



Bicester & District Gymnastics Club

BDGC 013 – Health & Safety Policy

Document Owner: Head Coach
Document Approver: Committee

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1. Purpose

To ensure a safe and healthy environment for all members, coaches, volunteers, and visitors of Bicester & District Gymnastics Club (BDGC), minimizing risks during all activities.

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 Head Coach is the owner of this document and is responsible for ensuring that this policy document is reviewed at appropriate intervals to satisfy stated review requirements.

3.1. Regular Risk Assessments

- Risk assessments will be conducted regularly for all activities, equipment, and facilities.
- Documented assessments will be reviewed and updated annually or after significant incidents.

3.2. First Aid and Emergency Procedures

- A qualified first aider will be present at all training sessions and events.
- First aid kits will be accessible and fully stocked at all times.
- Emergency procedures, including fire evacuation routes, will be clearly communicated to all members and displayed prominently.

3.3. Equipment Safety

- Equipment will be inspected regularly for wear and tear.
- Faulty or unsafe equipment will be removed from use until repaired or replaced.
- Coaches will ensure equipment is used appropriately and safely, based on each gymnast's ability.

3.4. Member and Volunteer Responsibilities

- Members, parents, and volunteers are responsible for following the safety guidelines provided.
- Any hazards, near-misses, or incidents must be reported immediately to a coach or committee member.
- Parents/guardians are responsible for supervising children outside of training hours.

3.5. Behavioral Guidelines for Safety

- Gymnasts, coaches, and volunteers must follow instructions and avoid unsafe behaviors, such as horseplay or misuse of equipment.
- Respectful communication and cooperation are required to maintain a safe and positive environment.

3.6. Accessibility and Inclusion

- The club will make reasonable accommodations for gymnasts with disabilities or special needs, ensuring equal access to safe and supportive participation.

4. Insurance Coverage

The club maintains appropriate liability insurance to cover injuries, accidents, or damage occurring during club activities, ensuring financial protection for all stakeholders.

5. 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.

6. 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.

7. Review

This Policy will be reviewed at least annually.

8. 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
Document Owner	Head Coach
Status (Draft, Published, Retired)	Published

History

Revision #	Change Description	Author Initials	Date
0.1	Document Conception	PK	30/11/24