



Health & Safety Policy & Procedure Manual

Document Control Tracker

Date	Action	By
27 th June 2019	Creation of a new H&S policy and procedure document	William Flint FIIRSM, GradOSH, MIFSM, CertFDI, DipOSH, DipFD, RIPHH

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Health and Safety Policy Statement

London Gymnastics is committed to continual improvement in occupational health and safety. This commitment is reflected in our application, and ongoing development, of systems for the management of safety and health management and community relations within the company's operations.

We believe our people are our greatest asset and will conduct our business activities in such a way so as far as reasonably practicable so that employees, contractors, and others are not exposed to hazards.

We will achieve this by:

- Setting objectives aimed at controlling risks and increasing awareness
- Monitoring and reviewing our safety and health performance.
- Believing safety is everyone's responsibility.
- Recognising that accidents, ill health and incidents are a result from failure in management control.
- Legislation and regulations are seen as our minimal standards.
- Defining roles and responsibilities for health and safety
- Provide training, information and supervision for our employees to carry out their duties safely.
- Review and revise this policy annually.

Displaying this signed policy at our work locations confirms our personal commitment to making London Gymnastics workplaces safe and healthy for all our employees and others, and to ensure that we achieve corporate responsibility, statutory compliance and demonstrated due diligence.

A handwritten signature in blue ink, appearing to read "Ben Murphy".

.....
Ben Murphy
Chief Executive Officer

Date: 1st July 2019

Introduction to Our Activities

In order that the users of this manual understand the scope of delivery of London Gymnastics this brief introduction sets out London Gymnastics key deliverable items.

- Promoting and assisting Gymnastics and Gymnastics Clubs within the London area.
- Providing funding for Gymnastics and Gymnastics Clubs within the London area.
- Governance of the various technical disciplines which make up Gymnastics within the London area with the aim of driving up standards of participation, safety and inclusion.
- Provision of discipline specific competitions between clubs within region and the enablement of competition between our region and others within the country.
- Running events within the London area for Gymnastics clubs and Gymnasts to take part in. These may be training events, festivals or other events as deemed necessary or desirable by the Executive.

London Gymnastics is an established, largely volunteer organisation. London Gymnastics is a not for profit Company. While the Organisation is a Company and is mindful of the full spectrum of Health and Safety Law that is in place to legislate all aspects of a Company's activity the limited scope of operation that London Gymnastics has means that this Policy and Procedure Document only deals with elements of the Law which directly affects these operations. Where the Company does not undertake an activity which has specific legal requirements, the activity and any mitigation or control measures have been omitted from this manual for clarity. The Policy and Procedure Document is under review on a regular basis and will be updated to reflect any changes to our core business objectives as needed. Reviews are undertaken annually as a minimum standard or as directed by the Executive.



Management Structure



Management Health and Safety Responsibilities

Chief Executive Officer

The Chief Executive Officer accepts that health, safety and welfare at work are matters of vital concern to management and employees. **They are ultimately responsible for ensuring that all reasonably practicable steps are taken to:**

- Provide a healthy and safe working environment.
- Operate healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- Train employees and volunteers to work efficiently and safely with an understanding both of the nature of known hazards and the reasons for preventive measures.
- Provide procedures whereby a prompt and positive response is made to queries on health, safety or welfare matters raised by employees.
- Provide adequate arrangements for communication and consultation between management and employees on health and safety matters.
- The Chief Executive Officer is assisted in achieving these aims by various identified personnel whose responsibilities are detailed in this section. They will ensure that personnel:
 - Understand and implement the company's Health and Safety Policy and Procedures.
 - Are aware of their safety responsibilities and follow recognised procedures where these are laid down.
 - Undertake periodic checks to ensure that procedures are being followed.
 - Ensuring that the Health and Safety Manual is fully understood by all levels of management.
 - Providing, in conjunction with the Technical Committees advice on health, safety and welfare matters.
 - Arranging and/or undertaking regular inspections, audits, surveys and tests to assess the standards achieved.
 - Ensuring risk assessments are undertaken and safe working practices developed to ensure the health and safety of employees.
 - Periodically appraising the performance of employees, managers and others in the fulfilment of their responsibilities.
 - Ensuring that effective channels of communication are provided so that information concerning health and safety is communicated to employees and volunteers.

