

Health and Safety Policy

Galaxy Dance & Gymnastics Ltd

Location: The Stour Leisure Centre, Ashford, Kent

Effective from: 06/01/2025

1. Introduction

Galaxy Dance & Gymnastics is committed to upholding the highest standards of health, safety, and welfare for all participants, staff, volunteers, and visitors. This policy outlines our structured approach to safety management across all activities, including recreational gymnastics, dance, aerial hoop, pre-school sessions, Tiny Tots, 1:1 coaching, and events. Activities are delivered at The Stour Leisure Centre, Ashford, in partnership with Freedom Leisure.

This policy complies with all relevant UK legislation and follows best practice guidance from Gymnastics Britannia.

2. Purpose

This policy aims to:

- Systematically identify, assess, and control risks
 - Ensure compliance with all relevant legislation
 - Foster a culture of safety and accountability
 - Communicate responsibilities to all staff, parents/carers, and participants
 - Maintain a safe and supportive environment for children to learn, grow, and perform
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3. Scope

This policy applies to all Galaxy Dance & Gymnastics operations, including:

- Weekly gymnastics and dance sessions
 - Aerial hoop and acro activities
 - Parent-assisted (Tiny Tots) and pre-school sessions
 - 1:1 and small group coaching
 - External events, performances, and displays
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4. Duty of Care

Galaxy Dance & Gymnastics Ltd holds a legal and moral Duty of Care to all participants.

Coaches act *in loco parentis* for children in their care and are responsible for maintaining a safe, nurturing environment.

5. Roles and Responsibilities

Owners/Directors – Galaxy Dance & Gymnastics Ltd

Victoria Lucy

Jasmine Reeve

Zara Walton

Responsibilities:

- Overall oversight and strategic direction of health and safety compliance
- Ensuring the business meets all legal obligations and industry standards
- Appointment and support of the Compliance and Welfare Officers
- Ensuring all staff are DBS-checked, insured, and suitably trained

Welfare Officers

Designated individuals responsible for safeguarding and wellbeing of participants (names and contact info available upon request).

Responsibilities:

- Act as first point of contact for safeguarding concerns
- Liaise with Gymnastic Britannia and local authorities where required
- Ensure staff follow safeguarding procedures and policies
- Support emotional and physical wellbeing of children in all sessions

Coaches and Assistants

- Follow all health and safety procedures and attend ongoing training
- Complete dynamic risk assessments during sessions
- Report hazards, concerns, or incidents to the Welfare Officer

Young Leaders and Work Experience Students

- Supervised by qualified staff at all times
- Provided with full safety briefings before beginning duties

Freedom Leisure (Stour Centre)

- Responsible for building safety, fire systems, and first aid provision
- Collaborate with Galaxy staff to ensure safe operational delivery

Parents/Carers (Tiny Tots)

- Must supervise their child throughout sessions
- Report incidents immediately to the lead coach; and Freedom Leisure (Stour Centre) where first aid is required

6. Risk Management

Risk management is an essential component of our operational approach. We:

- Conduct annual written risk assessments for all activities, equipment, and environments
- Perform dynamic (on-the-spot) assessments throughout sessions
- Rate risk severity and likelihood using an established matrix
- Implement controls such as:
 - Qualified supervision
 - Crash mats and appropriate spotting
 - Regular equipment checks
 - Emergency readiness and staff briefings
- Maintain records in a secure Health & Safety folder
- Review documentation following any incident, equipment change, or activity expansion

7. Safe Environment Standards

We ensure a safe learning and activity environment by:

- Employing qualified coaches (Gymnastics Britannia/GB-recognised)
- Supervising unqualified coaches/junior coaches under a Head Coach

