

## BULMERSHE GYMNASTICS CLUB

# HEALTH & SAFETY COVID-19 POLICY

## The Health and Safety at Work Act 1974

### 1. **GENERAL STATEMENT OF POLICY**

The policy of Bulmershe Gymnastics Club (BGC) is to provide and maintain a safe and healthy working environment for all its staff and members and to provide such information, training and supervision, as may be required to meet this objective. For the purpose of this document, 'staff' is defined as any person, whether employee, committee member, sub-contractor or volunteer worker, who works for BGC.

It is BGC's declared intent to exceed the legal minimum requirements and so far as it is reasonably practicable to meet current best practice. This will be achieved by adopting a safety management strategy that will include the provision of safe working systems and appropriate procedures to cater for all significant risks.

BGC follows guidelines issued by its Governing Body, British Gymnastics, concerning safe practice in coaching and matters of child protection.

The issuing of safety rules and general procedures will support this policy. These will each be subject to review and revision by the Committee, as necessary, and arrangements for the implementation of this policy will be publicised.

The Committee of BGC is responsible for the implementation of the Health and Safety Policy, however responsibility for achieving and adhering to acceptable safety standards also rests with all members of staff.

It is the duty of all staff not only to read this document carefully but also to take an active interest in achieving safety at work. The successful implementation of this policy is dependent upon the wholehearted co-operation of all.

This statement of policy will be reviewed and revised as appropriate, to take account of changes in circumstances or in legal requirements.

**During the Coronavirus pandemic, Bulmershe Gymnastics Club will take every measure to reduce the risk of the spread of the virus. Separate Covid-19 and Cleaning policies have been issued to staff and additional Covid-19 training has been undertaken with staff as they return to coaching.**

### 2. **RESPONSIBILITY OF THE BGC COMMITTEE**

The BGC committee will delegate to the Health & Safety committee the responsibility to implement the actions necessary for BGC to meet its obligations under current legislation with regard to Health and Safety and will provide a channel for communication on matters of health and safety, where all

staff are able to communicate their suggestions, concerns or requirements. Matters of health and safety will be discussed in main committee meetings, as necessary, and will be minuted.

The H&S committee will arrange for the annual safety inspections of all work areas followed by written reports for action to be taken. It will also ensure that the company's legal obligations are met and ensure that best practice with regard to Health and Safety is being followed. Annual safety inspections of all equipment will be organised by the Facilities Manager.

Arrangements are established to meet the following:

- Fire and emergencies;
- Accidents and safe working practices;
- Periodic general safety assessment of the building and its equipment, including risk assessment of staff involved regularly in activities which include manual handling as part of their work.
- The issuing of Health and Safety Procedures;
- The maintenance and monitoring of good housekeeping standards; including Hygiene procedures inline with Government Covid-19 guidelines
- The safe storage of waste and hazardous materials; including possible contaminated waste of Covid-19
- The maintenance of washing and toilet facilities;
- The regular maintenance of equipment on which personal safety depends, managed by the Head of Coaching and Facilities Manager working with the H&S Committee, to include (but may not be limited to) the following:
  - ◆ Gymnastic apparatus
  - ◆ Fire equipment, fire alarms, including fire drills and emergency lighting
  - ◆ Steps, trolleys and ladders
  - ◆ Portable and non-portable electrical equipment
  - ◆ Photocopiers and shredders
  - ◆ Site security
  - ◆ Such other items on site but not mentioned above that are covered by regular maintenance schedules monitored and co-ordinated by the Head of Operations.

### **3. RESPONSIBILITY OF ALL STAFF**

All staff have a duty under the Health and Safety at Work Act:

- ◆ to take care for the health and safety of themselves and others who may be affected by their acts or omissions at work;
- ◆ to support any measures taken by BGC to ensure a healthy and safe environment;
- ◆ Not to interfere with or misuse anything provided by BGC in connection with Health and Safety.

All staff should:

- ◆ Read and ensure that they understand the Health and Safety Policy and their own duty of care which is their responsibility;
- ◆ Read and ensure that they understand the Covid-19 and cleaning policy
- ◆ Seek to better understand from officers of the Committee anything that is unclear with regard to Health and Safety matters;
- ◆ Keep their surroundings safe, tidy, clean and pleasant to work in;
- ◆ Report any possible health and safety risks immediately to an officer of the Committee;
- ◆ Report any possible cases of Covid-19 to Head of Operations
- ◆ Report any workplace incident or accident, no matter how trivial;
- ◆ If required, wear any protective clothing, and/or use any safety devices while adopting safe working practices in carrying out their work-related duties.

