



## Health and Safety Policy

### General Statement

This organisation is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the boardroom to the shop-floor. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

All candidates and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow candidates and/or personnel.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

### Organisational Arrangements

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

Version 10 Updated 24.8.20

### **Overall responsibility**

Technical Director accepts overall responsibility for all matters, including those regarding health, safety and welfare.

### **Organisational responsibility**

The Trustees commit to:

- Establish and implement a health and safety management system to manage the risk associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our activities.
- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.
- Provide health surveillance for staff where appropriate, and maintain records.
- Co-operate with other organisations in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of fire legislation.

### **Management responsibility**

The Technical Director and Head of Recreation are responsible for ensuring that the safety policy is implemented within their own departments. They must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following:

- Ensuring that employees, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.

Version 10 Updated 24.8.20

- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of the trustees any health and safety issue that requires their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.

Managers dealing with particular topic areas will be advised of any specific health and safety duties.

### **Employee responsibility**

All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in the centre and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task for which authorisation and/or training has not been given.

### **Health and safety assistance**

The Technical Director along with Head of Recreation must ensure that statutory provisions are met and that the safety policy is being adhered to.

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

**First aid:** The Company will maintain suitable numbers of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

**Emergency procedures** are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire marshals will be appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

**Health surveillance** – We will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

**Information and communication** – We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Version 10 Updated 24.8.20

Statutory notices will be displayed throughout the workplace.

Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety may be discussed.

### **Insurance**

The entire club is insured by BG and SG, for an annual fee that must be paid. All gymnasts must also be individually insured with BG and SG. This is immediate with coaches and officials and after the initial two taster sessions for gymnasts. Every member of the club must sign a disclaimer form in which the member recognises the inherent dangers involved in the sport.

### **National Governing Body Affiliation**

The National Governing Body (NGB) of the club is the Scottish Gymnastics (SG) and British Gymnastics (BG). Membership is renewed every September.

### **National Body Safety Codes**

Scottish Gymnastics and British Gymnastics have several safety codes including: Codes of Practice; Jewellery Policy; Double Bouncing Policy and Matting Provisions and Overnight Stay Policy. This is not a finite list and it is the clubs responsibility to check and update club records.

### **Required Qualifications for Leaders**

The minimum qualification for a leader is the UKCC Level 2 coaching level or the equivalent to the former Club Coach. Besides this, the leader **MUST** be currently affiliated to the SG or to BG and therefore under their insurance. Membership to the BG and SG must be renewed yearly.

### **Club's Code of Conduct**

There are codes of conduct set out by the club: for gymnasts; parents and guardians and coaches, officials and volunteers. These must be adhered to at all times.

Version 10 Updated 24.8.20

### **Qualified Coaches**

Isobel Milns-Smith	Performance Coach
Courtney Flanders	UKCC Level 3 Modules 1 to 4
Liam Gibbons	UKCC Level 3 Module 1 to 4
Lisa Leech	UKCC Level 3 Modules 1 to 4
Stuart Langan	UKCC Level 3 Module 1 to 4
Louise Whitters	UKCC Level 3 Module 1 to 4
Cara Jamieson	UKCC Level 3 Modules 1 and 2
Vivienne Evans	UKCC Level 3 Modules 1 and 2
Sarah Montgomery	UKCC Level 2
Caitlin Faulkner	UKCC Level 2
Heather Taylor	UKCC Level 2
Wendy Brown	UKCC Level 1
Morgan Spiers	UKCC Level 1
Ellie Brennan	UKCC Level 1
Emma Millar	UKCC Level 1
Neve Lavery	UKCC Level 1
Lauren McNamara	UKCC Level 1
Molly Bogue	UKCC Level 1

### **Qualified First Aiders**

Isobel Milns-Smith  
Sarah Montgomery  
Morgan Spiers  
Courtney Flanders  
Wendy Brown

### **Code of Practice Regarding Coaching**

Only certified Coaches under current insurance with the SG will be allowed to lead the coaching of gymnasts. No coaching shall take place without a qualified coach present in the room and supervising. Coaches are allowed ONLY to teach moves included in their coaching course.

