

# HEALTH, SAFETY & WELFARE POLICY



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<b>CONTENTS</b>	<b>PAGE</b>
Introduction	3
<b>1.0 POLICY</b>	<b>5</b>
1.1 British Gymnastics Roles and Responsibilities	5
1.2 Guidance and Legislation	6
1.3 Actions Taken by British Gymnastics	6
1.4 Monitoring Procedures	7
1.5 Actions to be Taken by Affiliated Organisations and Members	7
<b>2.0 FOUNDATION OF GOOD PRACTICE</b>	<b>9</b>
2.1 Safety and Responsibility in Gymnastics	9
2.2 The Prudent and Caring Coach	9
2.3 Coaching Qualification Criteria	10
2.4 Gymnast to Coach/Teacher Ratios	11
2.5 Age and Level of Participation	13
2.6 Coaching Disabled Participants	15
2.7 Personal Clothing: Dress	18
2.8 Body Piercing and Adornments	19
2.9 Discipline	19
<b>3.0 SAFETY</b>	<b>20</b>
3.1 Safety in Coaching	20
3.2 Risk Assessment	21
3.3 Guidelines for Gymnastics Apparatus	23
3.4 Gymnastics Apparatus Inspection Guidelines	25
3.5 Trampolining Code of Practice	25
3.6 First Aid and Emergency Provision	25
3.7 Fire Safety and Other Miscellaneous Safety Issues	28
<b>4.0 GYMNASTS' WELFARE</b>	<b>30</b>
4.1 Club Registration and Consent Forms	30
4.2 Data Protection	30
4.3 Events and Trips	31
4.4 Hosting Gymnasts	33
<b>5.0 GYMNASTICS &amp; HEALTH</b>	<b>35</b>
5.1 Health and Fitness	35
5.2 Nutrition	35
5.3 Preventing Infectious Diseases – Blood and Other Body Fluids	36
5.4 Anti-Doping	37
5.5 Smoking	37
5.6 Substance Abuse	37
<b>6.0 USEFUL CONTACTS INFORMATION</b>	<b>42</b>
<b>7.0 SAMPLE FORMS</b>	<b>44</b>
7.1 Equality Monitoring Form	44
7.2 Parental Consent Form	45
7.3 Consent to Publication of Imagery	45
7.4 Club Health, Safety and Welfare 'Fit for Purpose' Checklist	46
7.5 Facility Health and Safety Checklist	47
7.6 British Gymnastics Large Apparatus Safety Inspection Checklist	50
7.7 Service Provision Checklist	54
7.8 Club Trip Checklist	57
7.9 Risk Assessment Sample Template	58

## **Terminology**

The term Gymnastics is used as a generic term and includes all British Gymnastics recognised disciplines (Acrobatics, Aerobics, General (Gymnastics for All), TeamGym, Gymnastics and Movement for People with Disabilities, Pre-school, Men's Artistic, Rhythmic, Trampoline & DMT, Tumbling and Women's Artistic.) And gymnastics activities (Freestyle and cheerleading)

The term "safe", as used in this document, means a situation where so far as is reasonably practicable, all reasonable steps have been taken to understand the nature of the risks involved and to ensure suitable steps have been taken to control the risks and keep them to a minimum.

The equivalent of Children Social Services in Scotland is the Social Work Department and in Wales Social Services Department.

On occasions different legislation or policy may apply in the home countries. The terms used by BG in this policy must be read in conjunction with such legislation or policy and due account taken thereof.

## **INTRODUCTION**

British Gymnastics (BG) regards the health, safety and welfare of all members to be of paramount importance, which should not be compromised. To this end, it is BG policy to ensure so far as is reasonably practicable, that procedures are in place to maintain a safe and healthy environment not only for our members but also for other persons who may be affected by the activities of BG and/or our affiliated clubs and organisations.

The Health, Safety and Welfare Policy is an essential document for all individuals who are involved in running a gymnastics club and supersedes any previous Health, Safety and Welfare Policies. The document provides clubs with the appropriate guidance to address health, safety and welfare issues in order to minimise risks involved in the sport. There are clearly inherent risks in gymnastics activities, due to the complex nature of the sport, however, these risks can be controlled and minimised by adherence to best practice.

The Policy sets out good practice principles that if followed, will help reduce the risks of running a gymnastics club or organisation and most importantly reduce the risks associated with participation. In addition, following these principles will contribute to BG's aim of reducing the number of claims made against the BG insurance policy, which covers all affiliated members and organisations.

### **Insurance**

In today's culture of blame and litigation, it is essential that clubs and coaches hold appropriate levels of insurance cover. Membership of British Gymnastics incorporates a comprehensive insurance cover and all registered members and clubs are provided with cover that pays legal costs and damages in respect of claims against the insured while involved in BG recognised activities in BG recognised environments. Please refer to the 'Insurance Centre' at [www.british-gymnastics.org](http://www.british-gymnastics.org) for detailed information relating to recognised activities and environments.

**IMPORTANT NOTE:** Coaches working in any facility that is not a recognised environment are **not** covered by BG insurance. Coaches working in non-recognised environments must seek alternative insurance cover.

### **Responsibilities**

It is important to recognise that this Health, Safety and Welfare policy does not remove the responsibility for clubs, officials and coaches to have and implement appropriate policies and procedures, relating to the activities they provide. However, the application of some safety measures will depend on whether your club owns, leases or hires the facility and whether the club has any employees.

### **Hired Facilities**

There are many different types of clubs with a variety of management structures using facilities that range from hired local authority centres and schools, to privately owned centres. There are some clubs that have paid employees and others that are run entirely by volunteers. As a club, you are responsible for the health and safety of your members and those who access the services provided by the club.

If you hire a gym from a Local Authority (LA), you will be subject to the Local Authorities Health and Safety policy. The LA will have their own Health and Safety procedures in place which will cover the facility, emergency procedures, risk assessments and so on. All coaches and officials will need to acquaint themselves

with these procedures and arrangements. The club should confirm that the above procedures and risk assessments have been undertaken by the Local Authority.

If you hire a facility from another voluntary organisation, for example another sports club, they may not have well developed procedures for Health and Safety. Your club would therefore need to introduce their own procedures.

### **Owned Or Leased Facilities**

If your club owns or leases a facility, you must take reasonable steps to ensure the facility and equipment are safe.

### **Affiliated Organisations With Employees**

If an organisation is a source of work for someone (i.e. an individual makes their living as a gym coach) or if the organisation has employees, it will be subject to the requirements of the Health and Safety at Work Act 1974 and the associated health and safety legislation. The relevant Local Authority Leisure Department or equivalent health and safety provider or the Health and Safety Executive can advise on these matters. The club must ensure that all emergency procedures and safety policies are in place, which may include procedures above and beyond those outlined in this policy.

An organisation with five or more employees has further duties to comply with in relation to Health and Safety legislation. These include the recording of all significant findings of risk assessments and arrangements for health and safety measures, as well as drawing up a health and safety policy and ensuring all employees are well aware of all procedures.

## 1.0 POLICY

The purpose of this policy is to make it easier for everyone involved in the sport to comply with the law and manage health, safety and welfare in your businesses.

### 1.1 BG ROLES AND RESPONSIBILITIES

BG strives to ensure the Health, Safety and Welfare of everyone involved in the sport. We endeavour to promote the highest standards in all areas and have outlined below some of our key mission statements that impact on the Health, Safety and Welfare Policy. These include: -

- Developing a UK wide vision, strategic plans and policies in partnership with key stakeholders.
- Ensuring that quality is consistent through development, monitoring and enforcement of rules at UK level.
- Developing and regulating coaching/coach education and judging/judge education programmes and training for other officials and volunteers within the sport.
- Providing information and technical expertise.
- Disseminating best practice and benchmarking across the UK.
- Developing and monitoring policies and principles for Safeguarding and Protecting Children and Vulnerable Adults, Equality, Health and Safety, and Codes of Conducts.
- Delivery of High Performance programmes and UK elite programmes
- Providing cost effective services that would not be economical at a Regional or Home Country level in consultation with Home Countries.
- UK wide information systems and central database management.
- Creation of UK-wide programmes for club development.

In achieving these mission statements, BG and each of the Gymnastics Governing Bodies in the UK, agrees to the following key underlying core values governing gymnastics activity:

- Putting members first.
- Investing in and maximising the potential of members, staff and volunteers.
- Applying the principles of equality.
- Recognising and discharging all duties of care including Health, Safety and Welfare.
- Embracing the principles of Continuous Improvement.
- Embracing the principles of Best Value. (Challenge, Consult, Compare, Compete)
- Applying the principles of a drug free sport.
- Applying the principles of Long Term Athlete Development. (LTAD)

The above describes what BG considers to be accepted good practice and values, which gymnastic providers should adopt at all times.

## **1.2 GUIDANCE & LEGISLATION**

The policy and procedures reflect best practice guidance and legislation. The following are the main pieces of legislation that are core to all procedures within the Health, Safety and Welfare policy: -

The Children Act 1989 & 2004 (England and Wales only)  
The Children (NI) Order 1995 (Northern Ireland)  
The Children (Scotland) Act 1995  
The Vulnerable Persons Act 2006  
All relevant legislation for recruitment and selection of volunteers  
All relevant anti-discrimination legislation  
Human Rights Act 1998  
The UN Convention on the Rights of the Child  
The Data Protection Act 1994 & 1998  
Health and Safety at Work Act 1974 (and its subordinate legislation)  
The Management of Health and Safety at work Regulations 1999  
Equality Act 2010

Visit the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk) for further information relating to Health and Safety Law and useful guidance.

### **OTHER RELEVANT BG POLICY AND GUIDANCE**

The following documents should be read and followed in conjunction with the Health, Safety and Welfare Policy.

Safeguarding and Protecting Children Policy  
Safeguarding and Protecting Vulnerable Adults Policy  
Equality Policy  
Standards of Conduct  
Codes of Conduct  
Complaints and Disciplinary Procedures  
Membership Regulations  
Registered Clubs Regulations  
Photography Regulations  
Financial Regulations  
Anti-Doping Policy

Further guidance can be found within other BG publications, such as Coaching Manuals and Club Management Resources. Members who are also members of other affiliated Home Countries and Regions should also refer to the Articles of Association and Rules of these Organisations.

## **1.3 ACTIONS TAKEN BY BG**

- BG has established an Ethics and Welfare Management Group . The Management Group is responsible for advising the Board and recommending Policies on issues of Health, Safety & Welfare, Safeguarding and Protecting Children/Vulnerable Adults, Ethics, Sports Equity and Equality, Anti-Doping, GymMark and any related areas within British Gymnastics. The Management Group is also responsible for the monitoring and evaluation of all policies within its remit.
- BG has an Lead Child Protection Officer and Safeguarding and Compliance Officer who support the work of the Ethics and Welfare Management Group.

- BG has a designated Health and Safety Adviser who provides information and advice, carries out inspections and helps in ensuring that we meet our legal duties.
- BG has established GymMark, a Gymnastics club accreditation scheme that assists clubs to comply with the requirements of the British Gymnastics' Policies and Procedures and helps to facilitate the provision of a safe, effective and child-friendly gymnastics environment.
- BG has a complaints and disciplinary procedure, which is followed in the event of serious breaches of BG Policy and Procedures.
- BG maintains confidential records of all complaints, concerns and sanctions against clubs and members in line with data protection legislation.
- BG has reviewed the Health, Safety and Welfare Policy, initially implemented in 2001, and is committed to ensure that the reviewed policy is widely available.
- Health, Safety and Welfare issues are included within BG education programmes.
- Best Practice is extensively promoted, and coaches/officials/clubs and affiliated organisations are encouraged to adopt the British Gymnastics Policy for Health, Safety and Welfare.
- BG has introduced a Club Management Module that includes relevant information on the implementation of the Health, Safety and Welfare Policy.

#### **1.4 MONITORING PROCEDURES**

The Health, Safety and Welfare policy and procedures will be annually monitored and a full policy review will take place tri-annually. The following situations may also evoke a review of the policy: -

- As a result of any changes in legislation or guidance.
- As a result of any changes in governance of the sport.
- As a result of any changes in the nature or size of British Gymnastics.
- Following a procedural review as a result of a significant case.

#### **1.5 ACTIONS TO BE TAKEN BY AFFILIATED ORGANISATIONS AND MEMBERS**

Although affiliated organisations may have policies and procedures in place, it is essential that these policies, as a minimum, comply with the standards adopted by British Gymnastics.

The right to take part in gymnastics activities in a safe environment, and stay free from harm, applies to everyone and all members must take reasonable steps to ensure they are fully aware and compliant with the relevant aspects of the policy.

**All affiliated organisations must: -**

- Adopt and implement the BG policy guidelines or ensure existing policies are compliant with BG policy and UK legislation.
- Determine the responsibilities of the organisation in respect of any facilities and employees.
- Plan the work of the organisation to minimise all risks in respect of Health, Safety and Welfare.
- Ensure the responsibilities for Health, Safety and Welfare are designated to individuals with the necessary skills and experience.