### **4. RESPONSIBILITIES**

#### **4.1 Health & Safety Officer**

Will have the duty to co-ordinate evacuation procedures in the event of a fire, and to arrange the regular fire alarm tests and periodic emergency evacuation drills. The Committee will appoint the Health & Safety Officer.

#### **4.2 Qualified First Aiders**

The H&S Committee will ensure that sufficient First Aiders are appointed and adequate training is provided. In practice all coaches in charge of training sessions will be qualified first aiders. In addition, the H&S Committee will ensure that approved first aid kits are provided, the maintenance of an approved accident book is undertaken and notices which list the First Aiders are put up, and kept up to date. These lists are currently displayed on the main notice board in the entrance hall and on the coaches' notice board in the gym.

In the event of an accident, the coach in charge of a training session must record details of the accident in the Accident Book (kept in the gym). Full procedures for the reporting of accidents are contained in the Health and Safety file in the gym.

A First Aid Volunteer, appointed by the Committee, will be responsible for weekly checking of the First Aid Kit ensuring that adequate and appropriate supplies are available at all times.

## **5. HEALTH AND SAFETY AT WORK PRACTICES**

### **5.1 General**

It is in the interests of all staff to raise awareness of health and safety, and to exercise common sense and consideration for others thereby reducing the risk of accidents or ill health.

All coaching staff are expected to follow the Club's Child Protection Policy, and to observe current best coaching practice at all times, in line with their level of qualification.

All staff and members participating in gymnastics coaching, training or competitions are expected to adhere to the Code of Dress policy endorsed by British Gymnastics, copies of which are given to all members on joining the club and are displayed on the notice boards.

All members are expected to follow the Club Guidelines regarding appropriate safe conduct in the building, copies of which are given to all members on joining and are displayed on the notice boards.

Everyone is expected to practice 'good housekeeping' at all times, keeping individual workplaces clean and tidy, ensuring that empty boxes and other bulky materials are taken to the rubbish bins below the tennis courts or are clearly marked for the cleaners to dispose of, and that rubbish is not stockpiled.

All doors, corridors, gangways, stairways and emergency exits must not be blocked or obstructed with boxes, furniture or equipment.

Everyone is expected to observe all safety notices on or associated with any equipment operated by staff, such as kitchen and electrical equipment, photocopiers, etc. No maintenance of equipment should be undertaken unless qualified to do so.

### **5.2 Smoking and Alcohol Consumption**

No smoking or consumption of alcohol are permitted anywhere in the building or in the fenced area round the gym.

### **5.3 Accident Reporting**

All accidents (no matter how trivial) or incidents must be reported. Procedures for the correct reporting of accidents are described in detail in the Health & Safety file kept in the gym, and in posters on the Coaches' notice board. Reporting of accidents is required by BGC's insurance company and British Gymnastics.

A First Aid Kit is located in the kitchen and in the gym. Names of qualified first aiders are displayed on the notice boards in the gym and in the entrance hall. First aiders to ensure that they wear appropriate personal protection equipment when administering first aid.

## **5.4 Safety signs**

The appropriate safety signs which are displayed to prohibit certain actions, warn of hazards, state requirements, or indicate safe conditions (for example) will comply with the Safety Signs Regulations 1980 and BS5378.

## **5.5 Fire Precautions**

Effective precautions must be taken to guard against fire. If working with flammable materials and/or substances, all precautions as stated in the instructions for the material or substance must be observed. Fire doors must be kept clear and shut at all times.

In the event of a fire, leave the building quickly and in an orderly fashion by the nearest fire exit or safe route, following the instructions of the person in charge (normally the coach in charge of the training session). The assembly point is sign posted and is on the tennis courts in front of the gym or in the Club's car park behind the gym. Notices of what to do in case of Fire are displayed in several places in the building, close to exits. Staff are advised to read them and be familiar with the contents. Social distancing does not need to be adhered to at this time.

The fire alarms will be tested regularly by the Club Manager or H&S Officer. There will be no need to evacuate the building at this time unless instructed to do so by the Head of Operations or H&S Officer.

## **5.6 Equipment**

### **5.6.1 Gymnastics Apparatus**

Only trained coaches or trainee coaches under the supervision of a trained coach are permitted to use or teach gymnasts how to use the gymnastic apparatus. British Gymnastics provides training in the safe use of all apparatus through its coaching courses.

### **5.6.2 Electrical Equipment**

Most equipment on the premises is covered by service contract. If any faults are identified by staff, the equipment should be switched off at the mains and the fault reported to a member of the Committee. A competent person will immediately remove the equipment from service until such time as it has been checked or repaired. Large equipment that cannot be removed from the area must be clearly marked 'Faulty – Do Not Use'. Only competent and trained staff should attempt any repairs.