Furthermore any matter concerning health and safety raised by an employee or volunteer is recorded and appropriate action taken.

- Ensuring that safety aspects are considered in all plans for the installation and design of buildings, machinery and equipment.
- Ensuring the cause of significant accidents and dangerous occurrences are investigated and appropriate remedial action is taken.
- Ensuring that the need for protective clothing and equipment is assessed and that correct advice on the provision, introduction and use of such items is available.

The Chief Executive Officer is, in addition to any duties set out in this document or elsewhere, specifically responsible for:

- Evaluating possible loss or damage to company property and risks to the public through the company's activities.
- Ensuring that all liability is covered by insurance.
- Reviewing insurance and loss record periodically and taking action when necessary to correct adverse trends.
- Ensuring current copies of Employers Liability Insurance Certificates are distributed to all locations for display on notice boards.

Health and Safety Advisor

The Health and Safety Advisor is responsible for Health and Safety and duties include:

- Communicating Health and Safety performance to London Gymnastics.
- Assisting Management in development and maintenance of the Safety Management System.
- Provide information to management and employees in regards to health and safety.
- Acknowledge legislative requirements.
- Ensuring safe work procedures are followed.
- Carrying out Health and Safety Site Visits and audits.
- Reviewing and developing Health and Safety reports.
- Involvement in Health and Safety meetings.
- Providing advice and encouraging best practice.
- Conducting safety inductions as instructed.
- Investigating incidents.
- Ensuring records in relation to health and safety are maintained.
- Ensure a health and safety representative is elected and appointed.
- Obey Health and Safety instructions by management.
- Review Health and Safety policy and update with new legislation.
- Review Risk Assessments, Method Statements annually and after incident.

Directors

Directors are responsible for Health and Safety and their duties include:

- Assist the Chief Executive as required or instructed to ensure Health and Safety responsibilities and duties are discharged.
- Ensuring safe work procedures are followed.
- Provide information to volunteers and employees in regards to health and safety.
- Decide when OSHE training is required.
- Decide on strategic training requirements.
- Facilitate consultative processes between management and others
- Undertake risk assessments.
- Maintain appropriate documentation of procedures developed from risk assessment.
- Report injury and provide appropriate forms to injured persons for completion.
- Involvement with injury management and return to work programs.
- Involvement in incident investigations.
- Ensuring Health and Safety controls are implemented and effective.
- Report to Health and Safety Advisor OSHE issues
- Involvement in workplace or event inspections
- Ensure the use of personal protective equipment is used when required.
- Provide recommendations to enhancing safety to management
- Ensure sufficient fire emergency procedures and equipment are provided.

Technical Committee Members

Technical Committee Members are responsible for Health and Safety and their duties include:

- Ensuring safe work procedures are followed.
- Provide information to volunteers and employees in regards to health and safety.
- Decide when OSHE training is required.
- Decide on sports specific training requirements.
- Facilitate consultative processes between management and employees
- Undertake risk assessments.
- Maintain appropriate documentation of procedures developed from risk assessment.
- Report injury and provide appropriate forms to injured persons for completion.
- Involvement with injury management and return to work programs.
- Involvement in incident investigations.
- Ensuring Health and Safety controls are implemented and effective.
- Report to Health and Safety Advisor OSHE issues
- Involvement in workplace inspections
- Ensure the use of personal protective equipment is used when required.
- Provide recommendations to enhancing safety to management
- Ensure that competent fire and emergency wardens are provided for events and competitions.
- Ensure sufficient fire emergency equipment is provided.
- Work from time to time as Event Coordinators.
- Appoint a Health and Safety Representative for each event or competition.

Employees and Volunteers

Employees and Volunteers are responsible for Health and Safety and their duties include:

- Ensure their own safety at work.
- Avoid affecting the health and safety of any other person.
- Elect Health and Safety Representative.
- Use personal protective equipment and clothing correctly as is provided.
- Report incidents.
- Report injury or health problem to First Aider.
- Report hazards which the individual cannot rectify to the appointed Health and Safety Representative for the event or competition which the employee or volunteer is participating in.
- Provide recommendations to enhance health and safety.
- Refusal to work if the employee believes it is unsafe to do so.
- Ask questions of the Directors, Technical Committee Members or Health and Safety Advisor if in relation to health and safety information.
- Comply with Company rules.
- Work within their competency.
- Follow British Gymnastics policy, procedure and guidance.
- Follow health and safety procedures.
- Obey emergency and evacuation procedures.