Activities typically undertaken by the club are:

- Training sessions at the Centre.
- Competing away at Club, Regional, National and International Competitions.
- Hosting In-house or Club Competitions.
- Attending Training Camps or Performance Pathway Sessions.

It is important to clarify that it is the individual responsibility of the coaches in charge of a particular session to make sure that the utmost attention is paid to the safety of all the members present; this includes the setting up of trampolines, the actual coaching as well as the putting away of the trampolines.

Before any of the gymnasts mount the trampoline they must go through a series of stretching exercises, the warm-up, in order to avoid injury to muscles and joints. This will include a cardiovascular exercise such as running, followed by a series of stretches. Furthermore the coach at each trampoline assesses whether gymnasts are dressed appropriately and have removed all jewellery so to avoid injury or accident. If jewellery is fixed and cannot be removed, plasters or tape should be put

Version 10 Updated 24.8.20

over the jewellery, in line with the British Gymnastics Jewellery Policy. Gymnasts with long hair are advised to tie it back to avoid it being caught in springs or restricting visibility and disrupting concentration. For their own safety gymnasts who wear glasses are advised to secure them in place with an elastic-support while trampolining.

Recommendations as regards the dress-code are as follows: All gymnasts are to wear socks or trampolining shoes for hygiene reasons as well as to avoid unnecessary damage to toes which might get caught. For beginners it is recommended to wear tracksuit bottoms and a jumper to protect elbows and knees from grazes that may result from learning new moves. Shorts and t-shirt are also appropriate. It is recommended that no clothes with external buttons (jeans etc.) be worn as they can easily catch in the trampoline bed and will cause injury to the trampolinist as well as damage to the trampoline bed.

Specific devices are used to prevent any major injury: mats are placed at the sides of the trampolines and end decks are attached at both ends. A middle mat is placed between the two trampolines and secured in place. Our gymnasts will be trained to spot. It is the spotter's duty to pay attention to the gymnast on the trampoline; if the gymnast were to fall or roll off it is the spotter's duty to attempt to prevent injury by directing the gymnast's motion. When teaching new moves to gymnasts, several devices will be used to prevent injury; this is especially true when coaching somersaults, in which on-the-bed coaching is required as well as the use of a landing mat which is inserted upon landing (only coaches or gymnasts trained in the use of a landing mat may insert it). When a learner is confident enough, and the coach thinks they are competent enough, they go on to "the belt", which is a karate belt tied around the learner's waist and held at the other end by the coach who is also on the trampoline. This provides the learner with support but increased freedom to perform. The coach still holds enough control in the belt to assist the learner and prevent injury should the learner make a mistake. This procedure continues until the coach feels confident enough to allow the learner to perform by him/herself. All gymnasts are taught how to land safely and control bouncing before learning somersaults; this avoids an awkward landing, which may result in injury.

### **Child Protection**

All members must follow the child protection policy at all times, including when using social media to communicate with club members. Children must inform a coach if they are leaving the hall at any point during the training session e.g. to go to the toilet or to get juice from the vending machines/café. If the child is under 12 they must go in at least pairs if leaving the hall.

If a parent/guardian is late to collect a gymnast the 'Failure to Collect a Child' section of the Child Protection Policy will be followed.

### **Travelling To/From Competitions**

When travelling to/from competitions, it is important that every member wears a seatbelt. Where the mode of transport is a car, the individual(s) must have valid insurance for that vehicle. If there is an overnight stay or trip abroad the appropriate SG and BG forms must be completed and signed off before the trip goes ahead.

### **Manual Handling**

Sparta Trampoline Club SCIO understands the importance of ensuring that systems are in place to ensure the health, safety and welfare of staff and in particular relation to the significance of risks which are associated with manual handling activities.

The club will ensure they comply with the legal operations of the Manual Handling Operations 1992 which apply to a wide range of manual handling activities including lifting, lowering, pushing, pulling and carrying. These regulations require that employers must:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable.
- Assess the risk of injury of any hazardous manual handling that can't be avoided.
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

As well as this, employees, volunteers, gymnasts and visitors must:

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided for their safety.
- Co-operate with their employer on health and safety matters.
- Inform the employer if they identify hazardous handling activities.
- Take care to ensure that their activities do not put themselves or others at risk.

