

HEALTH & SAFETY 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.

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;
- The safe storage of waste and hazardous materials;
- The maintenance of washing and toilet facilities;
- The regular maintenance of equipment on which personal safety depends, managed by the Head of Coaching 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 coordinated by the Facilities Manager.