Event Mobilisation and Delivery

Events fall into basically two categories; competitions and training or information events. London Gymnastics will undertake the same basic mobilisation steps for both situations. The Technical Committee or Event Committee will appoint an Events Coordinator and subcommittee who are responsible for bring the event from the planning stage to realisation.

The strategic approach that London Gymnastics will adopt is a risk based approach to the event. Meaning that the control measures which are to be deployed are specific to the event and are not a generic response without basis. To enable suitable risk interrogation and control London Gymnastics break the risk assessment process into the following headings:

Building or Facility

This refers to the envelop in which the event is to take place. This can be a full time gym, a multi sports space or even a field. The facility provider should provide a risk assessment for their venue to allow the event coordination team to ensure that the control measures required are not infringed by our activities.

Equipment for the Event

This segment refers to all of the equipment which is to be used. For example hired in gymnastics equipment would fall into this heading as would equipment already installed in a full time gym as well as any other equipment that London Gymnastics decides to deploy to the event such as projectors, sound systems or scoring boards. The ownership of the risk assessments required during this stage will be split according to the provision of the equipment and may include different phases of use. For example delivery and setting up of a sprung floor is one stage. The use of the floor is then another phase and finally the removal of the sprung floor from the venue is the last stage. Ownership of the various stages of the risk assessment may also change. Delivery, installation and removal would sit with the supplier whereas the use of the floor could sit with London Gymnastics. The Event Coordinator and the Safety Advisor will determine ownership of each phase of use and will ensure that risk assessments are present for all stages.

The Event

The Event, what are we doing, who is doing what and what hazards are present? This section of the process clearly sits with London Gymnastics however there may be elements within the "Event" risk assessment that require further specialist risk assessment from the training provider or other specialist, this is where provision of content of the "Event" is being provided by others. Examples would include first aid training providers, manual handling trainers if practical training means are to be used.

Coordinated Planning and Delivery

To aid the Event Coordinator and Event Coordination team a Planning and delivery Proforma document has been produced which identifies the various stages detailed above. This process requires the Event Coordinator to identify the responsibilities for information and control measure provision from inception to completion dealing with both "Normal" operation and "Abnormal" or Emergency situations. A systematic approach to the delivery of

the event is vital to ensure that all foreseeable situations are planned for and hazards are controlled as far as is reasonably practical.

Workplace Hazard Management

Workplace Hazard Management is an imperative ingredient when planning and implementing a successful health and safety management system. To understand and make adequate provisions to protect our staff and anyone else who may be affected by our activities, risk assessments are conducted for all tasks that have the potential to cause harm. In doing so London Gymnastics complies with the demands of the *Management of Health & Safety at Work Regulations 1999*, Regulation 3 which requires the employer to make suitable and substantial assessment of the risks to Health & Safety and to keep records of these findings.

Prior to carrying out the risk management process, identification of the task in question and considerable research is required. The assessor can then establish the scope of the activity and define if relevant any Legal Standards or Codes of Practice to which the hazards relating to the job pertain. This ensures an accurate assessment of the task is achieved, considering all possible risks, and effectively eliminating or reducing the likelihood of unnecessary incidents or accidents associated with the task. Furthermore a sufficient risk assessment ascertains the requirement of additional risk assessments such as COSHH Assessments or Manual Handling Assessments.

Hazard Identification

Identifying the hazards in the workplace is the first step in risk management. Hazard identification is locating and identifying a situation at the workplace that has the potential to cause harm.

Hazards can be grouped into 6 categories:

- Physical hazards
- Chemical
- Ergonomic
- Biological
- Social, psychosocial
- Mechanical and electrical.

To ensure all hazards are identified by employers, employees, and volunteers, effective methods in hazard identification need to be recognised by all personal.

Hazard identification is achieved by carrying out the following:

- Reviewing London Gymnastics history of illness and sick records.
- Employee and Volunteer consultation.
- Reviewing accident and near miss reports.
- Walk-through surveys.
- Reviewing safety documents e.g. MSDS

Hazard Reporting Procedures

Procedures have been developed so employees, volunteers and contractors can report hazards once identified. Once an employee, contractor or volunteer has identified a hazard at London Gymnastics; it is his or her duty to:

- Take all steps, as far as practicable, to minimize or isolate the risk presented.
- Warn all staff within the area about the hazard.
- Mark the hazard with appropriate signage if appropriate.
- Report to the Management Team who will consult as necessary to determine corrective action.
- Reported hazards to be addressed at the next Health and Safety Meeting.