To comply with the regulations the club's Technical Director (along with the Head of Recreation) will:

- Manage the risk assessment process for all manual handling operations within the club - identifying the significant risks involved with each movement.
- Develop control measures which eliminate or reduce the risk of injury to a safe level.
- Ensure all staff at risk from manual handling operations receive appropriate information, instruction and training and where appropriate supervision.
- Eliminate any unsafe practices.
- Monitor the trend of reported manual handling accidents, incidents, sickness and absence due to musculoskeletal injuries.

### **Safe Working Practices**

For any manual handling task safe working practices must be used. As a result of the risk assessment carried out specific practices will be identified in addition to the generic process for all manual handling tasks. All employees, volunteers, gymnasts and visitors should be aware and receive training on this process, where applicable, which begins with assessing if the task needs to be carried out and planning the process of the task through to completing the task.

### **Information, Instruction and Training**

Version 10 Updated 24.8.20

An introduction to manual handling training will form part of induction training for all new employees, students and volunteers. The Technical Director (along with the Head of Recreation) will have responsibility for taking the new employee, student or volunteer through basic training which includes risk assessments in place and safe working practices.

Whilst the trampolines will be in place, from time to time they may need to be moved or adjusted. Any movement of the trampolines should be done in line with your UKCC Level 1 (or equivalent) course training or internal training with qualified staff member. Members may help once taught how to safely fold and unfold the trampolines.

Further to this as part of the clubs training plan all staff should undertake formal manual handling training within the first two years of employment.

### **Equipment and Maintenance Procedures**

The equipment will be checked once a month using the club checklist by the Technical Director (along with the Head of Recreation). The equipment will also be serviced by Gymaid or equivalent organisation when carrying out inspections within Scotland.

Date of last service: 10<sup>th</sup> March 2020



### **Fire Safety**

The fire safety Risk Assessment is a separate document that must be reviewed annually.

### **Maintenance and testing**

Technical Director (along with the Head of Recreation) must carry out regular checks to make sure that:

- All fire detectors and alarm systems are working.
- The emergency lighting is working.
- Record any faults in systems and equipment.
- All escape routes are clear and the floor is in good condition.
- All fire escapes can be opened easily.
- Automatic fire doors close correctly.
- Fire exit signs are in the right place.
- Any fire fighting equipment is properly installed, tested and maintained and staff are trained to use them if necessary.

### **Fire drills and training**

Technical Director (along with the Head of Recreation) needs to train new staff when they start work and tell all employees about any new fire risks.

At least one fire drill per year as well as record and keep the results as part of your fire safety and evacuation plan.

### **COSHH**

Sparta Trampoline Club SCIO recognises that the use of chemical or other hazardous substances at work can put people's health at risk and their use needs to be controlled. The club recognises the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and will ensure it meets all responsibilities under these regulations to ensure that the health of any person is put at risk whilst in the club.

### **Responsibilities**

The Technical Director (along with the Head of Recreation) safety is responsible for ensuring that the club meets its obligations under The COSHH Regulations. These regulations state the club must:

1. Assess risks from hazardous substances
2. Decide what precautions are needed
3. Prevent or adequately control exposure
4. Ensure that control measures are used and maintained
5. Monitor the exposure
6. Carry out Health Surveillance if appropriate
7. Prepare plans to deal with emergency situations
8. Ensure employees are properly informed, trained and supervised

Where possible the club will substitute hazardous substances for a less hazardous product which will carry out the function required equally. However, where this is not possible the product will be risk assessed before use and the appropriate action taken to minimise the hazards which it may pose.

### **Opening Procedures**

1. Once unlocked main door (turn the key one rotation to the left then turn the door handle to the left and pull hard).
2. Turn off alarm.
3. Turn heating/lights on as appropriate.
4. Check fire doors for obstructions on both sides.
5. Set up cones/pathway.
6. Inspect all equipment and toilets.
7. Check daily sheets for notes.
8. Make sure coaches know who they are coaching and have plans if needed.
9. Check Cash Box is still secure.

