

Health and safety policy

This is the statement of general policy and arrangements for:

Northwood Gymnastics

has overall and final responsibility for health and safety

Paul Turner

has day-to-day responsibility for ensuring this policy is put into practice

Lead Coach(s)

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Lead Coach	Ensure the equipment is safe in placement. Make sure there is enough space between the areas for the participants to wait safely.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Paul Turner	Arrange training days for new coaches. Make the coaches aware of training available and making sure they attend necessary training.
Engage and consult with employees on day-to-day health and safety conditions	Lead Coach / All Coaches	Constantly check the area in use to make sure that the area and equipment are safe to use, as well as having a safe surrounding area. If the area is not safe, making changes to it to provide the level of safe required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Lead Coach	Ensure that all staff know the emergency procedure, as well as having an emergency drill to ensure that the procedure works and is known.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Lead Coach	Ensure the equipment is clean, and safe to use. Check equipment when set up is safe and sturdy so it does not fall and create possible injuries. Allow a space for storage that is large enough to hold equipment without it being cramped or dangerous in packing away.

Signed: * (Employer)

Date:

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	In the reception
First-aid box is located:	At the registration area
Accident book is located:	At the registration area

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Northwood Gymnastics**

Date of risk assessment: **24/01/2018**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager		
Trips	Gymnasts may be injured during the lesson if they run over equipment and subsequently fall.	Making sure the gymnasts are walking around the equipment by telling them not to run over corners or equipment.	Gather the gymnasts together and walk as a group around the equipment to the destination.	Lead and Assistant Coaches		
Equipment moving	Gymnasts could be harmed during a skill if a safety matt has been displaced or if piece of equipment has slid too close an edge of the area	Using grip mats to help prevent safety mats from moving. As well as constantly checking the area and equipment, making sure that it stays in the assigned space.	Ensure all the coaches and gymnasts are aware that equipment can move, and if it does, teach them a safe way to move it back into place.	All coaches		
Injuries	Gymnast may be harmed when doing a skill if they don't perform it in a safe and correct way. Coaches may be harmed in the lesson when supporting the gymnastics.	Making sure that the gymnasts are told by the coaches the correct way to perform to skill with the correct hand/feet/body positions. This will help to prevent injury to the gymnasts as well as the coaches.	Ensure the gymnasts are working at their skill level, to ensure they aren't trying skills too hard for them, which will increase the risk of injury.	All coaches		
Muscle strain	Gymnasts may have muscle strain from not warming up properly at the beginning of the lesson.	Ensuring a good 10-15minute warm up is provided, with coaches surrounding the gymnasts to ensure they are doing the stretches properly.	Focus on making sure the gymnasts are putting effort into the warm up, as if they are not, the risk of strain becomes greater.	All coaches		
Gym Capacity	Coaches or Gymnasts may be harmed if there are too many people working in a limited space	The classes are capped at specific sizes to ensure that there is enough space and attention for the gymnasts.	Do monthly/termly checks to make sure that the class sizes have not gone over the capacity.	Admin and Lead Coach.		
Clothing/jewellery	Gymnasts may be injured if they are not wearing appropriate clothing	Clothing policy is on the website, as well as coaching checking for any clothing issues as the children come into the gym.	Tell the gymnasts when they sign in to make sure they have their shoes and socks off.	All coaches		

Staff Qualifications and experiences.	Staff or Gymnastics if they are not qualified to coach the skills.	Ensure the staff employed have the relevant qualifications needed, and the volunteer coaches are aware of their responsibilities.	Ensure that all coaches are working at their coaching qualification.	All coaches.		
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You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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