Risk Assessment

Risk assessment is an integral part of all work. Analysing and evaluating the risks ensures the risks are prioritized for treatment. Risk assessments are carried out by the Health and Safety Advisor and/or competent operatives.

London Gymnastics uses a risk matrix to facilitate the process of identifying the frequency of occurrence and the potential consequences if the risk isn't managed.

A scale of one to five is used to establish values for likelihood and severity to be used in the risk formula i.e. Severity x Likelihood = Risk tables 1 and 2. The resultant number is employed on the risk matrix to generate a risk rating (table 3).

Table 1: Consequences and Severity

Value	Consequence Level	Consequence Description
5	Very High	Death(s) permanent incapacity possibly widespread.
4	High	Major injury (reportable), severe incapacity, serious loss
3	Moderate	Injury, illness requiring three days or more absence still reportable
2	Slight	Minor injury requiring first aid only, slight loss
1	Negligible	No or trivial injury, illness or loss

Table 2: Likelihood

Value	Certainty
5	Almost certain
4	Likely
3	Even chance
2	Unlikely
1	Improbable

Table 3: Risk Matrix

Likelihood	Severity/Impact					Risk Value Legend
	Minimal	Minor	Major	Serious	Catastrophic	
Near Certainty	5	10	15	20	25	Low: ≤ 5 - Green Med: > 5, ≤ 12 - Yellow High: > 12 - Orange
Highly Likely	4	8	12	16	20	
Likely	3	6	9	12	15	
Low Likelihood	2	4	5	8	10	
Extremely Improbable	1	2	3	4	6	

Table 4: Risk Classification

Class	Requirements
Low	Localised control methods.
Medium	Will require operational planning
High	Will require detailed pre-planning

Low risk-rated items are disregarded. The remaining risks are examined one at a time to develop control strategies to reduce the latter risk to a tolerable level if it cannot be removed altogether. When developing controls the hierarchy of control is used and more than one control for each item may exist and is considered and the best control or controls selected.

Hazard Control

London Gymnastics manages and controls risks that pose a threat to the health and safety of London Gymnastics employees and those not in their employ. The hierarchy of controls is a method approved by relative legislation, specifically the *Health and Safety at Work etc. Act 1974* and the Occupational Health and Safety Standards 18001. The hierarchy of controls is a list of controls that are ranked according to their effectiveness.

- Elimination
- Substitution
- Isolation
- Engineering controls
- Administrative controls
- Person protective equipment

Elimination must always be the first consideration in dealing with hazards. Personal protective equipment must always be seen as the last resort as it is the least effective method.

An action checklist is developed, costed and prioritised (highest risk rating items first) to allow resources to be most beneficially deployed. The prioritised checklist is used to ensure that the required corrective action is implemented and by who. The action taken will have training and expenditure requirements that must be fulfilled. It then becomes the task of line management to ensure that the changes made remain effective and operational by active supervision and monitoring.

Once the required action is taken the assessment is reviewed on completion of that action to ensure that changes made have been as effective as was expected using the same methodology as detailed above. Once the review has taken place and it is felt that the task assessed is now safely controlled the risk assessment is reviewed every year or whenever circumstances change or a failure is reported such as an accident.

Safe Systems of Work Procedures

There are elements that pose hazard to our employees, volunteers and our patrons. This section deals with the traditional hazards that are common to facilities management functions such as handling cleaning materials to clean up spills or other fluids at an event.

Traditional tasks that pose a level of risk within the business that require a systemised logical approach will require a safe system of work. A safe system of work is a written procedure whereby the steps required for the safe execution of the task are documented for the operatives to follow. The safe system of work takes the findings of the risk assessment and evolves them into a process critical system where safety steps are considered in chronological order thus ensuring as far as is reasonably practical that the steps required to complete a given task in a safe manner and are carried out in the correct order without exception or modification.

The Health and Safety Advisor or Other Person Nominated by London Gymnastics will generate safe systems of work and method statements for the tasks that have the potential to cause harm as recognised by the risk assessments. This is a logical step after risk assessments are complete so as the control measures which are of a procedural or of a training nature are fully evolved into a trainable system which details the sequence of events and the provisions which are to be made at each stage of the task.