### **Locking Up Procedures**

1. Put away set up cones/pathway.
2. Inspect all equipment and toilets.
3. Make sure the cash box is securely away and the key is stored separately from the box.
4. Leave a note of any issues on daily sheets or via email.
5. Turn off all electrical sockets and remove all plugs (with the exception of the vending machines)
6. Check all exits are properly shut.
7. Turn off heating/lights.
8. Turn alarm on.
9. Lock and check main door (turn the key one rotation to the right then see if the door handle will spin).

### **Turning on Gas Heating**

1. Turn plug in and turn on the fan (on the heater at the bottom right side) leave to run for a minute – if not running check fuse switch on power pack.
2. Turn on (to the left) gas bottle (on top of the gas bottle).
3. [on small heater only] Press the hold gas switch and click ignition switch a max 10 times (then release both and re-try). Do this no more than 4 times before switching off the gas and resting it for 5 minutes before trying this step again.
4. Heat room until comfortable temperature (usually 20 minutes) and then switch off. Minimise time gas is on with gymnasts present.

### **Turning off Gas Heating**

1. Turn off gas supply on the bottle – to the right.
2. Switch off and unplug the fan and its electrical supply.
3. Make sure every part is safely stored away from children.

**Risk Assessment**

The following risk assessment has been carried out. This must be checked and updated annually with the Trustees, Technical Director and Head of Recreation.

The following scale was used to calculate the risk.

**Urgency of Action** = (20+ *Very High*), (16-20 *High*), (9-15 *Moderate*), (4-8 *Low*), (1-3 *Very Low*)

**Severity** = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

**Probability** = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

<b>Activity:</b> Manual Handling				<b>Location:</b> 96 Fifty Pitches Road, Glasgow			<b>Date:</b>			<b>Completed by:</b> Isobel Milns, Technical Director		
<b>Hazard</b>	<b>Who's at risk</b>			<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk Level</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target Date	Responsibility	Completion Date	
	Public	Employee	Contractors		Probability	Severity	Rating					
Accidents involving the moving/assembling/dismantling of trampoline.		✓		Ensure that only those people who are competent are involved in moving trampoline. Ensure that there is always a coach to supervise and instruct others. People must always wear trainers.	2	3	6	Provide coaches have annual training regardless of the permanent set up.	7.1.20	TD & HR	17.1.19	
Mistiming a catch a gymnast when spotting or rigging them.	✓	✓		Coaches must work within line of their qualifications and never attempt anything they are not comfortable with.	3	3	9	Provide coaches with training and opportunities to up skill.	7.1.20	TD & HR	17.1.19	

<b>Activity:</b> Trampolining				<b>Location:</b> 96 Fifty Pitches Road, Glasgow		<b>Date:</b>		<b>Completed by:</b> Isobel Milns, Technical Director			
<b>Hazard</b>	<b>Who's at risk</b>			<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk Level</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target Date	Responsibility	Completion Date
	Public	Employee	Contractors		Probability	Severity	Rating				
Falling awkwardly or in the wrong position on trampoline whilst learning new moves.	✓			Proper supervision, matting and support whilst learning new moves.	3	2	6	Make sure that the disclaimer form is clearly displayed in the building.	7.1.19	Trustees	31.1.19
Falling onto end decks/mats Falling through springs.	✓	✓		Ensure everyone is able to control their bouncing and make sure qualified coaches are always there.	3	2	6	Make sure all matting is regularly checked.	7.1.19	TD & HR	On going
Falling off trampoline beyond protective mats onto floor.	✓			Ensure there are always spotters around trampoline and ensure there are always mats at the sides.	1	4	4	Purchase FIG approved safety matting that extends further than the required matting.	7.1.19	Trustees	On going
Over/under rotating in somersaults and landing awkwardly.	✓			Only allow people to attempt somersaults when being taught properly by coach or if already competent, and with the use of a push in mat.	3	4	12	Provide coaches with opportunities to attend training.	7.1.19	TD & HR	On going
Accidents caused by slipping on the mats.	✓	✓		Do not jump from the trampoline directly onto the mat; lower self from trampoline side.	3	2	6	Make sure individuals are mindful of their footing.	7.1.19	TD & HR	Every session

