

HEALTH AND SAFETY POLICY

OF

THE ACADEMY OF GYMNASTICS

Of Unit 7, Harbour Road Trading Estate,
Portishead, Bristol BS20 7BL
Tel: 01275 840077

Implemented: 1st November 2004

Reviewed October 2006

Next Review October 2007

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work Act 1974

This is the Health and Safety Policy of:

The Academy of Gymnastics
Unit 7
Harbour Road Trading Estate
Portishead
Bristol
BS20 7BL

Our Statement of general policy is:

- To provide adequate control of the health and safety risks arising from work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information and instruction for employees
- To adhere to the British Gymnastics Child Protection Policy
- To ensure that all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy work conditions
- To review and revise this policy as necessary at regular intervals

Signed: Elizabeth Kincaid

RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of Elizabeth Kincaid and Jeff Kincaid
2. Day to Day responsibility for ensuring that this policy is put into practice is that of Elizabeth Kincaid and Gill Ford
3. All employees have to:
 - Co-operate with supervisors and managers on health and safety matters
 - Not interfere with anything provided to safeguard their health and safety
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to the person in charge of the session (including concerns about the condition of equipment, training programmes of gymnasts etc)

HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES

1. Risk assessments will be undertaken by Elizabeth Kincaid and Dawn Street
2. The findings of the risk assessments will be reported to Elizabeth Kincaid or Gill Ford
3. Actions required to remove/control risks will be approved by Elizabeth Kincaid
4. Elizabeth Kincaid or Gill Ford will be responsible for ensuring the action required is implemented
5. Elizabeth Kincaid or Gill Ford will check that the implementation actions have removed/reduced the risks
6. Assessments will be reviewed every year or when a new piece of equipment is introduced to the gym (whichever is the soonest)

SAFE PLANT AND EQUIPMENT

1. The coach leading the session each day will visually check all equipment, take any defective equipment out of use and report any defective equipment to Elizabeth Kincaid or Gill Ford
2. Checks in accordance with the attached “Health and Safety Checklist” (copy attached) will be undertaken by Elizabeth Kincaid or Gill Ford and recorded on the appropriate check list (copies of the Health and Safety Checklist are kept at the back of the Risk Assessment Folder).
3. Checks of the apparatus in accordance with the attached “Apparatus Safety Inspection Checklist” (copy attached) will be undertaken by Elizabeth Kincaid or Gill Ford and recorded on the appropriate checklist (copies of the Apparatus Safety Inspection Checklist are kept at the back of the Risk Assessment Folder)
4. All equipment will receive an annual check by the supplier of the said equipment. To be arranged by Elizabeth Kincaid
5. Elizabeth Kincaid will check that new equipment meets health and safety standards before it is purchased.