- Ensure there are adequate training opportunities for staff, coaches, officials and other volunteers.
- Ensure reporting procedures are followed for any accidents or incidents and inform BG of any serious allegations or concerns of poor practice.

**All members must: -**

- Take reasonable care of their own health, safety and welfare and that of others who may be affected by his/her acts or omissions.
- Co-operate with BG, your Home Country or Regional affiliated organisation and your club on issues relating to health, safety and welfare.
- Ensure reporting procedures are followed for any accidents or incidents and inform BG of any serious allegations or concerns of poor practice.

## **2.0 FOUNDATION OF GOOD PRACTICE**

There are inherent risks in the sport of gymnastics but the majority can be controlled and kept to a minimum through the adoption and implementation of accepted best coaching practices. Unnecessary risks should be removed by ensuring that safe practices are followed and that a safe environment is provided at all times.

### **2.1 SAFETY AND RESPONSIBILITY IN GYMNASTICS**

Everyone in coaching owes a duty of care to those being coached. A general duty of care is owed to the participants to exercise reasonable care for their safety both in training and competition.

The criteria for creating a safe environment includes:

- The health and safety of each participant is paramount. This includes ensuring so far as is reasonably practicable that the place in which the gymnastics activity, training or coaching takes place, and the equipment and facilities used, are safe.
- The coach must have the competence and experience for the role he or she is performing.
- The coach must be fully qualified to do that which he or she is undertaking.
- The coach must carry out his or her coaching duties with reasonable skill and care and in a reasonable, prudent and professional manner in accordance with the British Gymnastics Standards of Conduct, Codes of Conduct and sports coach UK (scUK) codes of Ethics and Conduct.
- Meticulous physical and mental preparation of the participant appropriate to the level of participation.
- Suitable, well maintained apparatus and adequate facilities in an appropriately safe environment.
- Best coaching practices are employed at all times.

### **2.2 THE PRUDENT AND CARING COACH**

The prudent and caring coach will ensure that the following principles are implemented and continually upheld:

- A safe environment is provided at all times.
- Clear and adequate instructions are given prior to commencing an activity.
- Coaching methods and procedures are continually assessed for the safety of both performer and coach.
- Only competent and suitably trained and qualified persons supervise or coach an activity.
- The clothing and special equipment (e.g. hand-guards) to be worn by the participants must be suitable, not loose fitting, and in good order.
- The health status of each participant should be known before commencing a training session or competition. If a coach knows of any health reason, medical condition or injury which might affect a participant's ability to train or compete, or which might adversely affect his or her health if he or she were to train or compete, appropriate medical advice should be obtained before the participant undertakes any training activity or competes. If a medical advisor advises that the participant should not train or compete, the participant should not do so until a medical advisor has advised that the participant may do so.

- Medical advice should be sought in case of injury and only persons who are qualified should administer first aid.
- An accurate record of injuries and actions should be maintained and kept up to date.
- Medical approval should be sought following a debilitating injury before permitting a participant to recommence training or competition.
- Coaches must be immediately accessible and never leave the premises while a session is in progress.
- Always ensure that a minimum of two responsible adults are present during training sessions. One of the adults must be an appropriately qualified coach, the second adult must not be one of the participating gymnasts.

### **2.3 COACHING QUALIFICATION CRITERIA**

Gymnastic activities involve an inherent risk and in the desire to protect the participants and ensure their safety and well being, British Gymnastics requires the following criteria to be implemented:

- The minimum qualification for a coach wishing to operate independently is a BG Coach/Level 2 qualification in the disciplines being offered. To be responsible for running a club, they must also complete the BG Club Management module within one year.
- Qualified Assistant Coaches may work under the direct supervision of a qualified British Gymnastics Coach (or higher) but must not operate unsupervised.
- Coaches and Teachers should only work in the sports specific areas in which they are qualified and only to the level to which they are qualified.
- It is a BG requirement that the coach designing and directing the programme holds a minimum of Coach/ Level 2 qualification in the specific disciplines being offered.
- For coaching at higher levels of performance, the coach must hold a level of qualification appropriate to the level of performance to be undertaken in that particular discipline of the sport.
- British Gymnastics has a duty to ensure that coaches are safe to undertake the coaching of participants within their knowledge and competency according to current best practice.
- British Gymnastics will require all coaches and judges to complete a Criminal Records Bureau (CRB) disclosure. Although a criminal record may not prevent an individual from holding a BG qualification.
- In a competition or other BG event, the coach must possess a current qualification according to the following criteria and a BG CRB disclosure:
  - i) A coach who holds a Coach level qualification may be present in the event arena and be responsible for activities to the level of their qualification.
  - ii) At other levels, the coach must hold a level of qualification appropriate to the level of performance of the participant in the particular discipline.
  - iii) A less qualified coach may assist a more highly qualified coach but only in those areas and to the level to which they are qualified.

## 2.4 GYMNAST TO COACH/TEACHER RATIOS:

There are a number of diverse factors to consider when making recommendations with regard to the ratio of participants to coach/teacher in Gymnastics and Trampoline activities.

These factors might include: the age and stage of development of the participants, the level and type of activity, the experience of the participants and coach and the type of facility and equipment available.

However, the coach in charge must always make an assessment (i.e. a risk assessment) of each situation and must determine a ratio of participants to coach/es that is reasonable, safe and effective.

Please note that there should **always** be at least two responsible adults in the gymnasium.

To ensure that a safe and effective coaching/teaching situation is maintained, British Gymnastics recommends the following reasonable ratio of participants to coach/teacher:

### **Award Scheme Coach**

Award Scheme Coaches (ASC) will all be current bronze or silver club members of a BG club or registered BG Leisure Centre Scheme. They will be at least 14 years old at the start of the course.

ASC Coaching is the first rung on the ladder of a coaching career. They can work with a maximum of 8 gymnasts at any one time under the direct supervision of a minimum Level 2 or above coach. Using the Proficiency Award Scheme, the ASC will help with the teaching of the skills content of the scheme by way of demonstration and instruction. The ASC will also understand how the Proficiency Scheme works, and how to assess the children in their group.

### **Pre-School Classes**

For independent child classes, a ratio of eight participants to one coach is recommended. This can be increased proportionally to the number of qualified assistant coaches, i.e. 8 per additional directly supervised assistant coach.

For classes where the parent, guardian or carer is participating with the child, a maximum ratio of 20 children to one coach is recommended.

### **Gymnastics Classes**

Suitably qualified British Gymnastics coaches or teachers must supervise all gymnastics activities. Coaches must be qualified to the level of performance of the participants in the specific discipline of the sport.

The recommended maximum number of participants to one apparatus/station is 8 participants.

Where more than one apparatus/station is to be supervised, the coach in charge must carefully assess the following:

- a) The age, stage of development, experience, varying ability and number and discipline of the participants.
- b) The coaches' own qualifications and experience.

- c) Their ability to observe, advise, support and respond to the needs of everyone in the gymnastics area.
- d) The level and type of activity and suitability of the apparatus arrangements.

Normally, one coach would not be expected to supervise more than 16 gymnasts, without other suitably qualified coaches being in attendance. However, where a directly supervised and qualified Assistant Coach is used, in addition to the supervising coach, each additional Assistant Coach may supervise a maximum of 8 participants (i.e. qualified lead coach = 16 gymnasts plus 8 gymnasts with AC = 24 in total).

### **Trampolinist to Coach Ratios**

All trampolining activities must be supervised by suitably qualified British Gymnastics coaches or teachers. It is incumbent upon the coach in charge to ensure that trained spotters of suitable size and age are provided at each side where the end decks are not present .

The recommended maximum number of participants to one trampoline is 8 participants.

Where more than one trampoline is to be supervised, the coach in charge must carefully assess the following:

- The age, stage of development, experience, varying ability and number and discipline of the participants.
- The coaches' own qualifications and experience.
- Their ability to observe, advise, support and respond to the difficulties of anyone in the trampoline area.

Normally, one coach would not be expected to supervise more than 16 recreational trampolinists, without other suitably qualified coaches being in attendance.

The coach in charge must also ensure that the person/s sliding in the "push in mat", if not a qualified coach, is trained, experienced, of sufficient maturity and familiar with the performer.

### **Coaching Disabled People**

When working with disabled people, a competent assessment of the risk to the individual and other participants must be made when determining the ratio of gymnasts to coach. Depending on the nature of the disability, one-to-one supervision may be necessary. For further information on disability issues please refer to section 2.6 within this policy, the Equality Act 2010 at [www.legislation.gov.uk](http://www.legislation.gov.uk) and the BG Safeguarding and Protecting Vulnerable Adults policy.

### **General Comment**

When groups are warming up, cooling down or working on low risk activities on a floor area, the ratio may be increased within the bounds of safety.

## 2.5 AGE AND LEVEL OF PARTICIPATION

i. It is impossible to account for every conceivable situation in gymnastics since there are many variables to consider, including the chronological age of the gymnast, physical and psychological characteristics, gender, ability, number of hours trained and the aspirations of the gymnast.

British Gymnastics considers the following general guidelines appropriate to the safe participation and long-term development of gymnasts;

- Gymnasts should only participate at a level at which is safe for them to do so
- Sound planning and preparation will assist in the longer-term development of the gymnast
- Appropriate physical preparation should be part of the gymnasts training programme
- An appropriate work ethic and attitude should be developed. This will help the gymnast to foster a positive attitude to training and participation
- The gymnasts training programme (number of days/hours) should be sensitive to the needs of the gymnast outside the gym environment, e.g. socialising
- The coach should stay within the boundaries of their qualification

British Gymnastics has a model of Long Term Athlete Development. For a copy of the British Gymnastics Long Term Athlete Development model, visit the British Gymnastics website click on "Technical" then "Downloads".

This model has been designed to provide guidelines for the safe and appropriate/effective development of gymnasts, with particular reference to gymnasts following a competitive pathway. Although our model assigns broad age bands and an indication of training load, these are purely for illustrative purposes only. The stages through which a gymnast moves as they develop will depend on the discipline, the age at which the gymnast enters the pathway, their physical, cognitive and emotional maturity and whether they wish to follow a competitive or recreational pathway. Furthermore the time spent within any particular stage will depend on the nature of the discipline and of course, the gymnasts themselves.

Guidance is given as to the recommended number of competitions per year, according to the age and stage of development. The volume is only appropriate if gymnasts are adequately prepared, free from injury (including micro trauma) and competent at performing their routines. It is critical to ensure that gymnasts have an appropriate balance of training and skill development, competition and recovery. The yearly competition programme must be planned appropriately to allow this to happen.

### ii. **Children under eight years of age**

Where gymnasts under the age of eight years are involved in activities of a duration of two or more hours, the provider may be required to register with the Local Authority Social Services. Although the legislation that regulates the care of children under eight years is not normally applied to sport, British Gymnastics recommends that clubs with classes for children within this age group should notify the Local Authority of their existence to avoid any uncertainty on the issue.

British Gymnastics recommends that sessions for children under the age of eight years do not exceed two hours and classes for pre-school children should not be longer than 45 minutes.

### iii. Age and Competition

Competition is an integral part of gymnastics and the performance-orientated gymnast must gain experience in competition over a period of time. However, to protect the young gymnast, it is British Gymnastics policy that for an event that leads to a national or UK final, the gymnast must attain the minimum age of nine years in the calendar year in which the event is held.

It is recognised that gymnasts may wish to enter events when they are below the age of nine years. British Gymnastics therefore recommends the following;

<b>Age</b>	<b>Competition environment</b>
5 years old in the year of competition and under 6	Within the club, school and leisure centre only
6 years old in the year of competition and under 7	Up to county and County Sports Partnership level
7 years old in the year of competition and under 8	Up to regional and home country level
8 years old in the year of competition and under 9	Up to national level

The world governing body for gymnastics, the Federation Internationale de Gymnastique (F.I.G.) has age related rules governing the performance of a gymnast at international events.

These can be viewed at

<http://figdocs.lx2.sportcentric.com/external/serve.php?document=2414>

### iv. Use of Under 14 yrs. children as volunteers

Clubs using children (under 14) as volunteers should check with their Local Authority Byelaws – as some Local Authorities have strict rules regarding the use of children under 14.

## 2.6 COACHING DISABLED PARTICIPANTS

British Gymnastics welcomes the participation of disabled people.

### **Inclusion**

British Gymnastics expects coaches to include disabled people within the existing classes they provide. Coaches are also expected to plan ahead in order to meet the needs of disabled people in gymnastics activity where it is possible and appropriate to do so. A risk assessment should always be made prior to the commencement of any gymnastics activity.

Coaches are reminded that they do not need to hold any additional qualifications in order to include a disabled gymnast in an existing class. Guidance on coaching disabled participants is included in all British Gymnastics Common Core Resource Packs.

The Equality Act 2010 states that a person is disabled if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

### **Legal Obligations Towards Disabled People**

British Gymnastics reminds coaches that in terms of the Equality Act 2010, they are considered to be service providers (anyone who provides goods, facilities or services to the public whether these services are paid for or free). This means that coaches are legally required to comply with the duties placed on them by the Act as follows:

- Avoid treating any disabled person less favourably than other members of the public.
- Make reasonable changes to practice, policies and procedures in order to make it easier for disabled people to use the services provided.
- Take reasonable steps to remove, alter or provide alternative means of avoiding physical features of premises that make it impossible or unreasonably difficult for disabled people to use services provided.

British Gymnastics understands that reasonable changes and adjustments would include minor works such as improving lighting, helpful colour schemes and accessible signage. British Gymnastics also recognises that service providers may be able to justify not carrying out major changes and adjustments (such as installation or modification of automatic entrance doors, ramps, wheelchair lifts or accessible toilet facilities) if it would incur unreasonable levels of expenditure, service disruption or impracticality to make the change.

### **Grounds for Refusing to Include**

British Gymnastics expects disabled people to be included within existing classes where it is appropriate to do so. However it accepts that there are some circumstances that may constitute reasonable grounds for refusing:

- Presence of health issues that contra-indicate participation on medical grounds. In this instance, disabled persons may need to provide evidence from a medical professional to verify that it is appropriate for the individual to participate in a particular activity.
- Identification of an unacceptable level of risk being posed to the health, safety or well-being of:
  - either the disabled person
  - or others they are likely to come in contact with if included within existing classes.



- Recognition of the necessity to irrevocably change programme(s) provided in existing classes in order to accommodate the disabled person within them.

In the event that a coach refuses to accept a person with a disability into existing classes, British Gymnastics will only support that coach if they do so on reasonable grounds that can be shown to be supported by evidence.

### **Classes Specifically for Disabled People**

In acknowledgement that it is not always possible or appropriate to include disabled people in mainstream gymnastics classes, British Gymnastics supports the view that there must be scope to provide classes specifically for disabled people, except where there are medical grounds that would contra-indicate participation. All coaches who intend to deliver classes specifically for disabled people **MUST** hold the British Gymnastics GMPD Add-On Module or stand-alone trampoline disability qualification.

### **Medical Considerations**

A gymnast may present with a medical condition which may or may not be connected with their disability. If a gymnast has a medical condition where participation in gymnastics is in question, they must seek medical advice through their GP prior to participation, to ensure that the activity will not have a detrimental effect on their health or well-being.

The following are examples of medical conditions where expert advice is to be sought prior to participation in gymnastics:

- Pregnancy
- Detaching Retina
- Confirmed Atlanto Axial Instability \*See information below
- Rodded back
- Brittle bones

This list is by no means exhaustive. There are also other medical conditions that may contra-indicate participation and coaches are advised to seek expert medical advice if participation is in question, before attempting to devise a training programme.

### **\*Atlanto-Axial Instability**

#### **What is Atlanto-Axial Instability?**

In people with Down's syndrome, the ligaments which normally hold the joints stable can be very slack. This can lead to an unusually wide range of movement at some joints – much greater than in the general population. As well as affecting the ordinary limb joints, this can affect one of the joints in the neck; the atlanto-axial joint. The joint is the highest joint in the spinal column and it lies just at the base of the skull. There is movement at this joint whenever you nod or shake your head.

In some people with Down's Syndrome, in addition to a slack ligament, the actual bones of the atlanto-axial joint may be poorly developed. These differences could make the joint more unstable and more likely to dislocate than in people without Down's Syndrome. (This instability is known as atlanto-axial instability)

Due to the changes within the joint, some people with Down's Syndrome who have confirmed atlanto-axial instability may be at a greater risk of whip lash type injuries (from activities such as trampolining), which could lead to paralysis. They may also be at a greater risk of serious injury arising as a result of chronic pressure on the neck. (Gymnastic activities such as headstands or backward rolls could cause this type of pressure on the neck)

### **What do I need to do as a coach?**

In order to safeguard the participation of gymnasts with Down's Syndrome, British Gymnastics has adopted an atlanto-axial instability screening policy for all gymnasts with Down's Syndrome. **As a coach, YOU MUST ensure that all gymnasts with Down's Syndrome are medically screened prior to participating in any gymnastic activity.**

### **British Gymnastics Screening Policy**

British Gymnastics has a policy of screening all participants with Down's Syndrome prior to them taking part in gymnastic activities. The aim of the screening is to provide access to gymnastics and trampolining for everyone who can benefit from involvement in this sport and who are at no greater risk than other gymnasts.

Screening must be undertaken by a qualified medical practitioner. Those who are eligible to undertake the necessary tests include General Practitioners; Orthopaedic or Paediatric Consultants; School Medical Officers/Doctors; Chartered Physiotherapists.

Once screened, if the participant does not have atlanto-axial instability, then they will be approved to participate in gymnastics. However, if a participant is confirmed as having atlanto-axial instability, the British Gymnastics Chief Medical Officer will stipulate the level of gymnastic activity that is permitted for the participant (permitted activity will be determined on a case-by-case basis and could include; total exclusion from all gymnastics activity or allowing the individual to participate in a limited number of disciplines and/or skills within gymnastics).

More information can be found within the British Gymnastics Atlanto Axial Information Pack.

### **Advice regarding Dwarfism for British Gymnastics**

The Dwarf Sports Association advises that people with Achondroplasia or another genetic skeletal dysplasia (forms of dwarfism), should not participate in trampolining. It is also advised that this population should not perform gymnastics skills which involve repeated jumping or rebounding. People with Achondroplasia and some other forms of dwarfism have an exaggerated lumbar lordosis (curvature of the lower back) and spinal stenosis\*; these two factors increase the jarring forces through the spine on impact.

Because of the stenosis present throughout the spine and the likelihood of a malformed foramen magnum\*\*, people with dwarfism should also not attempt gymnastic skills where there is the potential to put pressure on, or cause impact to the head or neck.

\* Spinal stenosis is narrowing of the spinal column that causes pressure on the spinal cord.

\* Malformed Foramen Magnum- This is the hole in the skull where the spinal cord enters the head. It is normally spherical, but if it is malformed, it is misshapen. Hyper-extension or pressure on the cervical vertebrae in this case (which may result from weight bearing on the head), presents a potential risk of compressing the spinal cord, causing serious injury.

Recommendations:

- Coaches and dwarf participants should be aware of the risks associated with participation in gymnastics for dwarfs.

- It is advised that dwarfs should not participate in high impact and rebounding disciplines: TRA, DMT, & TUM
- Where other disciplines are concerned, BG advises that rebounding, jumping and impact activity should be avoided to minimise the risk of injury. Hyper-extension of the spine, pressure on the neck and weight bearing on the head should also be avoided to minimise the risk of injury.
- Examples of activities regarded as non-suitable for the above reasons are:
  - Forward and backward rolls
  - Headstands
  - Flicks and handsprings
  - Bridges
  - Jumping / rebounding / somersaults
- Examples of skills with reduced risk for this population are:
  - Log rolls
  - Foot balancing
  - Running / locomotion (without jumping)
  - Dancing – (without impact/jumps)
  - Elements such as Cartwheels (if the participant has long enough and strong enough arms to support the bodyweight without the head coming in contact with the floor.)

## **2.7 PERSONAL CLOTHING: DRESS**

The Code of Dress for gymnastics activities is designed to safeguard the participants and coaches. The following points should be adhered to during training and events:

- Ensure that the gymnasts and coaches wear appropriate clothing, which does not impede the freedom of movement required by the activity and is not too loose as to constitute a hazard.
- The wearing of clothing with buckles or clasps are dangerous and are prohibited.
- Raised adornments on gymnastics clothing are dangerous and are prohibited.
- Long hair may become a hazard and it should be tied back to avoid accidents.
- Participants should work in bare feet or gymnastics slippers.
- Do not permit the wearing of socks without gymnastics footwear on polished or slippery surfaces.
- When participating on a trampoline, ensure that socks or suitable gymnastics footwear (not training shoes) are worn.
- Long fingernails present a risk to the gymnast and coach. The coach is responsible for ensuring the length of fingernails is compatible with the activity.
- Coaches and gymnasts should be aware of the risks associated with wearing spectacles and minimise the risks by wearing flexible frames, an elastic sports band or contact lenses to ensure safety.

NB: The Code of Dress for participants at a BG Competition will be that stated by the FIG in the sport specific code. Any concessions or variance from this code will be published in the sport specific competition handbook.

Coaches at events:

Coaches who are active in the event arena should dress smartly according to the following: -

- Tracksuits, polo shirts or sweatshirts with long trousers, socks and training shoes or gym slippers,

OR

- Where coaches are not physically active in the event arena, they should dress smartly according to the traditions of the particular discipline.

Sensitivity to religious beliefs should be afforded with regard to the dress code but safety is paramount and any clothing that is considered by the coach to be a safety hazard should be changed or participation may be prohibited. Any concessions on dress must be within the bounds of reasonable safety. The element of risk should be explained to the coach/participant (parent or guardian) and every attempt to control the risk should be adopted.

A clothing Modification form must be submitted to the competition organiser with the entry. The request will receive full consideration and club and entrant will be informed of the outcome within 10 working days of receipt of the request. In the event the request is declined, the entry fee will be refunded in full, providing that this form was submitted prior to the closing date.

## **2.8 BODY PIERCING AND ADORNMENTS**

Please see the British Gymnastics Policy on Body Piercing and Adornments under Ethics and Welfare Downloads on the BG website.

## **2.9 DISCIPLINE**

A good standard of behaviour and code of conduct within the gymnasium will greatly reduce the risk of injury and enhance concentration and the work ethic. The standards should be applied equally to all participants. The full standards of conduct can be found on the BG website.

## **3.0 SAFETY**

### **3.1 SAFETY IN COACHING**

It is essential that appropriate precautions are taken during activities to ensure that optimal levels of safety are maintained at all times. Particular consideration must be given to the following:

#### **Preparation of the Gymnast**

The physical and psychological preparation of the participant is of prime importance to facilitate the safe learning of skills or movements. Appropriate strength, flexibility and body awareness together with psychological factors must be developed prior to teaching a skill.

#### **Progressive Learning**

The use of carefully selected progressive sub-skills, which relate to the complete skill, is recommended good practice and time for consolidation in performance should be allocated.

#### **Competent Spotting/Supporting**

“Supporting” and “Spotting” are integral with the safe learning of gymnastic skills and involve the techniques of observation and handling, to ensure the safe performance of the skill. Recommended safe practices as taught on BG coaching courses should be used. Coaches must be continually alert to the risks encountered where an inferior performance occurs and be ready to provide emergency support.

#### **Suitable Apparatus**

Carefully erect and check the suitability of the apparatus for height, width and stability. Ensure that a safe and appropriate landing surface is provided at all times in accordance with the level of activity and the ability and experience of the participant. Frequently conduct a risk assessment of the environment to ensure that it remains safe.

#### **Safe Landings**

Correct landing techniques and methods of falling safely should be effectively taught and encouraged at all times.

#### **Fast Track and Air Track**

Please see the safety guidance which can be downloaded under Coaching, Downloads on the BG website.

#### **Flexibility/Stretching Exercises**

British Gymnastics has received a number of enquiries from concerned parents, regarding the techniques and types of exercise that BG promotes as correct practice. Concerns have been expressed about the coaches using their full body weight or excessive force during flexibility training. There are also concerns about the close proximity of the coach’s body and hands to sensitive areas on the gymnast’s body. Therefore BG has issued the Flexibility Training for Gymnasts document which can be downloaded from the Ethics and Welfare downloads section on the BG website.

#### **Use of Weight Training in Gymnastics**

British Gymnastics does not recommend the use of Olympic weight lifting “free weight” type training programmes or exercises with gymnasts, until the post pubertal stage of development.

British Gymnastics recommends that all physical preparation should be progressive and where possible, use the gymnast's own body mass as the resistance. This is particularly relevant in early childhood and periods of adolescent growth. Single weight discs, ankle, wrist and waist belts can be used to increase the resistance but this will depend upon the age and stage of maturation of the gymnasts.

The use of free weights (bar and weight discs) may be introduced with suitably prepared gymnasts once they have reached the post puberty stage of development. Appropriate types of weight training exercise are incorporated into the BG Coaching qualification courses where this is relevant to the particular discipline.

BG coaches are therefore qualified to deploy these exercises within the training programme.

### **Overuse and Growth Related Injuries**

Due to the complex nature of the sport and the need for frequent, repetitive practice of skills or movements, participants in gymnastics are susceptible to overuse injuries. This is particularly relevant during the pubescent growth spurt periods. Coaches must be conscious of the need for meticulous physical preparation, a varied programme, use of appropriate techniques and a suitable environment to reduce the risk of overuse related injuries. Coaches must be continually vigilant in observing the growth pattern of young participants and sensitive to signs of soreness or pain particularly in growth plate areas. Advice should be sought from a qualified physiotherapist or medical practitioner.

Excessively repetitive exercises, poor facilities or bad technique may lead to "overuse injuries". Coaches must take the necessary precautions to reduce the possibility of this type of injury by varying the programme, ensuring correct techniques are taught, adequate fitness is developed and suitable apparatus is used. The coach must take into consideration the age, stage of maturation and psychological and emotional state of the performer with regard to the demands of the training programme.

### **Fatigue**

The principle of "overloading" by gradually increasing the physical demands of training is an accepted process for improving fitness, but a coach must be conscious of the onset of fatigue during training as this may have a deleterious effect on performance and may increase the risk of injury.