Safe Systems of Work should be documented as an integral part of planning for an Event.

Control of Contractors and Our Approved List of Suppliers

Before any works are left to a contractor or supplier, they must achieve approved status on the London Gymnastics Approved Supplier List. This list is managed and controlled by the Executive. When a new company whom the management wants to use is identified, they are emailed a Prequalification Questionnaire. This questionnaire will be used to gather the information required for the Safety Advisor to make a judgment as to whether or not London Gymnastics consider the contractor or supplier are competent enough to work for the company. Evidence requested and supplied will include proof of training, registration details etc. From time to time the Safety Advisor will also visit the contractor or supplier in order to gather more information. Only once the Safety Advisor has placed the contractor or supplier on the approved list of contractors and suppliers will the new contractor or supplier be used.

Contractors and Suppliers working for London Gymnastics are also evaluated and selected on the basis of their competency to manage Health and Safety issues as well as their attitude towards working with the company.

Manual Handling Procedures

In an events environment, manual handling is a significant injury risk. The application of the *Manual Handling Operations Regulations 1992 Amended 2002* and adherence to the guidance provided by the Health and Safety Executive will form an important element in the drive to eliminate or reduce injury in London Gymnastics operations.

The greatest manual handling risk with the organisation is the task of setting up equipment, handling merchandise or seating. To this end manual handling will be avoided if at all possible with mechanical means being used in preference to manual handling techniques. Examples of this would include using a trolley to move chairs. Where manual handling is unavoidable, for example when moving deflated inflatables management will ensure that adequate numbers of staff with adequate physical capacity are deployed to undertake the process safely.

All employees and volunteers must have received training in the correct means of manual handling involved in the type of work with the size of load anticipated during the day-to-day operations of the business. This training module is to be frequently repeated as staff development training.

The identification of hazards and the elimination or control of risks must take place at the earliest opportunity in each operation. Where possible, a Manual Handling Assessment (see Appendix) will be carried out and remedial measures taken at the planning stage. When tasks, which pose a risk of injury through manual handling, are undertaken, the person immediately in charge of the operation will be responsible for carrying out an assessment of taking action if such action has not already been taken or if the circumstances have changed.

The Chief Executive Officer will ensure training is provided to enable those charged with responsibilities under these Regulations to properly discharge them. They will also ensure resources are provided to reduce the need for manual handling to the minimum.

Workplace Alcohol and Drugs Procedure

This policy only deals with Alcohol and Drug abuse in terms of the working environment. It does not set out London Gymnastics position on doping or the use of performance enhancing drugs. London Gymnastics has adopted British Gymnastics policy and procedure on doping and performance enhancing drugs, please see their policy for details. Nor does this policy aim to set out the use of alcohol and non-prescription drugs by parents or carers who, from time to time may be at the business's events unless these persons present an immediate hazard to others.

Alcohol and substance misuse can have a detrimental effect upon your health and can adversely influence your work performance and your relationships with colleagues and customers. It can result in reduced efficiency and increased absenteeism.

The company has a duty of care towards and is concerned about the health and welfare of all employees and volunteers. It is therefore company policy to:

- Promote a responsible attitude to the consumption of alcohol amongst employees.
- Offer assistance to those employees and volunteers who require it.
- Treat alcohol and substance abuse as a health problem and arrange for employees and volunteers to seek professional assistance.
- The company will treat any absence due to alcohol and substance abuse in the same way as sickness absence on condition that you obtain professional treatment and maintain regular contact.
- While the company endeavours to pursue an enlightened approach to alcohol and substance abuse it will not tolerate either situation on its sites. Anyone found to be under the influence of alcohol or substance misuse will be dismissed.
- Parents and Carers who report to collect children from the event while drunk or intoxicated will not be permitted to take their child if they are solely in charge of the child. Drunk or intoxicated means unable to either legally operate machinery, in this instance their car or if walking are too drunk or intoxicated to make reasonable judgement. In the event of this situation coming to pass the Welfare Officer must be immediately involved to further manage the situation.

Excluded Parent/ Performer Policy

This policy considers individuals which fall into two categories;

- Those that are prevented access to their children/ partner by court order therefore effectively excluding them from all contact with the individual.
- