and club website.
- The Gymnastics Ireland procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, the Gymnastics Ireland procedures will be implemented. Full Health, Safety and Welfare Policies can be obtained if required from the club secretary, or can be obtained at [www.gymnasticsireland.com](http://www.gymnasticsireland.com)

### **Employer Responsibilities:**

The responsibility for the provision of a safe place of work rests with the managing committee and management of Athlone Gymnastics club. Specifically these responsibilities are:

- To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.
- To provide the appropriate type and level of training to enable employees perform their work safely and efficiently.
- To make available to every employee appropriate equipment to ensure Health & Safety.
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the company and staff.

### **Employee Responsibilities:**

As a valued employee of Athlone Gymnastics Club you have a responsibility to yourself and your fellow workers to carry out your work in a safe and considerate manner. Employees must:

- Co-Operate with the management and committee in maintaining a safe work place.
- Identify themselves to parents and gymnasts as a coach during work hours by wearing the club coach tracksuit top that is provided to employees.
- Report any potential hazards to management and not work in any hazardous conditions should they; in the employee's opinion exist.
- Be aware of the nearest emergency exits and fire-fighting / first aid equipment.
- Never interfere with or misuse anything provided by the company in the interests of Health & Safety.
- Read the company Health & Safety statement and obey all mandatory signs.
- Not partake in any form of horseplay or prank likely to lead to injury to you or others.

### **Smoking/Alcohol and Drugs:**

It is not permissible to attend work under the influence of intoxicating liquor or drugs. The smoking of tobacco products is prohibited in the premises of Athlone Gymnastics Club.

This smoking policy forms part of the overall Health & Safety Policy and any breach will be treated as disciplinary procedure.

Visitors, contractors and temporary members of staff are expected to abide by the terms of this policy.

### **Manual Handling:**

Manual Handling is defined as the “transporting of a load by one or more employees and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to employees”.

This is a priority issue because it is a major cause of accidents in the workplace. It is Athlone Gymnastics Club’s policy to minimise the need for manual handling of loads and so therefore should be avoided as far as is reasonably practicable.

Employees must check the weight of the load before attempting to lift it and if the load is too heavy get help. When lifting, follow the following basic principles.

1. Relax the knees. Lowering movements should start at the knees not the head.
2. Get close to the object to be lifted. Get a good balance by keeping the feet apart. One foot will automatically be ahead of the other.
3. When in position, bend the knees and lift with the strong muscles in the legs.
4. Lift gradually, smoothly and without jerking, keeping the object close to the body and the back straight.

### **Training:**

The company is committed to identifying the safety training needs on an ongoing basis. Staff will be involved in the identification of hazards in the gym and the office and advised of the particular hazards pertaining to their area. Staff will be trained to respond to such hazards in order to prevent accidents/ injury to themselves, their colleagues and clients.

### **Consultation:**

The company is committed to consulting with its staff members regarding safety, health and welfare in the office. Staff are involved in the identification of hazards and are trained in dealing with the hazards identified.

The safety statement will be included in Induction training of all new staff, coaches and committee members and staff will be advised on how to deal with any problems that arise.

## **Insurance:**

All members of Athlone Gymnastics Club and all coaches are members of Gymnastics Ireland and access the accompanying Gymnastics Ireland Insurance Scheme. Additionally the club carries Public Liability insurance.

On affiliation to Gymnastics Ireland participants are asked to fill in and sign a membership form with participants details including notification of any medical conditions, (previous or current) and allergies, emergency contact and agree to adhere to the club rules and policies.

Injuries that have happened recently and sustained outside of the facility, should be reported and signed into the injury book before the any person begins participating.

## **Reporting of Accidents:**

Staff are required to report all accidents and near misses, whether resulting in injury or not, to the Director of Gymnastics who will further report to the management committee. The Gymnastics Ireland Accident/Incident form should be used to record the accident/incident and forwarded to the Director of Gymnastics. Under the Safety, Health & Welfare at Work General Application Regulations 1993, employers must report certain occurrences to the Health & Safety Authority and ensure records are kept on site for a period of 10 years.

The following details are required when completing the Gymnastics Ireland Accident/Incident form:

- Name of event where accident/ incident occurred.
- Date, Time and Place of the incident.
- Briefly describe what happened.
- Name/s of those involved.
- Details of any injury sustained.
- Details of any damage made.
- Name of those who dealt with the situation.
- Details of how it was resolved/ dealt with.
- Details of any follow up required.

All accidents will be investigated by the Director of Gymnastics and reported to the management committee. Corrective action will be taken where necessary to avoid a reoccurrence.

Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

Injuries that have happened to gymnasts recently and sustained outside of the facility, should be reported and signed into the injury book before the any person begins participating.

Gymnasts who present for training with an injury that does not allow them to participate fully in the training session will not be allowed to train. The Director of Gymnastics or senior level 2 coach on duty will contact parents and request that the gymnast is taken home immediately.

## **First Aid:**

First Aid boxes are provided to ensure that first aid supplies are easily accessible when required in an emergency. First Aid boxes are located at coach station in Athlone Gymnastics Club.

They are to be checked regularly and shortages replaced.