### **Personal Training Kit**

It is recommended that coaches frequently inspect gymnasts' personal equipment. It is particularly important to check that the handguards do not show signs of deterioration, such as stretching or wear.

## **3.2 RISK ASSESSMENT**

Risk assessment is a process that identifies potential hazards in an activity, assesses the level of risk and then puts in place safe practices to control that risk. In other words, recognising anything that could realistically cause harm and taking all reasonable steps to reduce the likelihood of harm occurring.

While Health and Safety legislation places a requirement on all employers and self-employed people to carry out the relevant risk assessments, BG holds that it is good practice for all clubs to complete risk assessments and keep a record of any findings and remedial action. If a club becomes involved in any civil liability action, it will help

to have these records available. Anyone who carries out a risk assessment for gymnastics must have a comprehensive knowledge of the type of activity and coaching processes that occur, in addition to an understanding of health and safety matters. Thus it is essential that gymnastics clubs do not rely solely on a risk assessment carried out by a Local Authority or other facility operator, but also ensure that those with the relevant gymnastics knowledge are engaged in this process.

For Gymnastics coaches this process of identifying the potential hazards, judging the level of risk and putting in safe practices to control the risk is one they are routinely familiar with in the coaching process and takes place throughout training without the necessity to make a written record.

Risk assessments can be carried out in a wide variety of circumstances or particular tasks: for example lifting a heavy piece of equipment, checking a facility, performing a gymnastics skill, wearing a piece of clothing, running an event or even implementation of the club rules and procedures. Further information regarding risk assessment can be found in the BG Club Toolkit on the BG website and the BG Facility and Apparatus Health and Safety checklists within this document.

The Health and Safety Executive has produced a five-step guide to risk assessment and have many other publications that will provide extra support in these areas. The five steps are as follows –

- i) Identify the hazards. (Ignore the trivial and concentrate on significant hazards that could cause serious harm).
- ii) Decide who might be harmed and how. (Gymnasts, coaches, visitors etc).
- iii) Evaluate the risks and decide whether the existing precautions are adequate or whether more needs to be done. (Aim to make all risks small and if necessary prioritise actions based on level of risk).
- iv) Record your findings and implement them, ensure these are communicated to all relevant people.
- v) Review your assessment and revise if necessary (particularly if you have new equipment or a new facility, are running an event or going on a trip).

When thinking about your risk assessment, remember:

- A **hazard** is anything that may cause harm, such as chemicals, electricity, working at height, an open drawer etc.
- The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

These assessments should be of the individual locations at which gymnastic activities are undertaken and should be kept as written records. They are important as they allow clubs and coaches to show that they have thought about the wider risks associated with their activities.

It is the responsibility of managers and coaches to ensure that a safe environment is provided at all times. It is therefore necessary to ensure that checks are carried out to ensure the safety of the following:

- **The Facility**  
The owner and user of a facility must regularly check, record, and take appropriate action regarding the condition of: the building, heating, lighting, ventilation, floor plates, and ceiling and wall fixings.
- **Gymnastics Equipment**  
Examine all apparatus for defects or damage and ensure that it is correctly erected and stored, on every occasion. Apparatus must be maintained in accordance with the manufacturer's instructions. BG recommends that an approved agent carries a full annual equipment inspection and an appointed safety officer or coach undertakes regular inspections.
- **Manual Handling**  
Staff and volunteers are often required from time to time to move items of equipment etc. Consideration needs to be given to the weight, size and bulk of equipment and the hazards associated with moving each piece of equipment and how to carry it out safely. Training should be provided when it is deemed necessary.
- **First Aid and Emergency Facilities**  
Adequate First Aid facilities must be available and the emergency procedures extensively publicised to all users. Users must familiarise themselves with the particular emergency procedures and first aid facilities at each centre they attend.

The following are a selection of specific examples that may also be relevant to gymnastics clubs and where the health and safety legislation relating to the work place requires that consideration must be given: –

- Exposure to dust (potential hazard from chalk and pit foam)
- Tripping over poorly stored equipment
- Uneven surfaces (matting etc)

It may be the case that a risk assessment identifies that the only way to have reasonable control is to wear some form of protective equipment. In gymnastics we do this in many situations, for example – hand guards, applying tape to hands, padding. A risk assessment may also identify certain activities that should only be carried out by people who have received appropriate training.

Clubs who offer additional activities such as parties for non-members should be extremely vigilant when carrying out risk assessments.

Further information relating to risk assessments can be found on the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk))

### **3.3 GUIDELINES FOR GYMNASTICS APPARATUS**

There are many different types and designs of gymnastics apparatus and training aids. Some apparatus may be permanently fixed and other pieces of equipment may require frequent assembly, dismantling or transportation and storage. It is impossible to produce an exhaustive statement to cover the safe use of all gymnastics apparatus and the many differing situations in which it may be used. However the following recommendations will provide a guideline to cover a comprehensive range of gymnastic situations.



### **Assembly of Apparatus**

Apparatus should be assembled or erected according to the manufacturer's instructions and the handling of apparatus should be supervised at all times by a qualified coach. Adequate instruction must be provided to all personnel handling equipment.

- Where permanent fixtures such as floor plates or wall or roof attachments are used to support apparatus, these should be installed by qualified and experienced personnel.
- Particular attention should be made to ensure that there is a complete length of screw thread on all tensioning or adjusting devices and this should be maintained at all times.
- The apparatus must be adjusted in height and width to suit the needs of the participants but care should be taken to ensure that all adjusting devices are secured after use.

### **Provision of Matting and Padding**

The World Governing Body for gymnastics stipulates requirements for matting at international gymnastics events. British Gymnastics applies these regulations to all national events but there are also an infinite number of other events and training situations to consider.

The coach must be diligent in providing a safe environment and the selection of matting should be made on the basis of functional suitability and safety, with particular reference to the following factors:

- The age, ability, degree of experience and level of physical preparedness of the participants.
- The type of activity planned and the inherent risks associated with the activity.
- The nature of the apparatus and type of movement to be attempted. Consideration should be given to the height of the apparatus, the degree of momentum that the gymnast may generate and the point at which the gymnast may be at greatest risk.
- Matting of sufficient area, thickness, resilience and shock absorbency must be provided.
- Additional matting or a safety-landing module (safety mat) should be placed upon the base matting particularly when the participants are inexperienced in the particular activity.
- Matting should be non-slip; in good condition and free of damage. Coaches and gymnasts must be vigilant in ensuring that gaps do not appear due to the separation or slipping of matting.
- Matting or padding should also be provided around parts of the apparatus against which the gymnast may collide in the event of an erroneous attempt at an activity particularly, during the early learning stages.

### **Landing Pits**

Foam filled pits need to conform to the regulations for fire retardance, should be regularly cleaned and frequently decompressed. The padding covering the edges of the pit must be in good condition and of suitable depth and resilience.

Suspended pits need to be regularly checked for wear and tear to the covering and top foam layer as well as the absorbency mechanism used to suspend the pit.

### **Dismantling and Storing Equipment**

Gymnastics apparatus should be dismantled according to the manufacturer's guidelines and should be directly supervised by a qualified person. When moving apparatus ensure that the pathway is free from obstructions and that recognised safe handling techniques are employed. Ensure that equipment is securely stored and that wooden equipment and matting is not exposed to moisture or close to heating devices. Moisture or heat may cause warping or separation of the wooden laminations.

Rebound equipment such as trampettes and trampolines must be secured when not in use, to prevent access by unqualified or unauthorised persons.

### **3.4 GYMNASTICS APPARATUS INSPECTION GUIDELINES**

Constant vigilance is required by the facility provider, coach and club management to ensure that the apparatus is in good order and a log of regular inspections and action taken should be maintained. Any damage to equipment should be recorded and reported immediately to the facility provider and taken out of service until the damage has been repaired. Coaches should also frequently check the location of gymnastics apparatus to ensure that sufficient space and height is maintained around the apparatus.

The Provision of Use of Work Equipment Regulations 1998 may apply where access to and use of the equipment is under a commercial arrangement.

Do the Regulations apply to me?

If you are an employer or self-employed person and you provide equipment for use at work, or if you have control of the use of equipment, then the Regulations will apply to you.

As a minimum, suitably qualified personnel should carry out a full annual inspection/repair service. The inspection sheet should be signed and dated and held on record as proof that the equipment inspection has taken place. In addition, interim safety inspection checks should be made at a frequency of one-month intervals by a qualified coach or the facility provider.

Where facility providers take responsibility for inspection and repair of the facility and apparatus, coaches should seek confirmation that this has been carried out.

### **3.5 TRAMPOLINING CODE OF PRACTICE**

The British Gymnastics (BG) Code of Practice illustrates what BG recommends as Best Coaching Practice when using a trampoline; for full information please refer to the BG Trampoline Gymnastics Code of Practice under the Trampoline Downloads section on the BG website.

### **3.6 FIRST AID AND EMERGENCY PROVISION**

There are minimum standards in relation to first aid provision that exist for an organisation with employees. It is the responsibility of the employer to fulfil the first

aid standards but all gymnastics clubs should ensure that there is adequate provision for first aid at their facility.

Clubs whose risk assessments indicate that there is a potential for injury, should ensure these minimum standards are in place at all times. All clubs should aim to follow these good practice guidelines.

#### The Provision

- The facility must include a telephone, together with clear instructions on how to dial out for emergency services.
- A list of relevant numbers, including the nearest hospital Casualty Department should be readily available.
- A First Aid Kit containing the materials recommended by the appropriate authorities should be readily available.
- A suitably fully qualified first aid person or appointed person to be present when any gymnastics activities are being performed. (BG recommends that all coaches attend a recognised first aid course. Contact the Health and Safety Executive for full details of recognised providers).
- A notice to identify where the first aid box is kept, names of identified first aiders and where they can be found.
- A register must be maintained of all participants, together with a contact number for their next of kin, parent or guardian and any medical conditions. (NB: Although this information should be securely stored to comply with data protection legislation, it MUST be easily accessible in the event of an accident).

The Health and Safety Executive recommend the following minimum contents for a first aid box -

- HSE leaflet 'Basic Advice on First Aid at work' (single copies available free of charge)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized (approximately 12cm square) individually wrapped sterile unmedicated wound dressings
- 2 large sized (approximately 18cm square) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

First aid boxes should not contain any tablets or medicines.

Please note that the above is a suggested list and other similar items would be acceptable. In addition, clubs may need to keep other items that are specific to the needs of gymnastics.

Whenever gymnastic activities are taking place it is imperative that the following emergency procedures and provisions are accessible and fully understood by all participants:

#### **First Aid Procedures and Serious Injuries**

Coaches should have pre-planned arrangements that can be put into operation in the event of a serious injury.

The best advice is to allow only a person qualified in first aid to carry out emergency First Aid and then seek the help of qualified medical personnel. However, the

following minimum procedure should be adopted in the event of any accident that occurs.

- i) Stop the class and direct other members of the class not immediately involved in the accident away from the injured person, and contact a suitably qualified person and/or the emergency services.
- ii) Inform the management of the facility and contact the parents, guardian or immediate family of the injured person.
- iii) Stay with the injured person until the emergency services arrive.
- iv) Ensure a responsible adult accompanies the injured person to the treatment centre.
- v) Complete an appropriate Accident Report form.

It is also good practice to retain contact with the injured person, to remain informed and follow up action or treatment, but the club or coach must not admit any liability as this may prejudice the club and coach's position in the event of a claim.

### **Reporting Accidents**

In the event of an accident, no matter how minor it may appear at the time, it is vital to make a record of the accident and/or complete an accident report form. Should there be any legal action the accident report form will supply important details about the incident and may lead to an individual being vindicated of any blame.

An accident report form should contain the following information –

- Details of the person who had the accident
- Full details of the incident – date, time, location, what happened
- Indication of injury (drawing if necessary)
- Any first aid or other actions taken and by whom
- Witnesses

In addition it is helpful to add further details concerning treatment, diagnosis of injury and recovery time. If action needs to be taken to prevent a similar incident this should also be added.

Accident reporting books that comply with health and safety legislation are available direct from the Health and Safety Executive. <http://books.hse.gov.uk>

British Gymnastics must be notified as a matter of urgency in the event of any accidents that result in a visit to hospital. Failure to supply this information may result in the insurance company refusing to settle a claim.

Clubs who employ people must also comply with the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) on 0845 300 9923 and report all legally reportable accidents and dangerous occurrences to the relevant enforcing authority.

## **The Law**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide suitable first-aid equipment, facilities and personnel to enable immediate assistance to be given to employees if they are injured or become ill at work. Regulation 3(2) states that in order to provide first aid to injured or ill employees;

**a person shall not be suitable unless he has undergone -**

- 1. such training and has such qualifications as the Health and Safety Executive may approve for the time being in respect of that case or class of case, and**
- 2. such additional training, if any, as may be appropriate in the circumstances of that case'**

Detailed information can be found in [First aid at work. The Health and Safety \(First-Aid\) Regulations 1981.](#)

## **Training courses**

If you have identified that first-aiders are needed in your workplace, they must have a valid certificate of competence in First Aid at Work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illnesses. The findings of the first-aid training needs assessment can help you decide whether your first-aiders should be trained in FAW or EFAW.

