



Bicester & District Gymnastics Club

# BDGC 004 – Risk Management Policy

**Document Owner:** Chairman  
**Document Approver:** Committee

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# 1. Purpose

To ensure the club identifies and manages risks effectively to maintain a safe and enjoyable environment for all.

# 2. Scope

This Policy applies to:

All individuals, organizations and systems that access, process or store BDGC data.

This includes but is not limited to Individuals employed by BDGC or indirectly, temporary workers, visitors, voluntary and agency workers, third parties. All information created or received in the course of BDGC business must be protected according to its sensitivity, criticality, and value, regardless of its form or location.

When multiple information procedures or policies are applicable to the same information, the stricter of the requirement must be enforced unless otherwise instructed by the Chairperson.

# 3. Policy

The Management Committee will regularly assess potential risks related to club activities, facilities, and members. Simple measures, such as regular equipment checks and clear safety guidelines, will be implemented to reduce risk. Concerns or incidents must be reported promptly to ensure corrective actions can be taken.

## 3.1. Regular Risk Assessments

- The Management Committee will conduct regular risk assessments for all club activities, facilities, and equipment.
- Risk Assessments for activities will be documented and regularly maintained.

## 3.2. Incident Reporting

- All members, coaches and volunteers are encouraged to report any incident, hazards or near misses in line with the clubs Health & Safety Policy (BDGC 013 – Health & Safety Policy).

## 3.3. Safety Measures

- Basic safety measures such as regular equipment checks, and first-aid kit availability will be implemented and maintained.
- A qualified first aider will be present at all training session

## 3.4. Training and Awareness

- Coaches and volunteers will receive guidance on identifying and managing risks during training sessions and events

### **3.5. Corrective Actions**

- The committee will promptly address any identified risks or incidents by implementing correction actions to prevent recurrence

### **3.6. Member Responsibility:**

- Members and parents are responsible for following safety rules and reporting any concerns they observe.

### **3.7. Periodic Review:**

- Associated risk assessments will be reviewed annually or after significant incidents to ensure they remain effective.

## **4. Compliance and Disciplinary Procedures**

Any breach of this policy will be taken seriously and may lead to disciplinary action. In serious cases this could include summary dismissal under our disciplinary procedure. Any breach of this policy must be handled in accordance with all other relevant company policies within BDGC.

## **5. Monitoring Compliance**

The adoption of this policy is subject to monitoring and auditing. The outcomes from these reviews will inform and improve practices as part of BDGC's commitment to continual improvement.

## **6. Review**

This Policy will be reviewed at least annually.

## **7. Amendment and Termination**

This Policy can be amended, replaced, or terminated at any time at the sole discretion of BDGC. If you have any questions about whether you are reviewing the latest Policy, please confirm with the Owner of this document identified below.

## Document Controls

Category	Description
<b>Document Owner</b>	XXXXXX
<b>Status (Draft, Published, Retired)</b>	XXXXXX

## History

Revision #	Change Description	Author Initials	Date
0.1	XXXXXX	xx	DD MM YYYY