<b>Activity:</b> COSHH			<b>Location:</b> 96 Fifty Pitches Road, Glasgow	<b>Date:</b>	<b>Completed by:</b> Isobel Milns, Technical Director					
<b>Hazard</b>	<b>Who's at risk</b>		<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk Level</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target Date	Responsibility	Completion Date
	Public	Employee		Contractors	Probability	Severity				
Handling cleaning products.		✓		2	2	4	Select household chemicals.	7.1.19	TD & HR	31.1.19
Storage of cleaning products.	✓	✓		2	3	6	Store out of reach of children.	7.1.19	TD & HR	31.1.19

<b>Activity:</b> Car Parking				<b>Location:</b> 96 Fifty Pitches Road, Glasgow		<b>Date:</b>		<b>Completed by:</b> Isobel Milns, Technical Director			
<b>Hazard</b>	<b>Who's at risk</b>			<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk Level</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target Date	Responsibility	Completion Date
	Public	Employee	Contractors		Probability	Severity	Rating				
Member's not following parking rules.	✓			Make sure all members know which areas of the parking and the rules of the turning circle.	3	4	12	Add following the parking rules to the code of conduct and remove those who persistently fail to follow these rules.	7.1.19	Trustees	31.1.19
Access to the car park.	✓			Set out a coned pathway between the side of the building and the turning circle to allow gymnasts to walk to either car without being in the way of moving traffic. Make sure a coach escorts all gymnasts out of the building.	3	4	12	Train coaches in the procedures at the start and end of classes.	7.1.19	TD & HR	17.1.19

<b>Activity:</b> General Hazards				<b>Location:</b> 96 Fifty Pitches Road, Glasgow	<b>Date:</b>			<b>Completed by:</b> Isobel Milns, Technical Director			
<b>Hazard</b>	<b>Who's at risk</b>			<b>Existing controls</b> What makes the hazard less risky? What makes these controls effective?	<b>Risk Level</b>			<b>Further actions</b> Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target Date	Responsibility	Completion Date
	Public	Employee	Contractors		Probability	Severity	Rating				
Slipping on wet surfaces.	✓	✓	✓	Make sure all cleaning is done out with hours of operation. If there are areas that are wet that appropriate signage is posted.	2	2	4	Develop a cleaning rota.	7.1.19	TD & HR	31.1.19
Trip hazards.	✓	✓	✓	Make sure any potential trip hazard is tapped down and the venue is tidied daily to make sure nothing is left lying about.	3	2	6	Decide on a storage place for the trampoline wheels or whether we sell them.	2.2.19	Trustees	31.1.19
Lights falling.	✓	✓	✓	Make sure the lights are properly raised and tested by the electrician.	1	4	4	Make sure all lights are PAT Tested.	7.1.18	Electrician	On going
Temperature.	✓	✓	✓	Make sure the centre is within the legal temperature requirements.	3	2	5	Test and time how long it takes for the unit to come up to required temperature.	7.1.18	TD & HR	31.1.19

Version 10 Updated 24.8.20

Gas	✓	✓	✓	Make sure it has been tested and is certificate covered and not using the heaters during class times.	2	5	10	Confirm with hire company, with regards to testing.	1.2.19	Trustees	31.1.19
Gas Leak	✓	✓	✓	Ensure the gas canister has been checked and is certified.	2	5	10	Check with hire company and have a CO monitor	1.2.19	Trustees	1.2.19



## **Emergency Procedures**

The following procedures must be followed in the event of an emergency.

### **Emergency Procedure for Fire**

In the unlikely event of a fire the venue should be evacuated and coaches must make sure everyone is out of building as per the Fire Safety and Evacuation plan. Once at the fire assembly point coaches must take a register for the gymnasts in their care and report that to the Technical Director, Head of Recreation or Lead Coach for that session. No one should return to the building until designated personnel have confirmed it is safe to do so, e.g. the fire brigade.