Please visit [www.hse.gov.uk/firstaid/approved-training.htm](http://www.hse.gov.uk/firstaid/approved-training.htm)

## **3.7 FIRE SAFETY AND OTHER MISCELLANEOUS SAFETY ISSUES**

All clubs and affiliated organisations must be constantly vigilant towards fire.

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO), which applies in England and Wales came into effect in October 2006. Similar legislation is or is coming in to effect in Scotland and Northern Ireland.

The Order applies to virtually all premises and covers nearly every type of building, structure and open space and replaces most of the previous fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

For gymnastic clubs this means that those responsible for running clubs need to be satisfied about two things:

- i. That the fire safety risk assessments required under the RRFSO have been carried out and suitably reflect fire safety risks for the club and its members and coaches
- ii. That everyone in the club who might be affected is aware of the fire precautions that need to be observed.

Those who run clubs will also need to be satisfied that the above matters have been addressed in relation to any public events (e.g. annual gym displays) organised.

Clubs who rent out space in a facility controlled by another agency may not have legal duties under the legislation, however as the person responsible for running the club must be clear who has control over the premises and be clear in his/her mind that this agency will be/is responsible for ALL fire safety issues. In the event that this is the situation, the responsibility of the club is to ensure all members safely exit the facility should the of a fire alarm sound.

The Communities and Local Government (CLG) is responsible for RRFSO and has produced a considerable amount of guidance materials to help those who undertake the necessary fire safety risk assessments.

The guidance material can be accessed via the CLG website [www.communities.gov.uk/fire/firesafety/firesafetylaw](http://www.communities.gov.uk/fire/firesafety/firesafetylaw)

While the Local Fire Authority can provide advice it cannot carry out the risk assessment for your club.

### **Additional health and safety issues**

The following are some additional areas that clubs and organisations with employees need to consider under the Health and Safety legislation. Affiliated Organisations with employees should seek additional advice to ensure appropriate policy and procedures are in place. Clubs without employees should also recognise and ensure that steps are taken to ensure safety in these areas.

#### **Work at Height**

Clubs that employ staff will need to meet the requirements of the Work at Height Regulations 2005, where coaches are using working platforms when they provide support to gymnasts. Such working platforms will need to meet the requirements of the regulations. Further information can be obtained via the Health and Safety Executive website ([www.hse.gov.uk](http://www.hse.gov.uk)) and leaflet INDG401 The Work at Height Regulations – A brief guide.

## **4.0 GYMNASTS' WELFARE**

Participation in gymnastics activities can provide opportunities to experience and develop many desirable qualities. Such experiences might include enjoyment, personal achievement, self-esteem and self-confidence, teamwork social skills and leadership qualities. These qualities will be enhanced if those working with the participants have as their priority, the welfare and safety of the participants.

We have a moral and legal responsibility to protect young people and vulnerable adults from all forms of abuse.

British Gymnastics is committed to providing information and training opportunities to ensure that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of the participants.

The full BG Safeguarding and Protecting Children Policy is available as a stand-alone document and this policy permeates all BG activities. All coaches, officials, affiliated bodies, clubs and members should be familiar with and comply with the contents of this policy.

### **4.1 CLUB REGISTRATION AND CONSENT FORMS**

When gymnasts register with a club it is essential that the club collects appropriate personal information about them. The type of information that should be collected on registration would include:

- Name and address
- Date of birth
- Ethnic origin
- Parent/Guardian/Carer information
- Emergency contacts
- Medical details – allergies, existing conditions, disability
- Consent for participation in gymnastics
- Photography consent

Clubs should ensure that this information is collected at the first session that the child attends to ensure that any necessary risk assessments based on medical information can be completed prior to participation.

Parental/Guardian Consent should always be sought prior to participation in regular club activity and it is good practice to also request consent to take photographs/video for training purposes. Additional consent must also be sought in other circumstances, including: -

- When a child is taking part in other activities beyond regular training
- When membership information is used for other reasons beyond those stated when it was originally collected
- Publication of images

### **4.2 DATA PROTECTION**

Any information a club holds on members will be subject to the Data Protection Act 1998. The Act applies to anyone holding information about individuals in electronic

form and sometimes in hard copy. There are eight principles relating to data protection that must be followed. The principles state that data must be:

- Fairly and lawfully processed
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred outside the European Economic area unless there is adequate protection for the data

Any data controller **MUST** comply with these principles. Individuals may seek damages through the courts against an organisation that fails to comply with the principles of data protection.

A further requirement of the Act is that most data processors are required to make notification to the Information Commissioner. There are some exemptions to the requirement to notify. One of the exemptions relates to clubs that are 'Not-for-profit' organisations who process data purely for the purposes of establishing or maintaining membership. This exempt purpose is intended for small clubs and voluntary organisations.

**IMPORTANT NOTE:** It is the responsibility of all BG registered clubs and organisations to verify with the Information Commissioner whether or not they are required to notify. Please note that failure to register when you are not exempt is a criminal offence punishable by a fine.

### **4.3 EVENTS AND TRIPS**

#### **Overnight Stays**

Legislation requires that when a club takes a gymnast(s) under the age of 18 years on a journey involving an overnight stay, the club must ensure that there is a designated trained person responsible for child protection on the trip. To adhere to the CPSU child protection standards this person must not be related to or in a relationship with the coach attending the trip. The training for the designated person is attendance at a BG approved Safeguarding training course. Permission must be obtained from BG where there is an overnight stay at least 4 weeks prior to the trip. Please visit the BG website Events and Travel and Downloads to complete the relevant forms. Please note that additional insurance is required for trips abroad. For more detailed information regarding overnight stays please refer to page 28 of the BG Safeguarding and Protecting Children Policy.

#### **Transport**

When an event is local, it is often the case that clubs arrange for everyone to meet at the event venue. However, where an event is further away, the best option is often for the club to co-ordinate transport arrangements. It is good practice for a club to ensure the following steps are taken in advance of any trip –

- Checks on driving licence, car insurance and MOT (if the car is over three years old)
- Ensure there are seatbelts for each passenger



- Check driving experience (additional training may be required for anyone driving a mini-bus – contact Driver and Vehicle Licensing Agency (DVLA) for further details)
- Additional checks on driver (see policies for recruitment of staff/volunteers)
- Organising central pick-up and drop-off points (to avoid the driver being alone with a gymnast)
- Consent from parents to allow their child to be transported to an event
- If disabled participants are being transported, the transport used should be appropriate and accessible for their needs.
- Planning the route and breaks (if necessary)
- Contact number for parents

Where groups are small, the most feasible option is often to travel in a private car. Although this is not recommended it may be the only practical way of getting to an event. As part of BG Safeguarding and Protecting Children Policy, adults must not be alone with a gymnast under the age of 18 years in a car. In the event of an emergency or in completely unforeseen circumstances, parental consent should be sought, the gymnast should always travel in the back of the car and the Club Manager or executive committee member should be informed of the circumstances. In order to protect all young people in Gymnastics, this should only happen when there is no other alternative and must not be a regular, approved practice. Failure to comply with this guidance will be considered as a serious breach of the BG Health, Safety and Welfare and Safeguarding and Protecting Children Policies.

It is recommended that BG registered clubs who wish to use volunteers to drive groups of gymnasts, keep a register of volunteer drivers and keep a record of checks carried out. If an accident resulted in injury to a BG member, they would be covered under the BG personal accident insurance policy if travelling directly to or from a BG activity or event.

### **Other things to consider**

Prior to any trip it is important to consider what would happen in all possible scenarios. Consider the worst case and make sure that you have procedures in place to deal with any problem and all the necessary information prior to departure. To help ensure a stress free trip, take time to consider the following: -

- Risk Assessments: The Team Manager/Group Leader will need to ensure an ongoing process of risk assessment. (See section 3.11)
- Supervision: BG recommends a minimum of 1:10 adult to child ratio as a minimum level for supervision on trips. This ratio may need to be increased if the group is made up of primary school aged children, or disabled people, or the trip is of a nature where more supervision may be required- i.e. trips abroad. If the group is mixed sex there should be at least one male and one female supervisor.
- First Aid: A first aid box should be taken on any trip along with a list of emergency contact numbers.
- Overnight stays: When large groups are travelling it is advisable to ensure accommodation is booked well in advance. This can help to ensure that groups are kept together in a hotel. It is not permitted for anyone over the age of eighteen to share a room (or changing facilities) with anyone under the age of sixteen. Members of staff such as coaches, judges, adult helpers/volunteers should not share with gymnasts. This is only acceptable if the member of staff is the parent or registered carer of the gymnast. Room allocation should, if possible, be planned prior to the trip.

- Facility providers/Tour Operators: To help ensure that any arrangements made with facility providers or tour operators are formalised, BG recommends the use of a Service Provision checklist or agreement.
- Costs: When a trip is being planned it is essential to consider the full cost of the trip. As well as individual cost of travel, food and accommodation and other extras, the club should consider how volunteers are funded and if staff will be paid to go on the trip. It is good practice to advise a recommended amount for spending money.
- Consent forms: It is essential for parents to complete a consent form for a trip. This is especially important when the event involves an overnight stay.
- Communication with parents: Parents need to be fully informed of all details in relation to the trip. This list is not exhaustive but parents should be informed of:
  - i) Transport arrangements
  - ii) Key timings – Pick up, Departure and Return
  - iii) Destination and contact details
  - iv) Room allocation
  - v) Code of conduct
  - vi) Contact details for trip staff
  - vii) Trip requirements – pocket money, kit etc

This is not a full list of factors that should be considered, but it should assist with planning for a trip.

#### **4.4 HOSTING GYMNASTS**

British Gymnastics is unable to regulate or insure against the hosting of gymnasts in any situation other than within establishments licensed for the provision of overnight accommodation.

Clubs who wish to host gymnasts under the age of 18 years with families or accommodate gymnasts within gymnasium facilities, school halls etc. should seek advice from the local Social Services and may need to seek additional insurance cover as British Gymnastics insurance will not provide cover in these circumstances.

##### Hosting with families

If the club does not have appropriate procedures in place to ensure families are suitably vetted, hosting should not be considered as an option. Clubs that are able to carry out vetting procedures should undertake appropriate risk assessment prior to hosting taking place and they must consider the following:-

- Seek parental consent
- Ensure the host family has knowledge of any medical or dietary needs of their guests
- Ensure the host family is made aware of any special needs or requirements for gymnasts, and that it is the coaches' responsibility to ensure that the host family agrees to provide adequately to meet the needs of the gymnast/s.
- Ensure children are hosted in pairs that are appropriately matched
- Host families should be clear about the arrangements for transporting the children
- Children staying with host families should have easy access to a telephone and to their coach and welfare officer
- Parents/guardians should be made aware that children may not be as fully supervised as they are in the gym

BG has developed a sample form contained in section 8 of the policy, which should be completed by any family wishing to host a gymnast in their home.

Hosting in unlicensed establishments e.g. gymnasiums or schools

It is recognised that groups attending large gymnastics festivals are often accommodated within 'dormitories' in schools or gymnastics centres. This situation is not ideal but may be the only available option. The following guidance should be considered:-

- Ensure groups are sharing with other groups they know
- Ensure there are separate sleeping and washing areas for males and females and staff and gymnasts. It would also be appropriate to allocate rooms in age groups where possible
- Adults should not share the dormitory with young people but should be accommodated in a nearby room
- Ensure that there are waking night staff to regularly patrol the accommodation and prevent unauthorised entry
- Ensure accommodation is safe and secure (fire exits, emergency procedures etc.)
- Ensure Welfare Manager/Event Organiser visits the accommodation prior to the event to ensure it is satisfactory and address any concerns

## **5.0 GYMNASTICS & HEALTH**

British Gymnastics advocates that a coach should encourage a healthy lifestyle and must ensure that the health status and fitness to participate is known before permitting participation to commence.

### **5.1 HEALTH AND FITNESS**

The coach should check on the health and fitness status of each participant before commencing the training session and must make a risk assessment on the degree to which the gymnasts can safely participate. If the gymnast has been absent or unable to participate through a debilitating injury or illness, the coach is advised to seek evidence from an appropriate medical person to confirm that the gymnast is well enough to recommence training.

The health and fitness of the gymnast must always be the primary concern of the coach and the gymnast should not be persuaded to participate if it is not safe to do so.

### **5.2 NUTRITION**

Coaches should encourage a balanced healthy diet that includes the appropriate quantities of carbohydrate, fat, proteins, vitamins, minerals and fluids to ensure the replenishment of energy resources and efficient functioning of the body. Ideally a gymnast should not carry excessive body mass since this may lead to under performance, ineffective technique and increased risk of injury due to excess loading on the body structure.

The body weight of children and adolescents can fluctuate considerably due to growth related activity. Consequently the practice of weighing gymnasts to monitor fat gain is not reliable, since the total body weight is not an indication of the percentage of body fat.

