



Health and Safety Policy

Shetland Gymnastics Club is committed to providing a safe and healthy environment for all gymnasts, coaches, volunteers, and visitors. The club will take all reasonably practicable steps to ensure the safety of all participants and believes it is important that gymnasts, coaches, officials, volunteers and parents associated with the club show respect and understanding for the safety and welfare of others at all times.

The club operates in accordance with the health and safety policies, procedures, and guidance provided by **Scottish Gymnastics**. This policy is aligned with the **British Gymnastics (BG)** Safe Environment standards and the requirements of the **Health and Safety at Work Act 1974** and other relevant UK legislation.

1. Purpose & Scope

The purpose of this policy is to set out Shetland Gymnastics Club's commitment to maintaining the highest standards of health, safety, and welfare across all club activities. This policy applies to all gymnasts, coaches, staff, volunteers, parents/guardians, and visitors.

2. Principles

- The health, safety, and welfare of all members, staff, and visitors is a top priority.
- Risks are identified, managed, and regularly reviewed to prevent harm.
- All staff, coaches, and volunteers are responsible for maintaining a safe environment.
- Incidents and hazards are reported, recorded, and reviewed to improve safety practices.

3. Roles and Responsibilities

Club Management and Committee: Implement this policy, ensure risk assessments are reviewed, maintain equipment safely, and comply with health and safety legislation.

Coaches and Volunteers: Follow health and safety procedures, maintain supervision ratios, ensure safe practices, use equipment correctly, report hazards or incidents, and complete relevant training.

Club Welfare Officers: Oversee welfare and safeguarding, ensuring procedures align with health and safety policies.

Parents/Guardians: Ensure gymnasts are fit to train and report any relevant medical or safety concerns.

Gymnasts: Follow instructions, use equipment safely, and report injuries or hazards immediately.

4. Risk Assessment

At Shetland Gymnastics Club, we carry out and document regular risk assessments for all training areas, equipment, and activities. These assessments are reviewed at least annually or whenever significant changes take place. Identified risks are addressed promptly to reduce or eliminate potential hazards. Additional risk assessments are completed for off-site sessions, special events, and competitions.

5. Equipment and Facilities

- All equipment is regularly maintained, inspected, and replaced as needed.
- Any faulty or damaged equipment must be reported immediately and taken out of use.
- Training areas, exits, and walkways are kept clean and free from obstructions.
- Only qualified coaches are permitted to set up or adjust apparatus.
- Regular cleaning schedules are followed to ensure hygiene and a safe environment.

6. First Aid and Incident Management

- First aid kits are in accessible areas and checked regularly.
- At least one trained first aider will be present at all sessions.
- All incidents, injuries, and near misses are recorded in the club's Accident/Incident Log.
- Serious incidents are reported to British Gymnastics and other relevant authorities as required.
- Parents/guardians are informed promptly if a gymnast is injured during training.

7. Emergency Procedures (Including Fire Evacuation)

Shetland Gymnastics Club maintains an Emergency Plan covering medical incident, fire evacuation, and other critical situations.

- All staff, coaches, and gymnasts are briefed on evacuation routes and assembly points.
- Fire exits and alarms are tested regularly, with records maintained.
- In the event of evacuation, coaches lead gymnasts calmly to safety and conduct a roll call.
- Emergency services are contacted immediately when required.
- Periodic drills are conducted to ensure everyone is prepared.

8. Health, Hygiene and Welfare

- Cleanliness and hygiene are maintained throughout the facility.
- Handwashing and sanitising facilities are available and encouraged.
- Gymnasts must not train if unwell or contagious (see Pain & Illness Policy).
- Adequate ventilation, temperature control, and access to hydration are ensured.
- Welfare facilities, including toilets, changing areas, and rest spaces, are safe, clean, and accessible.

9. Training and Competence

- All staff and coaches complete relevant health and safety training as part of their induction.
- Ongoing professional development includes first aid, safeguarding, and emergency response training.
- Volunteers are briefed on safety procedures before assisting with sessions or events

10. Monitor and Review

The Club Manager and Welfare Officer monitor compliance with this policy and review it annually, or following any significant incident, legislative change, or update to British Gymnastics guidance.

Last Updated: March 2026