The Club Manager is responsible for ensuring that all electrical equipment is tested for safety annually. Records of testing and subsequent action taken will be held.

## **5.7 Cleaning and Housekeeping**

BGC employs cleaners. However, every member of staff is responsible for housekeeping in and around their own work space to maintain a safe working environment. Please see Covid-19 cleaning policy.

## **5.8 Contractors working on site**

Advanced notice of maintenance work affecting use of the building by staff and members of the public will be given via the main notice boards.

Contractors working on site will be required to inform Head of Operations of contact details, in line with the governments Covid-19 Track and Trace. All visitors to follow hygiene guidelines to minimize the risk of contamination.

They are required to erect safety barriers around working areas to protect staff and members of the public from harm. In general contracted work will be carried out when the building is unoccupied by members of the public or, where this not possible or practical, at times of low occupancy (eg before/after classes or during school holidays).

For contractors required to work at height it is the responsibility of the club to ensure competency for the task and safe use of ladders/scaffold towers as required.

## **5.9 Lifting and Handling**

To minimise the risk of back strain and other injuries, all staff involved in lifting and handling heavy loads will be trained in the correct techniques.

## **5.10 Working at Height**

The requirements of the Work at Height Regulations 2005 must be complied with. Those staff and club members required to work at height will be trained in the safe use of ladders and, where required, in the use of scaffold towers. Copies of relevant documents are in the Health & Safety folder kept in the gym.

## **5.11 Substances**

The requirements of the Control of Substances Hazardous to Health Regulations 1988 must be complied with. All such materials must be kept locked away, in either the understairs or the electrical switching cupboards.

## **5.12 Security**

### **5.12.1 Personal Security**

- ◆ If possible avoid being on the premises alone;
- ◆ Cars should be parked as near the main entrance as possible which will increase visibility and ensure adequate lighting;
- ◆ If you are alone in the building, disable the handle of the main door by turning the key in the lock on the outside while the door is open, then enter the building making sure the door closes properly behind you.
- ◆ Should someone else already be in the building, notify them of your presence and do not leave without first letting them know that you have left.

### 5.12.2 Intruder Alarms

BGC's premises are protected by an intruder alarm. All staff needing to open and/or lock up the building have individual codes to set and cancel the intruder alarm system. Should a member of staff inadvertently set off the alarm they must inform the Club Manager or one of the responsible Key Holders immediately. A list of the current key holders can be found in the Health & Safety file in the gym. Responsible Key Holders and/or the Club Manager will have the necessary information to allow the alarm to be reset following the alarm being set off.

Intruder alarms are set whenever the building is left unattended. Anyone entering the building must be prepared to either set or cancel the alarm on entry to and/or exit from the building. Full instructions for setting the alarms can be found in the Health & Safety file in the gym and the Club Manager or H&S Officer will provide personal instruction as required.

Before leaving the premises, the person locking up must:

- ◆ Check the building, including both floors, changing rooms and toilets to ensure that no one else is on the premises;
- ◆ Switch off all lights;
- ◆ Check that all fire doors are closed;
- ◆ Exit via the door where the alarm panel is situated, set the alarm and exit the building.
- ◆ Should the alarm go off following the above process, follow the instructions for 'Manual Reset' in the Health & Safety file or contact one of the Responsible Key Holders.

### 5.13 Visitors

Visitors, including parents of participating gymnasts, are not allowed in the gym, unless arranged and reported in advance to the Head of Operations

Observation of gymnastics training is not permitted at this time.

All staff are asked to be vigilant and report anything suspicious visitors to a member of the committee or to the Head of Operations.

**H&S Committee:** Head of Operations – Trina Farrance  
[trina@bulmershegymnastics.co.uk](mailto:trina@bulmershegymnastics.co.uk)

Club Welfare Officer – Stephanie Bendall [welfarebgc@gmail.com](mailto:welfarebgc@gmail.com)

Membership Manager – Carla Clarke [Membership@bulmershegymnastics.co.uk](mailto:Membership@bulmershegymnastics.co.uk)

Facilities Manager – Dave Gordon [Facilities@bulmershegymnastics.co.uk](mailto:Facilities@bulmershegymnastics.co.uk)

Pre-school – Kay McCallum [kay.mccallum@bulmershegymnastics.co.uk](mailto:kay.mccallum@bulmershegymnastics.co.uk)

Further information and guidance: [www.hse.gov.uk](http://www.hse.gov.uk)