In the case of post pubescent gymnasts, monitoring weight before breakfast and before and after training can provide comparative measurements on weight and indicate the loss of body weight (usually fluid) as a result of training. However where it can be evidenced that a weight loss would be in the interest of the gymnast, this should be achieved through careful dietary planning. The advice of a dietician, nutritionist or appropriate medical professional should be sought to ensure that an appropriate diet and monitoring procedures are followed. Tact and diplomacy must always prevail when monitoring weight. The use of such phrases as "you are fat" or "you need to lose weight" etc are inappropriate and can be emotionally abusive and lead to long-term psychological damage. Coaches must be extremely vigilant for symptoms that may be an indication of a dietary related illness such as Anorexia or Bulimia Nervosa. In these circumstances, it is imperative that medical/professional advice is sought. In the case of gymnasts under 18 years of age, the matter must be brought to the attention of the parents or guardians.

It is advised that gymnasts should boost their energy stores through the intake of carbohydrates and non-gaseous fluids at least 1 1/2 hours before commencing training or competing. It is a requirement that fluids should be taken in small quantities during training and the energy stores should be replenished within the first two hours following exercise. Carbohydrate fluids and foods with a high glycaemic

index should be ingested immediately following completion of training, for best energy restoration results.

### **5.3 PREVENTING INFECTIOUS DISEASES – BLOOD AND OTHER BODILY FLUIDS**

These guidelines should be followed whenever a Gymnast, Coach or other Person involved in training and competition, has a bleeding injury or open wound that may put others at risk of contamination with blood or other bodily fluids.

- i) Any individual who sustains a blood injury must seek treatment immediately. It is the responsibility of the Gymnast concerned and/or their Coach to ensure that all bleeding injuries and open wounds are dealt with appropriately in accordance with the following guidelines.
- ii) For all minor bleeding injuries, the individual should stop the activity that they are involved in and attempt to stop the bleeding. A fresh sterile dressing should be applied to the wound before continuing with training or competition.
- iii) All recent cuts or blisters should be covered.
- iv) If the bleeding cannot be stopped, the individual should seek medical attention and should not continue with training or competition until advised otherwise.
- v) Any individual treating an injury should wear disposable gloves, which should be disposed of as clinical waste after use (see below). Wherever possible, the injured individual should apply pressure to a bleeding wound with his/her own hands. If applying a dressing, wash your hands both before and after application.
- vi) If the casualty's blood comes into contact with your mouth, eyes or broken skin use clean cold water to wash the affected area and take medical advice.
- vii) In cases where blood or other bodily fluids are clearly visible on clothing, the individual should replace clothing before continuing with any further gymnastics activity.
- viii) The contaminated clothing should be stored in a plastic bag and should be washed according to the guidelines on the label as early as possible after contamination. Washing is enough to remove the contaminated substance even if the stain remains.
- iv) Where contamination of equipment or very minor contamination of clothing has occurred, the area should be treated with a decontamination solution made up of one part household bleach to ten parts water. Solutions that are more than one day old should be disposed of. Diluted bleach that has passed its expiry date should not be used.
- x) Clinical Waste -
  - o Wipe up spillage with heavy-duty paper and discard into a bag for incineration, including any soiled dressings or gloves.
  - o The contaminated area should be thoroughly soaked with the decontamination solution and left for two minutes.
  - o The area should then be rinsed with hot water and general-purpose detergent.
  - o A 0.5% solution of bleach is not considered to be hazardous, however care must be taken to ensure that the solution does not come into contact with the eyes, mouth or wounds, and should not be left on the skin for prolonged periods of time.
- xi) For spills of lower risk bodily fluids, e.g. urine and vomit, hot water and general-purpose detergent is sufficient.

- xii) Any individuals who are likely to have to deal with injuries should ideally be immunised against Hepatitis B.

### **Infectious diseases**

Please visit the [www.hpa.org.uk/Topics/InfectiousDiseases](http://www.hpa.org.uk/Topics/InfectiousDiseases) for the latest up to date information regarding all infectious diseases.

## **5.4 ANTI-DOPING**

British Gymnastics has an anti-doping policy updated in 2011 which complies with the World Anti Doping Association (WADA) Code. A copy of the policy can be downloaded from the BG website under Technical Downloads.

## **5.5 SMOKING**

For the whole of the UK the Government have implemented a No Smoking ban in public and workplaces.

England - [Smoking ban in England](#) and [Health Act 2006](#)

Scotland - [Smoking, Health and Social Care \(Scotland\) Act 2005](#)

Wales - [Health Act 2006](#)

Northern Ireland - The Smoking (Northern Ireland) Order 2006

Summary of the ban

- Display specific signage in a prominent position at each entrance. Premises signage must contain the wording "No smoking. It is against the law to smoke in these premises."
- Secondary 'employee only' entrances require a smoking prohibition symbol of at least 70mm Dia.
- Entrances to smoke-free premises within other smoke-free premises require a smoking prohibition symbol of at least 70mm Dia.
- All public transport plus business vehicles need to display a no smoking symbol.

If these regulations are contravened, fixed penalties apply.

For additional information please visit [www.nosmokinglaw.co.uk](http://www.nosmokinglaw.co.uk)

## **5.6 SUBSTANCE ABUSE**

BG is committed to promoting the well-being and safety of all members and volunteers. Similarly, all members and volunteers should recognise that they have a duty of care towards themselves, their gymnasts and colleagues and to anyone else that their day-to-day work brings them in contact with. One key factor that can affect productivity, health, safety and welfare is the use of drugs or alcohol.

Any member or volunteer who is aware of having a drug or alcohol problem should, in the interest of themselves, their family and their job or role, discuss the matter in confidence with their Club Chairman, Manager or with their own doctor. They could also seek help from one of the independent treatment and advice services in their area.

Drugs including alcohol and medicines can affect the brain and body in a number of ways. They can alter the way a person thinks, perceives and feels, which can lead to impaired judgement and concentration. Such substance abuse can also bring about the neglect of general health and well-being. This may adversely influence performance at work, even when the abuse takes place outside the workplace.

#### Definition

British Gymnastics defines "substance abuse" as referring to:

- The use of illegal drugs
- The use of prescribed drugs and over the counter drugs where side effects can affect performance
- The use of alcohol where its effects carry on into the working day
- The use of other substances such as solvents that can have a negative effect on the mind or body

#### Aims

The aim is to avoid or reduce potential damage caused by substance abuse to:

- The physical and mental health of members and volunteers
- The safety of members and volunteers as well as that of others
- The efficiency and effectiveness of members and volunteers
- The reputation and public perception of British Gymnastics

British Gymnastics aims to ensure all issues of substance abuse problems are dealt with in a confidential and constructive manner.

British Gymnastics recognises that substance abuse is a serious issue within society. There is no reason to suspect that substance abuse is significant amongst members or volunteers, but British Gymnastics is committed to promoting policies that represent good personal practice and contribute to the health, safety and welfare of members and volunteers, and their general well-being.

British Gymnastics' guidelines on substance abuse are as follows: -

- BG members or volunteers must not use any substance while taking part in gymnastics activity
- No member or volunteer may use any substance (before or after working/volunteering hours) to the extent that while participating in gymnastics: -
  - i) It impairs their performance and/or
  - ii) It potentially or actually puts their or others health and safety at risk
- The possession, sharing and dealing in some drugs is illegal. Therefore the possession or dealing in illegal drugs on British Gymnastics' or an affiliated organisation's premises will be regarded as gross misconduct and may lead to the suspension of membership and possible criminal prosecution.
- Members who are identified as having safety-critical jobs may be liable for disciplinary action for gross misconduct if they are found to be impaired while taking part in gymnastics through any substance abuse.

#### Legal Position

Clubs who employ staff have a wide range of duties under the Health & Safety at Work Act 1974 (and associated legislation) to assess and manage risks to the health and safety of their employees. Employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.

The primary legislation for controlling illicit drugs is the Misuse of Drugs Act 1971.

#### Roles and responsibilities of members

- Not to use illegal drugs
- Not to use legal drugs or substances including alcohol in such a way that might affect their performance or safety of others while taking part in gymnastics
- Not to drink alcohol or be affected by alcohol while participating in gymnastics
- Encourage colleagues to seek help if they have problems
- Avoid covering up for or colluding with colleagues who are using substances
- Seek help promptly if experiencing problems and commit to maintaining the required level of attendance and performance at work
- Co-operate with any investigations and support offered
- Be aware of and comply with this policy

#### Roles and responsibilities of Affiliated Organisations

- To implement BG guidance
- To ensure that they and any employees, member and volunteers understand the policy and their responsibilities
- To monitor changes in behaviour, performance and attendance and intervene early if there are signs of problems
- To act fairly and consistently, with understanding and compassion
- To support the employee, member or volunteer to achieve the necessary levels of attendance and performance
- To refer employees, members or volunteers for assistance where appropriate
- To identify and, where reasonably practicable, change aspects of the work that may contribute to substance abuse problems
- To set a good example

#### **Practical guidance**

The key indicators of alcohol abuse are:

- Smelling of alcohol during working hours or whilst conducting British Gymnastics activities
- Complaints and remarks (often joking, initially) by colleagues
- Increasing levels of sickness and absenteeism (especially short term)
- Decline in standards of dress or appearance
- Falling performance especially in the afternoons or after a work break
- Any abnormal behaviour which could include: obscene language, sexual harassment etc
- Incidence of minor accidents – falling down stairs, minor cuts etc
- Evidence of fighting or trouble with the police

These indicators are for general guidance only and the presence of some or indeed all of them are not exclusive to alcohol use problems. Other illnesses such as Alzheimer's, diabetes, thyrotoxicosis, epilepsy, depression, a cerebral tumour and other disorders may mimic those problems.

The key indicators of drug abuse include:

- Sudden mood changes
- Unusual irritability or aggression
- A tendency to become confused
- Abnormal fluctuations in concentration and energy
- Impaired job performance
- Poor timekeeping
- Increased short term sickness absence
- A deterioration in relationships with colleagues



- Dishonesty or theft (arising from the need to maintain an expensive habit)

NB: All the signs shown above may be caused by other factors, such as stress, and should be regarded only as indications that a member or volunteer may be using drugs.

Above all, Managers should avoid an overcritical attitude to what in the first instance should be regarded as a health problem. On the other hand the initial steps in applying the policy should be managerial rather than medical since it is the impact of the disorder on the workplace that is likely to be the first indicator of a problem.

#### Procedure

In the event of an allegation, complaint or suspicion of substance abuse (which may include smelling of alcohol in an inappropriate situation) it is important to establish whether it is purely a management/disciplinary issue or whether there are health problems that need to be addressed. To establish this, follow the format set out in the disciplinary or capability procedure as appropriate, taking note of the following points: -

- Interview the member in private about their performance, the allegation or complaint without making it obvious to other colleagues. Consider including that an employee representative can be requested to be present for support. Ensure that an accurate record of the meeting is made and kept safely, including what was said and agreed.
- Do not interview someone who has obviously been drinking heavily recently, is actually drunk or under the influence of drugs or solvents. Send them home – making the necessary arrangements for them to do so safely. Ensure that they do not drive or operate machinery. Arrange to interview them promptly on the next working day.
- Draw attention to the incidents causing concern, ask for explanations to establish facts and make notes. Avoid making accusations.
- Draw the employees', members' or volunteers' attention to the Substance Abuse Policy statement and ask whether they agree to comply with it.
- Ask the employee, member or volunteer whether they have any health or other problems that might account for their current difficulties and explore sources of help as appropriate. Emphasise that all information given will be treated in the strictest confidence at this stage.
- If the person admits they may have a problem relating to substance or alcohol abuse, they should be advised to seek help from their GP or the various counselling agencies available.
- Discuss possible work related problem/s such as excessive workload etc. Enquire sympathetically whether there are any domestic worries causing difficulties.
- Agree future action including further meetings to monitor progress.
- If the employee, member or volunteer denies that they have a problem related to substance or alcohol abuse, or acknowledges the problem but refuses to seek help, then the usual disciplinary procedures should apply after consultation with the Club Managers/Committee.
- If there is a relapse or a persistent problem keep accurate confidential records of instances of poor performance, behavioural and other allied matters using the key indicators.
- Maintain accurate sickness absence records on all employees, members or volunteers in a simple comprehensible format (NOTE: It is good practice to have a 'return to work interview' after sickness where an employee, member or volunteer should be asked to declare any medication that they are taking)

and the recommended dosage. This can then be assessed by occupational health to consider any risk in relation to the job performed).

British Gymnastics is committed to providing a safe environment for all members and volunteers. This may mean that an individual who poses a risk to themselves or to others will need to be excluded from the workplace if they are impaired through alcohol or some drug (legal or illegal).

### **Persistent substance abuse**

British Gymnastics recognises that a persistent substance abuse problem is primarily a health matter requiring help and treatment. As an employer it will do all that it can to ensure everyone suffering from this problem gets appropriate advice and support with the objective of restoring people to their former good health and productivity. BG would recommend that clubs take a similar stance.

It is self evident that the policy can only be effective if those affected openly and honestly admit they have a problem and are willing to accept help.