### **Emergency Procedures for an Accident**

Beginners are mostly prone to minor grazes, particularly when learning a new move; for this reason it is suggested that all absolute beginners wear long sleeves and trousers. However, it is not obligatory to wear such protective clothing and grazes can be quite common. If the graze bleeds the first aid box will be used as appropriate.

Major injuries are rare but may include dislocations, bone fractures, major lacerations in the limb muscles, damage to the lower back or neck or a broken nose. Standard procedure includes immediate attempt to communicate with the injured person. The first aider will be contacted and along with the coach will assess the injury and decide further action that should be taken. This may involve keeping the subject warm and not moving them until the ambulance arrives. All major injuries will be recorded using an Accident Form as well as being reported to Scottish Gymnastics.

If an injury occurs the following protocol should be followed:

1. First aid provided to the injured party and a coach should remain with the injured party.
2. Ambulance called if required.
3. Emergency contact of the injured party should be contacted. If they are not contactable the other contacts should be tried.
4. Once the injured party is either with their contact or in the ambulance the accident report form should be completed.
5. The Technical Director or Head of Recreation and the Safeguarding Officer should be informed.

The full contents of the First Aid Box can be found in Appendix 1. The Technical Director and Head of Recreation are responsible for maintaining the First Aid Box and replacing items that run out. He or she is also responsible for making sure it is present during each session and event.

If any member has a medical problem, e.g. asthma, the coaches must be aware of this. As per the disclaimer the gymnast/parent/guardian must inform the club of any prior injuries or on-going conditions.

Version 10 Updated 24.8.20

**Declarations**

I agree to abide by and enforce the Sparta Trampoline Club SCIO's Health Safety Policy at all times.

**Declared by (Trustees):**

Isobel Milns-Smith  
William Smith  
Amanda O'Donoghue  
Stephen Ward  
Tracy Mendicino

**Declared by (Coaches):**

Isobel Milns-Smith  
Courtney Flanders  
Liam Gibbons  
Lisa Leech  
Stuart Langan  
Louise Whitters  
Cara Jamieson  
Vivienne Evans  
Sarah Montgomery  
Caitlin Faulkner  
Heather Taylor  
Wendy Brown  
Morgan Spiers  
Ellie Brennan  
Emma Millar  
Neve Lavery  
Lauren McNamara  
Molly Bogue

**Declared by (First Aiders):**

Isobel Milns-Smith  
Sarah Montgomery  
Morgan Spiers  
Courtney Flanders  
Wendy Brown

Version 10 Updated 24.8.20

## **Appendix 1: First Aid Box**

### **In Centre First Aid Kit:**

1 x First Aid Guidance Leaflet  
60 x Plasters  
6 x Eye Dressings  
5 x Triangular Bandages  
12 x Safety Pins  
11 x First aid dressings 12x12cm  
4 x First aid dressings 18x18cm  
15 x Sterile wipes  
Disposable gloves (5 Pairs)

### **Additional Supplies:**

Koolpak Original Instant Ice First-Aid  
Sterostrip Hypo-allergenic Washproof Plasters  
St John Ambulance Sterile Cleansing  
Mepore Plasters (6cm x 7cm)

### **Travel First Aid Kit:**

2 x Conforming Bandages 7.5cm x 4.5m  
2 x Conforming Bandages 5.0cm x 3.6m  
2 x Triangular Bandages 96cm x 96cm x 136cm  
2 x Wound Dressing 10cm x 10cm  
1 x Crepe Bandage Roll 7.5cm x 4.5m  
2 x Sterile Eye Pad 6cm x 8cm  
8 x Adhesive Plasters 6cm x 7cm  
1 x Foil Emergency Blanket 130cm x 210cm  
3 x Non Adherent Pad 3" x 3"  
9 x Antiseptic Wipes  
10 x Safety Pins  
1 x Pair of Medium Gloves  
1 x Plastic Tweezers  
1 x Medical Scissors  
1 x Roll of KT Tape  
1 x Office Scissors