Employees have an obligation to ensure that First Aid Boxes, like any safety equipment, are not tampered with.

Free access to First Aid Boxes must be maintained at all times.

Painkillers cannot be provided in the First Aid Boxes.

## **Fire Procedures:**

In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. The magnitude of the outbreak must dictate whether attacking the fire should take priority over reporting and evacuation.

All staff should be familiar with the exit routes and should also know the location and type of fire extinguishers in the club.

If you discover a fire you should:

- Activate the fire alarm.
- If there is a reasonable hope of extinguishing the blaze, attack the fire immediately.
- Do not under any circumstances, expose yourself to danger.
- The Director of Gymnastics or senior level 2 coach on duty should take the roll book with them upon evacuation if it is safe to do so.
- Leave the building by the nearest fire exit and proceed to your designated assembly point. **(Single Storey Grey Building/Shed in the car park to the left of Fusion Fitness).**
- The Director of Gymnastics or senior level 2 coach on duty should take a roll call of all members as soon as possible after evacuating the building in order to determine that everyone has left the building safely.

If you hear the alarm you should:

- Switch off any equipment under your control and leave the building by the nearest fire exit.
- Do not stop to collect personal belongings.
- All coaches should supervise children and specifically ensure that they do not re-enter the building.
- Director of Gymnastics or senior level 2 coach on duty informs anyone else, other than gymnasts and coaches, to also evacuate the building.
- Director of Gymnastics or Senior Level 2 coach on duty should check that the building is empty (especially toilets).
- The Director of Gymnastics or senior level 2 coach on duty should take the roll book with them upon evacuation if it is safe to do so.

- Once outside, do not enter the building until you are told it is safe to do so.
- Director of Gymnastics or senior level 2 coach on duty (or designate) calls 999/112 and reports fire.
- The Director of Gymnastics or senior level 2 coach on duty should take a roll call of all members as soon as possible after evacuating the building in order to determine that everyone has left the building safely.
- The management committee will on occasion perform fire drills to ensure that procedures are known and followed in the event of a real fire.

### **Risk Assessment and Hazard Analysis:**

A hazard is anything at work that might cause harm e.g. Gymnastics equipment, Furniture, Electricity, Hot Surfaces, Lifting Heavy Loads, Slippery Floors, and Poorly Lit Stairways etc.

Staff must be aware of the potential hazards and risks involved and report specific hazards to the Director of Gymnastics who will report on to the management committee.

Risk assessments, equipment inspection checklists and manual handling are reviewed on a regular basis and any identified risks are minimised. The club will ensure that all staff/coaches are suitably trained to handle, erect, dismantle and store equipment according to the manufacturer's guidelines.

The club recognises its responsibility to provide and maintain a safe facility. A responsible person will be appointed to conduct regular safety checks on the equipment and facility defects and the club will endeavor to rectify any deficiencies.

It is also club policy that all staff / coaches should take a day to day responsibility with regard to equipment or facility defects and report these to the Health and Safety club officer and also to the Director of Gymnastics.

### **Guidelines for VDU users.**

As part of their duties some employees may spend long periods of time using visual display screens. Any necessary adjustments will be made to avoid RSI, eyestrain and other ailments associated with work on screens, which must be adjustable for height, tilt and brightness. No employee will be asked or expected to work any computer which is not in proper working condition, or does not meet the highest specifications.

Employees working continuously on-screen should alternate tasks so that at least 10 minutes during each 60 minutes of work is spent doing off-screen type of work. This work is to be undertaken away from the screen, but does not constitute a break.

Employees who habitually use VDU's have the right to an eyesight test, the cost of which will be met or reimbursed by the club.



## Security:

- A list of all key-holders will be kept by the chairperson of the club and will be updated regularly.
- Only the Director of Gymnastics, club registered coaches and committee members of Athlone Gymnastics Club should open the club gym premises with a key.
- Keys should not be given or loaned to any other third parties.
- Loss of keys should be reported immediately to the Director of Gymnastics and to the club chairperson.
- When opening the club key-holders should ensure the following
  - Gym to be opened for classes only by a listed key holder- either a coach or committee member.
  - The door must remain locked until 2 coaches or 1 coach and 1 committee member are on site.  
Only then can the gymnasts be allowed enter.
  - No coach should remain in the club premises on their own and coach children without another coach/parent/committee member being present.
- It is the parents or guardians responsibility to collect their children on time and to ensure the safe entry and exit of their children from the car park to the club facility and vice versa.
- Parents and other family members are not permitted inside the gymnasium with the exception of parents that are invited to attend and view end of term/camp displays or club competitions.
- Only registered club members under the guidance of a coach are allowed to enter the main floor area or use the gymnastics equipment of Athlone Gymnastics Club.
- Parents and gymnasts should assemble in the lobby area prior to class until entry to the gym is permitted by a coach.
- When locking up key-holders should ensure the following
  - The building is empty.
  - All lights and heaters are switched off in the office and gym.
  - All other electrical equipment, music systems, laptops, printers, kettles are switched off in the office and the gym.
  - All office and store doors are locked.
  - Any alarm systems are switched on.