All those seeking help will be treated sympathetically and in confidence.

If a member or volunteer admits to a substance abuse problem which has led to misconduct, British Gymnastics may suspend disciplinary action on condition that the member or volunteer has sought and agreed to a treatment and rehabilitation programme.

Where gross misconduct is involved, the substance abuse problem may be taken into account in determining disciplinary action.

It may be appropriate to suspend a member on medical grounds, but this should only be done after seeking authority from the Chief Executive Officer or in their absence, their nominated person in charge.

An employee, member or volunteer should return to the same role after treatment or another more appropriate area where they can be more effective and not be at risk of relapse.

In the event of the employee not being able to do their former job, attempts should be made to re-deploy that person.

Where treatment or re-deployment is unsuccessful or the point is reached where successive relapses can no longer be tolerated, consideration should be given to the option of terminating employment/involvement on the grounds of ill health.

## 6.0 USEFUL CONTACTS INFORMATION

<b>British Gymnastics</b> <a href="http://www.british-gymnastics.org">www.british-gymnastics.org</a>	08451297129
<b>Gymnastics Northern Ireland</b> Email: <a href="mailto:admin@northernirelandgymnastics.org">admin@northernirelandgymnastics.org</a>	02893 369391
<b>Scottish Gymnastics</b> <a href="http://www.scottishgymnastics.com">www.scottishgymnastics.com</a>	01786 466232
<b>Welsh Gymnastics</b> email: <a href="mailto:office@welshgymnastics.org">office@welshgymnastics.org</a>	0845 045 4304
<b>BG INSURANCE BROKERS</b> <b>Perkins Slade Ltd</b>	0121 698 8150
<b>HEALTH &amp; SAFETY</b> <b>Health &amp; Safety Executive</b> <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> Provides information on a range of subjects relating to health and safety arising from work activity in Britain	The HSE information line is no longer available
<b>St John's Ambulance</b> <a href="http://www.sja.org.uk">www.sja.org.uk</a> Provides first aid advice and training	08700 104950
<b>Advanced Safety Training Services</b> <a href="http://www.ast-service.co.uk">www.ast-service.co.uk</a> Providers of health and safety training	08000 897055
<b>Driver &amp; Vehicle Licensing Agency</b> <a href="http://www.dvla.gov.uk">www.dvla.gov.uk</a> Provides information on road safety	0300 790 6801
<b>Department for Business Innovative Skills</b> <a href="http://www.bis.gov.uk">www.bis.gov.uk</a> Provides information on the best environment for business success in the UK	0207 215 5000
<b>National Council for Voluntary Organisations</b> <a href="http://www.askncvo.org.uk">www.askncvo.org.uk</a> Provides resources for voluntary organisations, including sample contracts, health and safety information and legal advice	
<b>NHS Direct</b> <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a> Official Web site for the National Health Service. Contains information about health problems and how to keep healthy	0845 4647
<b>Department of Health</b> <a href="http://www.dh.gov.uk">www.dh.gov.uk</a> Provides health and social care policy, guidance and publications	
<b>WELFARE</b> <b>NSPCC Child Protection in Sport Unit (CPSU)</b> <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a> Provides Child Protection resources and training including 'Safe Sports Events'- a comprehensive resource for clubs running events.	England: 0116 2347278 Scotland: 0141 342 4870 N/Ireland: 02890 351135 Wales: 0203 188 3616
<b>NSPCC Free 24-hour Helpline</b>	0808 800 5000

<b>Children First</b> <a href="http://www.children1st.org.uk">www.children1st.org.uk</a> The Scottish Child Protection Charity who provide equivalent services to the NSPCC	0131 446 2300
<b>Child Line</b> <a href="http://www.childline.org.uk">www.childline.org.uk</a> Free helpline for Children	0800 1111 (Child Line)  02890 327773 (NI Child line)
<b>Department for Education and Skills</b> <a href="http://www.dfes.gov.uk">www.dfes.gov.uk</a>	0870 000 2288
<b>Information Commissioner</b> <a href="http://www.informationcommissioner.gov.uk">www.informationcommissioner.gov.uk</a> Responsible for overseeing the Data Protection Act and Freedom of Information Act, the site provides information on public access to official information and protecting personal information	01625 545 745
<b>GYMNASTICS EQUIPMENT SUPPLIERS</b> The following suppliers are currently the official sponsors for British Gymnastics; <b>Continental Sport – Gymnastics equipment</b> <a href="http://www.continentalsports.co.uk">www.continentalsports.co.uk</a>	01484 542051
<b>Gym-Aid – Trampolining specialists</b> <a href="http://www.gymaid.com">www.gymaid.com</a>	01279 771941
<b>Gymnova – Gymnastics equipment</b> <a href="http://www.gymnova.com">www.gymnova.com</a>	0845 456 4470

## 7.0 SAMPLE FORMS

### 7.1 EQUALITY MONITORING FORM

British Gymnastics is committed to promoting and developing equality, which is about fairness and equality of opportunity. In order to develop our equality policy it is essential to monitor participants. This information will allow us to develop our equality action plans at the grassroots of the sport.

1. Please state your date of birth:

**(Please tick the appropriate boxes below)**

2. What is your sex? Male  Female

3. What is your ethnic group? (Choose from A – E and then tick the appropriate box)

**A WHITE**

British  Irish  Other  Please specify

**B MIXED**

White and black Caribbean  White and black African

White and Asian  Other  Please specify.....

**C ASIAN or ASIAN BRITISH**

Indian  Pakistani  Bangladeshi

Other  Please specify.....

**D BLACK or BLACK BRITISH**

Caribbean  African  Other  Please specify.....

**E CHINESE OR OTHER ETHNIC GROUP**

Chinese  Other  Please specify.....

*The Equality Act 2010 defines a disabled person as anyone with a 'physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities'.*

4. Do you consider yourself to have a disability? Yes  No

If yes, what is the nature of the disability?

Visual impairment  Hearing impairment  Physical disability

Learning disability  multiple disability

Other  Please specify.....

5. What is your religion? (If you do not wish to disclose this information, please leave blank)

None  Buddhist  Hindu  Jewish  Sikh

Christian  (includes Church of England/Scotland/in Wales, Catholic, Protestant & other Christian denomination)

Muslim  Other  Please specify.....

***Thank you for taking the time to complete this form.***

**7.2 PARENTAL CONSENT FORM**

I confirm my child is fit and healthy and I will undertake to advise you of any change.. I have completed the section on medical details and give consent that in the event of any illness/accident any necessary treatment can be administered. If surgery is necessary this may include the use of anaesthetics. I confirm that I have read through the participant’s code of conduct with my child and they understand and agree to abide by the rules.

In signing this agreement I declare that I accept that the coaches and event personnel will take precautions to prevent accidents, I understand that they may not be held responsible for loss, damage or injury to my child.

I confirm that my child is a current member of British Gymnastics.

**7.3 CONSENT TO PUBLICATION OF IMAGERY**

I am aware that photographs and video footage may be taken during the event for coaching and promotional purpose. I do/do not consent (please delete as appropriate) for my son /daughter to appear in photographs. I understand that no personal information will be displayed with the image.

Parent/Guardian Name.....

Signed (Parent/Guardian).....

Date.....

All information will be kept strictly confidential in compliance with the Data Protection Act 1994 and 1998.

## 7.4 CLUB HEALTH, SAFETY & WELFARE 'FIT FOR PURPOSE' CHECKLIST

The following checklist is a quick guide to check whether a club is suitably organised with regard to its operational procedures.

<b>DOES YOUR CLUB/ORGANISATION:</b>	<b>Yes</b>	<b>No</b>
1. Follow recruitment procedures as outlined in the BG Child Protection Policy 2004 including Criminal Record Bureau checks on all staff or volunteers with repeated regular contact with children and/or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a designated Child Protection Welfare Officer who holds BG membership, a current BG Enhanced CRB and has completed both Safeguarding and Protecting Children Awareness training through a recognised provider and the British Gymnastics Time to Listen training, which needs to be updated every 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have circulated information and contact details for the Club Welfare Officer and has information on display in the club venue?	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensure that there are always at least two responsible adults of the appropriate gender at all times during training?	<input type="checkbox"/>	<input type="checkbox"/>
5. Operate an open viewing of training policy?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have a Photography and Filming Policy?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have a designated Health & Safety Officer?	<input type="checkbox"/>	<input type="checkbox"/>
8. Publicise its Health Safety and Welfare Policy?	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensure all coaches have BG enhanced CRB's, have current BG Membership, and are suitably qualified to coach?	<input type="checkbox"/>	<input type="checkbox"/>
10. Carry out annual Risk Assessments?	<input type="checkbox"/>	<input type="checkbox"/>
11. Regularly and systematically inspect the equipment?	<input type="checkbox"/>	<input type="checkbox"/>
12. Provide adequate Emergency First Aid provisions?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have a process for recording accidents and incidents?	<input type="checkbox"/>	<input type="checkbox"/>
14. Ensure all club members and officials are members of British Gymnastics and where relevant hold a BG CRB?	<input type="checkbox"/>	<input type="checkbox"/>
15. Carry out an annual fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
16. Have a club constitution and/or rules?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have an approachable, transparent and effective management committee or Management Team?	<input type="checkbox"/>	<input type="checkbox"/>
18. Ensure all new members complete registration and consent forms?	<input type="checkbox"/>	<input type="checkbox"/>
19. Have a new members induction or information leaflet/booklet?	<input type="checkbox"/>	<input type="checkbox"/>
20. Have a policy to cover the transportation of children and other issues relating to events outside normal club sessions?	<input type="checkbox"/>	<input type="checkbox"/>
21. Have published Complaints and Grievance Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
22. Have Codes of Conduct for coaches, club officials, gymnasts and parents/guardians?	<input type="checkbox"/>	<input type="checkbox"/>

## 7.5 BRITISH GYMNASTICS FACILITY HEALTH AND SAFETY CHECKLIST

Venue.....

Assessed by..... Date.....

Health and Safety Legislation places an obligation on Facility Managers, to ensure a responsible attitude to managing the health and safety of all who use the facility.

This checklist, whilst not exhaustive, will provide a guide to help audit health and safety in gymnastics facilities. An authorised person must carry out the audit on a regular basis.

<b>1.0 Health and Safety Responsibilities</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1 Have all staff, including volunteers been informed of their health and safety responsibilities?			
1.2 Have health and safety matters been considered in the last six months?			
<b>2.0 Emergency and accident procedures</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1 Is the emergency procedure clearly laid out and distributed to all staff and volunteers?			
2.2 Are the emergency exits free from obstruction and not locked when persons are in the building?			
2.3 Are the fire fighting appliances easily accessible and have they been examined in the last twelve months?			
2.4 Are all the fire doors kept closed and free from obstruction?			
2.5 Has there been a fire evacuation within the last 6 months?			
2.6 Are fire alarms tested according to the fire certificate?			
2.7 Do a sufficient number of staff know how to operate fire fighting equipment?			
2.8 Are all fire exits and routes adequately signed and emergency instructions displayed?			
2.9 Is there a separate bomb search or power failure procedure?			
<b>3.0 Accidents and First Aid</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1 Are there notices displayed listing first aiders and the location of the first aid boxes?			
3.2 Are the first aid boxes complete according to the contents list and are all wrappings undamaged?			
3.3 Are all staff aware of their responsibilities to report all accidents/incidents?			
3.4 Are the accident recording forms readily accessible?			
3.5 Have any accidents/incidents been recorded, and investigated?			



<b>4.0</b>	<b>Temperature</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1	Is reasonable working temperature achieved and maintained within each area? (at least 16°C)			
4.2	Has adequate provision been made for ventilating each area?			
<b>5.0</b>	<b>Lighting</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1	Is suitable lighting provided in each training area and any office and changing area?			
5.2	Is suitable lighting provided for any detailed work?			
5.3	Are light fittings, particularly fluorescent tubes quickly replaced when necessary?			
5.4	Do the diffusers covering lights need to be cleaned?			
<b>6.0</b>	<b>Electrical safety and work equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1	Is all electrical equipment and work equipment in good working order?			
6.2	Where appropriate, have staff been trained in the use of office equipment?			
6.3	Has all electrical equipment and systems been tested according to best practice?			
<b>7.0</b>	<b>Gymnastics Equipment and Facility</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.1	Has the gymnastics equipment been regularly inspected for damage and correctly assembled?			
7.2	Have all personnel been instructed on the correct procedures for moving, assembling and adjusting equipment?			
7.3	Are potential hazards and walkways clearly identified and protected where possible?			
7.4	Are all walkways and run-ups free from obstruction?			
7.5	Is all equipment stored safely and securely?			
7.6	Is there suitable access for disabled people?			
<b>8.0</b>	<b>Good Coaching Practice</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
8.1	Are all coaches suitably qualified to coach the participants?			
8.2	Have all staff and volunteers been provided with basic health and safety training?			
8.3	Have all staff signed up to the British Gymnastics Code of Conduct and Ethical Code?			
8.4	Do all staff adhere to the British Gymnastics Safeguarding and Protecting Children Policy?			
8.5	Have all staff been verified as being suitable for working with children and vulnerable adults?			

