



## HEALTH AND SAFETY POLICY

<b>Policy Name:</b>	Health and Safety Policy
<b>Date of Approval:</b>	January 2019
<b>Policy Coverage:</b>	North West Gymnastics
<b>Date of Review:</b>	January 2019

# HEALTH AND SAFETY POLICY

## 1. POLICY STATEMENT

The well being of athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of North West Gymnastics. Every reasonable effort will be made to ensure a safe and healthy environment for all athletes, volunteers, employees and spectators. To demonstrate commitment to this policy, North West Gymnastics will place the safety and health of these parties foremost, ahead of property and equipment.

North West Gymnastics will manage health and safety by:

- 1.1 Controlling the health and safety risks at work.
- 1.2 Involving employees on health and safety issues that affect them.
- 1.3 Making sure that where employees work, and any equipment they use, is safe.
- 1.4 Making sure that dangerous substances are stored and used safely.
- 1.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
- 1.6 Making sure employees can do their jobs, and are properly trained.
- 1.7 Trying to stop accidents and work-related health problems.
- 1.8 Regularly checking that working conditions are safe and healthy.
- 1.9 Regularly reviewing this policy and making changes if necessary.

## 2. PURPOSE

Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of North West Gymnastics to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner.

North West Gymnastics will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organisation.

## 3. DEFINITIONS

- 3.1. *Athlete*; being a Club Member participating in an appropriate session, visiting athlete in training or competition.
- 3.2. *Volunteer*: a person who works for the club without being paid. This may be on a regular or irregular basis.
- 3.3. *Employee*: a person employed and paid by the club to carry out a defined role.
- 3.4. *Health*; being the individual wellbeing of an athlete, volunteer, employee or spectator.
- 3.5. *Safety*; being protected from the risk of harm or injury.

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### **4. APPLICATION**

The Policy applies to all of North West Gymnastics staff, members, visitors, contractors and volunteers. It also applies to all activities on and off North West Gymnastics property; including competitions, displays, events and any other programmed activity outside of North West Gymnastics venue.

### **5. RESPONSIBILITIES**

#### **General Responsibilities**

To enable North West Gymnastics and its athletes, volunteers, employees and spectators to comply with the Health and Safety Policy, North West Gymnastics undertakes to:

- 5.1 Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
- 5.2 Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
- 5.3 Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner.
- 5.4 Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
- 5.5 Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

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The following people have responsibilities for health and safety at North West Gymnastics:

<b>Name/Position:</b>	<b>Responsibility:</b>
Kylie Brooke	<b><i>Emergency Evacuation</i></b>
Kylie Brooke	<b><i>H&amp;S risk assessment</i></b>
<i>Kylie Brooke, Richard Harvey</i>	<b><i>First Aider</i></b>
Kylie Brooke	<b><i>Accident recording, investigating and reporting</i></b>

Employees are responsible for:

- 5.6 Co-operating with people who are responsible for health and safety.
- 5.7 Using safety equipment when it is necessary.
- 5.8 Taking care of their own health and safety.
- 5.9 Reporting health and safety concerns to the right person as written in this policy.

### Specific Responsibilities

The following people will be responsible for making sure that the workplace and equipment are safe;

- 5.9 Club Management will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
- 5.10 Supervisor Coaches will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
- 5.11 Club Management will be responsible for making sure that all the necessary maintenance is done.
- 5.12 Any problems with work equipment or the workplace should be reported to Club Management.

The following people will be responsible for making sure the training and inductions are carried out and documented;

- 5.13 General health and safety induction training will be provided for employees.
- 5.14 Health and safety training for the particular job will be provided by Club Management
- 5.15 Jobs that need special health and safety training are Supervisors, Food Handlers.
- 5.16 Training and induction records are kept by Club Management.
- 5.17 Any training that is needed will be arranged by Club Management.

## 6. POLICY BREACHES

North West Gymnastics has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. North West Gymnastics recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

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6.1 Disciplinary action will be taken by North West Gymnastics against anyone who:

- Is found to be in breach of this Policy;
- Victimises or retaliates against a person who has complained of a breach of this Policy; and
- Is found to have made a frivolous complaint.

6.2 The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

## **7. CONFIDENTIALITY AND REPORTING**

North West Gymnastics administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

7.1 Necessary as part of the disciplinary or corrective process; and

7.2 Required by law.

## **8. AUTHORISATION**

Authorised by Kylie Brooke, Club Manager, North West Gymnastics. January 2019.

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### APPENDIX 1

#### Risk Assessments – to assist with controlling risks

A risk assessment should be a careful examination of what, in your club, could cause harm to people, with the aim of making sure that no one gets hurt or becomes ill.

##### Step One – Identify the hazards

First walk around the workplace identifying anything that could be potentially hazardous - **write everything down - make a list** (example provided overleaf). Include *everything* you can think of: not just things that are currently obviously dangerous, but anything with a *potential* risk. Where possible two people will undertake the risk assessment separately and will compare lists afterwards, in case either has missed anything out.

Consider **invisible** hazards – e.g. stress (often related to working long hours, or under pressure). Invisible hazards often include fumes - for example, photocopiers, dirty foam pits or mats.

Finally consider whether things that might not normally be hazardous might be in relation to specific people – e.g. pregnant women.

##### Step Two – identify who is at risk

Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk.

Some people will be more at risk from particular hazards than others - for example a computer user will be more at risk of suffering RSI (Repetitive Strain Injury), a cleaner might have specific risks related to the chemical cleaning agents being used and a coach may have more exposure to tripping hazards or manual handling risks, etc. And there will be those particularly at risk in some circumstances for example because they may be working alone. **List those potentially at risk.**

##### Step Three – Evaluate the risks and decide on precautions

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (It may be necessary to seek advice). The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. E.g. if an electrical wire is exposed, you could replace it, or cover it with insulating tape. E.g. if your cleaner is using potentially dangerous chemical agents - change the cleaning product - use something water-based. **Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.**

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### Step Four – Record your findings

Ensure the written record of your findings is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices, a change in equipment, and **appropriate training** being undertaken.

### Step Five

Review your assessment. You **must** review your assessment when there are major changes in the club, such as the introduction of new equipment, or new set ups - but you must carry out regular reviews anyway - possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practices.

Risk Assessment Form to be completed as a resource. – use as separate document.

<b>What are the hazards?</b> Spot hazards by walking around the club, talking to workers, checking equipment	<b>Who might be harmed, and how?</b> Remember: <ul style="list-style-type: none"> <li>• some workers have specific needs</li> <li>• People who are not present when the assessment is taking place</li> <li>• Members of the public</li> </ul>	<b>What are you already doing?</b> List precautions already in place	<b>List actions to be taken</b> Note <b>Who</b> will take the action, by <b>what date</b>