

STANDARD OPERATING PROCEDURE

Department:	Management	Date:	1/08/2025
Policy:	Health & Safety Policy	Pages:	2
Authorised by:	HGC Board	Review Date:	1/08/2028

HEALTH & SAFETY POLICY

Howick Gymnastic Club is committed to the safety and wellbeing of our staff, members, volunteers, and visitors to the club. Recognising, minimising, and managing risk is an important factor in maintaining the safety and enjoyment of all who attend the club and use its facilities. Health and Safety includes not only the physical environment but also the physical, mental, and social wellbeing of our members and visitors. Maintaining a healthy and safe environment is the responsibility of all staff at Howick Gymnastic Club.

OBJECTIVES

To promote good practice through:

- Providing a safe and healthy work environment
- Ensuring the safety of all who come to the Howick Gymnastics Club
- Promoting excellence in health and safety management
- Continually improving current health and safety performance
- Actively seeking to identify, control, and manage potential hazards
- Establishing and maintaining communication on health and safety
- Supporting staff participation in health and safety matters
- Demonstrating a commitment to accurate reporting and recording of health and safety matters
- Complying with legal and organisational obligations
- Requiring staff and volunteers to adopt and abide by this health and safety policy and these procedures
- Regularly monitoring and evaluating the implementation of this policy and procedures
- Reviewing this policy every 2 years or following a reported incident

STAFF TRAINING

As part of their orientation, all staff will receive Health and Safety training, including:

- Reviewing health and safety documents and evacuation procedures
- Conducting a physical walk-through of the facility to identify known and potential hazards
- Learning to recognise and report potential and actual hazards
- Training on checking equipment for safety to minimise risks

MANAGEMENT OF RISK

All staff are responsible for recognising and reporting risks/hazards:

- Before using any equipment, staff must check for safety, including secure setup and clear landing areas. When a gymnast is performing skills at height, staff must ensure that appropriate safety matting is in place and that any skills being attempted are suitable for the gymnast's age and ability level.
- The Club Manager & Squad Manager will review Hazard Notification Forms, update the Hazard Identification and Analysis Chart, and action as appropriate

STANDARD OPERATING PROCEDURE

- A report on hazards and actions will be presented to the Board at each meeting
- All meetings, including manager, board, and staff meetings, will include Health and Safety on the agenda
- All managers/staff responsible for sessions must be familiar with and follow evacuation procedures

MANAGEMENT OF INJURY

- A minimum of one staff member with a current First Aid qualification must be present during all sessions
- In the event of injury or illness, appropriate First Aid will be administered and the parent/caregiver informed
- Injuries will be reported using the Accident and Illness Online Form
- All incidents will be communicated to the Board by the Club Manager the following working day, with a monthly report including trends and recommendations

STAFF AND MEMBER WELLBEING

At Howick Gymnastic Club, we aim to create an environment where members and visitors feel safe and supported. Bullying, abuse, intimidation, and harassment (including cyberbullying) are not tolerated. Any concerns should be addressed promptly.

- Members are encouraged to speak to a Manager, Senior Coach, Member Liaison, or trusted staff member
- Any such issues will be documented using the Non-Physical Incident Reporting Form and handled with confidentiality

POLICE VETTING

In accordance with our Child Protection Policy and section 16 of the Vulnerable Children Act, all staff must undergo police vetting before employment and at intervals as required.