- Maintaining a staff-to-participant ratio of 1:8, unless activity requires stricter controls
 - Enforcing a dress code for all participants and staff:
 - No jewellery (unless securely taped)
 - Long hair tied back
 - Fitted, stretchable clothing suitable for activity
 - Bare feet or gym slippers; socks for trampoline
 - Ensuring all equipment is:
 - Checked before use
 - Age- and ability-appropriate
 - Stored securely after sessions
 - Removed from use if damaged
 - Logging facility issues with Freedom Leisure and following up on resolution
 - Managing setup and flow to avoid crowding or hazards
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8. Participant Development and Safety

To support the physical and emotional wellbeing of children, we:

- Require updated health and medical information during registration
 - Begin all sessions with structured warm-ups and end with cool downs
 - Use progressive teaching methods aligned with GB awards and national plans
 - Introduce stretching gradually and safely, allowing gymnasts control over discomfort levels
 - Prohibit coaches from using their full body weight or touching sensitive areas during flexibility training
 - Follow Gymnastic Britannia guidelines for spotting and supporting
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9. First Aid and Emergency Procedures

First aid and emergency support are provided in collaboration with Freedom Leisure:

- First aid is administered only by trained staff from The Stour Centre
- Injuries must be reported immediately to the lead coach and escalated to centre staff
- All incidents are recorded in the Centre's official accident log
- Severe injuries are escalated to parents, emergency services, insurers, or RIDDOR as necessary
- Bleeding/open wounds are managed with gloves, sterile dressings, and clinical waste disposal
- Contaminated clothing or equipment is cleaned or replaced before resuming participation

Evacuation (fire or power outage):

- Session is paused, registers are collected
 - Groups are escorted safely to designated assembly points
 - No belongings may be retrieved during evacuation
 - Attendance is verified outside before resuming or dismissing the class
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10. Tiny Tots (Parent and Child Sessions)

- Children remain under the supervision and responsibility of their accompanying adult at all times
- Galaxy coaches lead the session but do not provide 1:1 support

- Injuries must be reported immediately to the coach and Freedom Leisure where first-aid provisions are required, and first-aid procedures to be followed in accordance with Section 09 of this document.

11. Spectator Policy

To maintain a safe, focused, and child-centred environment, Galaxy Dance & Gymnastics has the following spectator guidelines:

- Parents/carers are encouraged to support their child but are asked to limit presence within the gym space during active sessions to reduce distractions and maintain safety.
- Watching classes may not always be possible, as safeguarding the welfare and privacy of all children is our highest priority.
- While we aim to allow spectating from the sports hall viewing gallery, this will be subject to change based on session type, staffing levels, or participant needs.
- Galaxy Dance & Gymnastics reserves the right to stop or restrict spectating of classes at any time in the interest of safeguarding, safety, or student security.
- Access to the gym floor is permitted before and after class for drop-off, pick-up, and for parents to speak to coaches directly if needed.
- Any safeguarding concerns must be raised immediately with the Welfare Officer on duty or via the designated contact methods provided by the club.

12. Insurance and Records Management

Galaxy Dance & Gymnastics holds:

- Valid public liability and professional indemnity insurance
- Comprehensive documentation including:
 - Risk assessments
 - Coach qualification records
 - DBS certification
 - Accident/incident logs
 - Equipment and facility checks
- All records are reviewed annually or after any significant event.

14. Policy Review and Communication

This policy is reviewed:

- Annually, or sooner if required
- After any incident or significant operational change
- In line with updated legislation or guidance
- The Compliance Officer will coordinate the review process, consulting Directors, staff, and Welfare Officers as necessary. A copy is available to all parents upon request and published on our website.

Approved By:

Victoria Lucy

Owner/Director

Galaxy Dance & Gymnastics Ltd.

Date: 06/01/2025

Jasmine Reeve
Owner/Director
Galaxy Dance & Gymnastics Ltd.
Date: 06/01/2025

Zara Walton
Owner/Director
Galaxy Dance & Gymnastics Ltd.
Date: 06/01/2025

Related Documents:

Master Risk Assessment (Jan 2025)
Risk Assessment Matrix (Jan 2025)