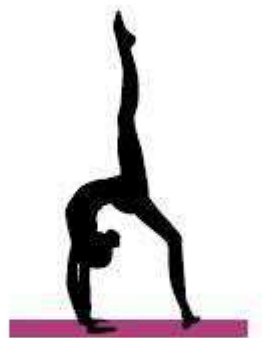


Bedwas Gymnastics Club

Health & Safety Policy



Bedwas
Gymnastics
Club

OCTOBER 2014

POLICY REVIEW RECORD

The Company Policy for Health and Safety was first issued in this format:

REVISION NO.	DATE	DETAILS
1	October 2014	New Bespoke Policy prepared

Contents

PART ONE - POLICY

1. Statement of Health & Safety Policy

PART TWO - ORGANISATIONAL ROLES & RESPONSIBILITIES

2. Organisational Roles & Responsibilities
 - 2.1 Board
 - 2.2 Appointed Person
 - 2.3 Managers / Supervisors
 - 2.4 First Aiders
 - 2.5 Fire Marshalls
 - 2.6 Employees
 - 2.7 Competent Advice

PART THREE - ARRANGEMENTS & PROCEDURES

3. Arrangements & Procedures
 - 3.1 Communication of the Policy
 - 3.2 Risk Reduction & Control – Risk Assessments & Procedures
 - 3.3 Information, Instruction & Training
 - 3.4 Manual Handling
 - 3.5 Work at Height
 - 3.6 Noise & Vibration
 - 3.7 Control of Hazardous Substances
 - 3.8 Electrical Safety
 - 3.9 Display Screen Equipment (DSE)
 - 3.10 Accident / Incident Reporting
 - 3.11 Work Equipment
 - 3.12 Fire Safety
 - 3.13 Contractors
 - 3.14 Monitoring of Policy & Safety Compliance



Bedwas Gymnastics Club

1. STATEMENT OF HEALTH & SAFETY POLICY

It is the policy of Bedwas Gymnastics Club to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment.

We recognise and accept our duty to protect the health and safety of all persons affected by our work activities, including employees, clients, contractors, visitors, members of the public, and other persons.

In order to fulfil our policy requirement, we will:

1. Make available adequate financial and people resources.
2. Make the working environment as safe and healthy as reasonably practicable to do so.
3. Reduce hazards which cannot be completely eliminated by introducing safe procedures, and effectively training and instructing employees and other persons who work on our behalf.
4. Actively involve all employees and other persons, in the company's efforts to promote safety and health.
5. Make regular safety inspections of premises, work equipment, and processes.
6. Regularly monitor and review health & safety performance, making adjustments whenever necessary to maintain good health & safety standards.

All employees and volunteers will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective. We will also liaise with Contractors and other Organisations with whom we work to ensure that their work activities are conducted safely and competently, and in accordance with legal obligations.

While the management of BEDWAS GYMNASTICS CLUB will do all that is within its power to ensure the health and safety of its employees and other persons, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee and other person working with BEDWAS GYMNASTICS CLUB to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

This health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our activities occur. The policy will be reviewed at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed in the following sections.

Signed

Date:

Title: Chair of Directors



2. ORGANISATIONAL ROLES & RESPONSIBILITIES

2.1 BOARD OF DIRECTORS

The Board has overall responsibility for Health and Safety throughout the Company's business activities, specifically;

- Ensuring that all staff and volunteers maintain and demonstrate their commitment to health & safety.
- Ensuring that health & safety risks and other information brought to their attention are appropriately considered and acted upon.
- Ensuring adequate resources including finance are made available for the delivery of the safety policy.

2.2 APPOINTED PERSON

Marietje Ward is the nominated person (Appointed Person) responsible for general management of Health and Safety at BEDWAS GYMNASTICS CLUB.

She is responsible for:

- Consulting with staff and volunteers on health & safety matters.
- Bringing the requirements of the health & Safety Policy, appropriate risk assessments and controls to the notice of all employees and volunteers.
- Ensuring action is taken on reports from Employees, Volunteers, Contractors, and other associated persons where health, safety and welfare issues are raised.
- Conducting/reviewing Risk Assessments where appropriate.
- Confirming that the relevant Enforcement Authority has been informed of any notifiable incident with the prescribed timescales as identified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2.3 EMPLOYEES, CONTRACTORS & OTHER WORKERS

It is the duty of each Employee, Volunteer, Contractor, or other person working with the Company, whilst at work, to;

- Act with due care for the health, safety and welfare of themselves, other employees and other persons, and for the avoidance of damage.
- Comply with all safety instructions and procedures issued by the Company.
- Make proper use of any safety equipment provided.
- Not use or interfere with work equipment for which they are not trained or authorised to use.
- Report dangerous hazards and incidents to a Health & Safety Appointed Person.



2.4 COMPETENT ADVICE

As required by The Management of Health and Safety at Work Regulations 1999 (Regulation 7 – Competent Advice), competent advice and information will be available at a management level to ensure that BEDWAS GYMNASTICS CLUB (as the employer) is made aware of any relevant changes in legislation, and the potential effects upon the Company.

The Health & Safety “Competent Person” is **Richard Hookway of Amarisk Ltd.**

He is responsible for:

- Formal review of health & safety systems.
- Providing guidance on risk assessment and other safety management applications.
- Updating the company on legal compliance.

3. ARRANGEMENTS & PROCEDURES

3.1 COMMUNICATION OF THE POLICY

The management of BEDWAS GYMNASTICS CLUB view communication between staff at all levels as an essential part of effective health and safety management. We will endeavour to consult with employees and volunteers regarding any safety changes or issues affecting the workplace/activities.