<b>9.0 Certificates, Registers and Licences</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
9.1	Is there an up to date fire certificate for the premises?			
9.2	Is there a recent apparatus/equipment inspection certificate?			
9.3	Is there a certificate of adequate insurance cover for the facility and the participants?			
9.4	Is there a certificate of the facility/club being registered/affiliated to British Gymnastics?			
<b>10.0 Housekeeping and Health Matters</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
10.1	Has suitable storage been provided for any dangerous substances, such as cleaning fluids?			
10.2	Are containers for dangerous substances clearly marked to indicate the content?			
10.3	Are adequate changing and toilet facilities provided?			
10.4	Are changing and toilet facilities regularly cleaned?			
10.5	Are soap and drying facilities provided?			
10.6	Is an adequate supply of fresh drinking water provided?			
10.7	Have staff been appropriately instructed in the care of substances which may be harmful to health, such as cleaning products?			
<b>An equipment and facility safety checklist is available from British Gymnastics.</b>				

## 7.6 BRITISH GYMNASTICS LARGE APPARATUS SAFETY INSPECTION CHECKLIST

The following checklist is intended as a guideline for coaches for the general inspection of gymnastics apparatus and it is recommended that suitably qualified personnel conduct a full annual inspection. This checklist is by no means exhaustive.

Venue ..... Checked by.....

EQUIPMENT CHECK	CHECK	COMMENT
<b>1. FASTENINGS AND ATTACHMENTS</b> Floor anchor plates  Eyebolts  Wall, roof brackets	Screws are tight, plates not bent. Damage or wear to threads  Eyebolt tight and not bent  Clamps or bolts and nuts tight and not worn	
<b>2. FLOOR COVERING</b> General floor matting	Damage, tears or rucking: Gaps between mats; free from dirt	
<b>3. FLOOR EXERCISE AREA</b> Structure of floor area  Carpet Covering  Tumbling/Agility Mats/Landing Matting	Damage to spring system; wooden panels, separation between panels and surrounding boards.  Tears, rucking or separation of mats, general wear.  Damage, tears, rucking, worn surfaces, gaps in foam	
<b>4. VAULTING EQUIPMENT</b> Vaulting horse or buck  Vaulting table  Vaulting Boards  Vault Run Up	Covering surface, torn or polished: loose bolts: height adjustors damaged: damage to foot pads  Covering surface, torn or polished. Wood surface cracked or splintered  Covering surface torn, or polished or rucked. Nuts or bolts loose damaged wooden leaves.  Wooden surfaces – no splinters. Carpeted surfaces – no tears, gaps or rucking.	

EQUIPMENT CHECK	CHECK	COMMENT
<p><b>5. ASYMMETRIC BARS</b></p> <p>Bar Rails</p> <p>Bar Frames</p> <p>Cables and tensioning devices</p>	<p>Splintering or separation of laminations on wooden bars. Wear of outer surface of fibreglass bars Wear to the knuckles and fixing points</p> <p>Wear in bar to frame attachments. Adjustors secure and free, but not worn. All pins, bolts secure and not worn.</p> <p>Cables not frayed or twisted or coiled. Threads on tensioners not worn or seized. Karabiner or clips secure and not bent</p>	
<p><b>6. BEAMS</b></p> <p>Beam covering</p> <p>Handles</p> <p>Foot Pads</p>	<p>Not polished, torn or rucked. Base for legs secured to beam. Height adjusters free but not damaged.</p> <p>Not splintered or damaged, securing mechanism effective.</p> <p>Rubber base pads not damaged</p>	
<p><b>7. POMMEL HORSE</b></p> <p>Horse</p> <p>Handles</p> <p>Foot Pads</p>	<p>Not slippery, torn or rucked. Base for legs secured to horse. Height adjusters free but not damaged</p> <p>Not splintered or damaged, securing mechanism effective.</p> <p>Rubber base pads not damaged</p>	
<p><b>8. RINGS</b></p> <p>Ring Frame</p> <p>Ring Cables</p> <p>Rings</p> <p>Cables and Tensioners</p>	<p>Height adjusters secure. Alignment of frame correct.</p> <p>Suspension point secure, not worn, swivels free to rotate, secure. Webbing not frayed or damaged.</p> <p>Not splintered, damaged or slippery.</p> <p>Not frayed, twisted or damaged. Tensioners free but not worn. Karabiner clips secure not bent.</p>	

<b>EQUIPMENT CHECK</b>	<b>CHECK</b>	<b>COMMENT</b>
<b>9. ADJUSTABLE RINGS</b>  Cables  Pulleys  Chain	<i>In addition to the checks indicated in 8 above, check the following:</i>  Not frayed, damaged or coiled;  Free to rotate – but not worn. Fastenings secure and not worn.  Chain and anchor points not damaged or worn.	
<b>10. PARALLEL BARS</b> Bar Rails  Bar anchor points  Height/Width Adjusters	Not splintered or laminations not separated  Not damaged and screws secure  Effective and not worn.	
<b>11. HORIZONTAL BAR</b> Bar  Frames  Cables and Tensioners	Not permanently 'set' with a bend. Anchor points secure and not worn (do not reverse the bar to remove bend).  Adjusters effective and secure, not worn. Base pads secure not damaged.  Cables not frayed or coiled; anchor fittings secure, not worn. Karabiner clips secure, not bent. Adjusters free but not worn.	
<b>12. RHYTHMIC AREA</b> Raised Carpet Area  General Carpet Area  Ballet Barre  Mirrors  Ceiling Height	Damage to wooden panels; separation between panels and surrounding boards.  Damage, tears or rucking, gaps between mats, free from dirt.  Not splintered, damaged or slippery. Secured safely to the wall.  Not cracked, splintered or shattered.  Minimum 8m high over performance area. No cables; cross bars below this level over performance area.	
<b>13. AEROBIC AREA</b> Floor Area	No splinters, check joints and surrounding framework for movement, free of dust, smooth and clean.	

EQUIPMENT CHECK	CHECK	COMMENT
<p><b>14. TRAMPOLINES, DMT and SINGLE TRAMPETTES</b></p> <p>Beds</p> <p>Springs</p> <p>Leg Braces</p> <p>End Decks</p> <p>Frame Pads</p> <p>Roller Stands</p> <p>Throw in Mats</p> <p>Joints</p> <p>Chains</p> <p>Anchor Bars</p>	<p>Loose stitching or breaks in the webbing, tears and areas of solid beds that are worn, uneven tension shown by the lines on the bed not being straight</p> <p>Springs/cables are all in place with hooks pointing down</p> <p>Leg braces are fully inserted plus allen screws tight, rivets secure, hinge pins in place.</p> <p>Connecting brackets effective. Platform skin that supports the safety matting has no tears and tensioning straps are all secure. Leg braces secure and not worn. Safety matting not torn and infill foam in good condition.</p> <p>Tears, loose or missing clips/fasteners or soft areas at the joints.</p> <p>Freely running and swivelling castors, wheels and hooks.</p> <p>Tears and other damage</p> <p>Wear at the joints and that the frame is level all around</p> <p>Chains for security and even adjustment</p> <p>Excessive wear due to movement</p>	
<p><b>15. THE OVERHEAD RIG</b></p> <p>Trampoline Position</p> <p>Security of Ropes and Attachments</p> <p>Swivels and Pulleys</p> <p>The Belt</p>	<p>Trampoline Position in relation to the overhead rig</p> <p>Security of the ropes and attachments and the condition of the elastics and attachments on bungee rings</p> <p>Unhindered operation</p> <p>Security of the belt</p>	

Signed ..... Date .....

## 7.7 SERVICE PROVISION CHECKLIST

### FOR COMPLETION BY SERVICE PROVIDERS FOR GYMNASTICS EVENTS OR ACTIVITIES

When considering using a provider or tour operator for gymnastic events, the organiser must seek written assurances that the provision complies with the British Gymnastics Health, Safety and Welfare Policy.

BG Discipline/Club.....

Person in charge: (HoD/Event Manager).....

Date(s) of Event.....

Name of Provider.....

The provider or tour operator providing services is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications that do not apply to your provision.

**SECTION A** should be completed for all visits/events. **SECTION B** (Tour operators) should also be completed if applicable.

#### SECTION A – ALL VISITS

##### Health, Safety and Emergency Policy

1. The Provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

##### Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

##### Staffing

4. All reasonable steps are taken to check staff who have access to young people, for relevant criminal history and suitability for work with young people.
5. There are adequate and regular opportunities for liaison between club staff and the provider's staff and there is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to club staff.

##### Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving "indemnity to principal".

**Accommodation** (if residential accommodation is provided)

7. UK accommodation is covered by a current fire certificate, or advice has been sought from a fire officer and implemented and a fire risk assessment has been completed. Provision has been recently inspected by the local Environmental Health Officer and any recommendations have been implemented.
8. If abroad, the accommodation complies with the fire, health and safety regulations, which apply in the country concerned.
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to gymnast's accommodation.

**Activity Management**

11. The provider operates a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties.
12. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
13. Staff competences are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.
14. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.
15. Participants will at all times have access to a person with current first aid qualifications. Staff are practised and competent in accident and emergency procedures.
16. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
17. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

**SECTION B – TOUR OPERATORS**

*Where a tour operator delivers services to clubs using other providers e.g. transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined above and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.*

18. Sections A and B of the form, as relevant, have been completed to show that suitable and sufficient checks of providers to be used have been made, records of which are available for inspection.
19. The Tour Operator complies with Package Travel Regulations, including arrangements to safeguard customers' monies.



20. ATOL, ABTA or other bonding body name and numbers:.....

**SECTION C – GENERAL**

21. The provider has completed sections A and B of this form and agrees to provide additional assurances which are specific to the activities being proposed and which will be made clear to the provider by the event/activities organiser.

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation with national governing bodies, tourist boards etc.

Signed..... Date.....

Name (in capital letters).....

Name and address of provider or tour operator .....

.....  
.....

Tel..... Fax.....

Email..... Website.....

**Thank you for completing this form. Please return the form to British Gymnastics.**

**Persons requiring advice on the interpretation of information given by providers or tour operators on this form should contact British Gymnastics on telephone number: 01952 822300.**

## 7.8 CLUB TRIP CHECKLIST

The following checklist is a quick guide to check health, safety and welfare procedures when organising a club trip.

CHECKLIST	YES	NO	DATE
1. Have you identified the roles required and responsibilities for trip staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. Have you followed recruitment procedures as outlined in the BG Safeguarding and Protecting Children Policy including Criminal Record Bureau checks on all staff and volunteers over the age of 14 years who are in a regulated activity either working or volunteering with children and/or vulnerable adults as part of their role on the trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Have all trip staff completed Safeguarding and Protecting Children Awareness training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4. Do you have a sufficient ratio of trip staff (1:10 plus one if under 10 participants) and are they of the appropriate gender?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5. Have you a designated Welfare Officer for the trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6. Has the designated Welfare Officer attended 'Time to Listen' Training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7. Have you circulated responsibilities and contact details for all staff to parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
8. Have parental consent forms been completed for all participants? (including emergency contacts etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9. Have you addressed any specific special needs of the participants? e.g. Diet, Disability related, Religious etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
10. Have you completed a risk assessment for the trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
11. Have you completed a detailed itinerary and circulated it to participants and their parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
12. Has a Service Provision Checklist been completed (if required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
13. Do you have Codes of Conduct for Staff and participants whilst away on trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
14. Have you ensured that all coaches are suitably trained, updated and qualified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
15. Have you made arrangements for overnight accommodation and considered room allocation and layout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
16. Have you made arrangements for transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
17. Do you have adequate First Aid provision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
18. Do you have a process for recording accidents and incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
19. Are all trip staff and participants members of British Gymnastics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
20. Have you considered any additional insurance needs for the trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
21. Do you have a procedure in place in the event of a participant going missing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
22. Do you have all necessary directions and maps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
23. Have you ensured that all new members have completed registration and consent forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 7.9 RISK ASSESSMENT SAMPLE TEMPLATE

Company name:.....

Date of risk assessment:.....

<b>Step 1 What are the hazards?</b>	<b>Step 2 Who might be harmed and how?</b>	<b>Step 3 What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Step 4 How will you put the assessment into action?</b>		
Spot hazards by:	Identify groups of people: Remember					
<ul style="list-style-type: none"> <li>Walking around the gym</li> <li>Asking employees what they think</li> <li>Visiting the HSE website</li> <li>Checking manufacturers' instructions</li> <li>Contacting NGB</li> </ul>	<ul style="list-style-type: none"> <li>Some workers have particular needs</li> <li>Members of the club</li> <li>Members of the public</li> <li>If you share the workplace think about how your work affects others present</li> </ul>	List what is already in place to reduce the likelihood of harm or make any harm less serious	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
Don't forget long-term health hazards	Say how the hazard could cause harm			Action by whom	Action by when	Done
<b>Step 5</b>		<ul style="list-style-type: none"> <li>Review your assessment to make sure you are still improving, or at least not sliding back.</li> <li>If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.</li> </ul>				
<b>Review date:</b> .....						



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