The requirements of the Health and Safety Policy and any relevant arrangements will be included in the induction process for all Employees/Volunteers.

Any changes to the Health and Safety Policy or arrangements will be circulated to all employees/Volunteers.

3.2 RISK REDUCTION AND CONTROL - RISK ASSESSMENTS & PROCEDURES

BEDWAS GYMNASTICS CLUB will ensure that suitable risk assessments are completed and the recommended outcomes are implemented.

Employees, Volunteers and other workers (where appropriate) will be provided with appropriate instruction and training on risks identified and correct procedures to follow.

Risk Assessments will be reviewed when changes occur, and no more than every 12 months.

The main hazards associated with our business activities (non-exhaustive) include;

- Gymnastics activities
- Manual Handling
- Fire
- Falls from height / falling objects
- Slips & Trips
- Electricity



3.3 INFORMATION, INSTRUCTION AND TRAINING

Employees, Volunteers and other workers will be given appropriate induction training in relation to their responsibilities. Additional training required because of new work activities and the use of new equipment will be provided when needed.

The following training / instruction will be mandatory for specific groups of employees as listed below:

- Induction training for all employees

All training achievement by employees will be recorded.

3.4 MANUAL HANDLING

Manual Handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. All employees & volunteers will be provided with manual handling instruction during induction, and will be advised where possible to avoid or reduce the need to manually handle loads.

3.5 WORK AT HEIGHT

BEDWAS GYMNASTICS CLUB has a responsibility to do all that is reasonably practicable to prevent anyone from falling and ensure compliance with the Working at Height Regulations 2005.

Where we may work at height, e.g. on raised platforms, we shall take appropriate measures to avoid persons falling, or objects falling.

3.6 NOISE & VIBRATION

Our work activities do not generally involve exposure to high levels of noise or vibration.

In situations where high levels of noise or vibration exist, we will take measures to ensure that Employees, Volunteers and other persons are protected from excessive noise; this will include reduction of exposure to noise, and provision of ear defenders/plugs where appropriate.

3.7 CONTROL OF HAZARDOUS SUBSTANCES

In general the majority of operational activities do not involve the use of hazardous substances, save for general cleaning chemicals.

Hazardous substances are therefore not considered a risk within our normal activities.

No person, including contractors, will be allowed to introduce hazardous substances on to Company premises without the explicit consent of the Appointed Person or delegated responsible person.

3.8 ELECTRICAL SAFETY

BEDWAS GYMNASTICS CLUB will ensure that a qualified electrician checks all electrical appliances / hard wiring in compliance with the Electricity at Work Regulations, and where a defect is found, BEDWAS GYMNASTICS CLUB will ensure that it is repaired or removed from use immediately.



At appropriate regular intervals a 'competent person' will test all portable appliances. All employees and volunteers should report any defects to an Appointed Person with immediate effect. The installation or tampering of any electrical equipment by employees or volunteers is not permitted.

It will be the responsibility of the Appointed Persons to ensure that testing as defined above is carried out.

3.9 DISPLAY SCREEN EQUIPMENT (DSE)

All employees who use a display screen ('DSE User') will be provided with DSE instruction and risk assessment.

Eyesight tests will be provided for 'DSE Users' on request, and where necessary, this will include provision of the basic necessary corrective equipment, e.g. glasses.

Eye and eyesight tests are available free of charge for staff who use DSE as defined above. Where the optician prescribes the use of spectacles or other personal aids to vision specifically and solely for VDU purposes, BEDWAS GYMNASTICS CLUB will pay the cost of the lowest standard identified by the optician as necessary, currently set at up to a maximum of £50. Users who wish to purchase more expensive equipment shall pay the additional cost themselves.

3.10 ACCIDENT/INCIDENT REPORTING

All injuries, prescribed diseases and dangerous occurrences occurring as a result of work activities must be reported to the Appointed person (or other delegated person) and recorded in the Accident book. This applies to injuries received by employees, volunteers, contractors, visitors and other persons.

Injuries, prescribed diseases and dangerous occurrences defined in the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR) must be reported to the Appointed Person immediately who will have the responsibility of reporting the incident to the national Riddor Incident Centre.

3.11 WORK EQUIPMENT

All equipment provided/used by BEDWAS GYMNASTICS CLUB shall conform to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other relevant regulations.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

All work equipment will be maintained in good working order and repair. In the case of any actual or suspected defects of the equipment, this must be reported to an Appointed Person immediately, and work with this equipment be discontinued until it has been checked or repaired by a competent person, or replaced.

Employees should not attempt maintenance or repair of Company equipment or any machinery unless they are competent and trained in the procedure for carrying out repairs or maintenance.

3.12 FIRE SAFETY



The Company will ensure that it complies with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting equipment, and for advising employees and other persons on safe practices and procedures.

Instruction regarding fire prevention and emergency procedures will be provided for all employees and volunteers during induction.

3.13 CONTRACTORS

BEDWAS GYMNASTICS CLUB recognises that it has a legal responsibility to ensure that contractors employed to carry out work on company premises, or on behalf of the company are competent, and carry out work in a safe manner.

In cases where we use contractors, we will request documents confirming appropriate competency (training certificates, qualifications), liability insurance, and where appropriate, copies of risk assessments.

3.14 MONITORING OF POLICY & SAFETY COMPLIANCE

The Health and Safety Policy will be continually reviewed by the Appointed Persons to monitor levels of compliance, no more than every 12 months.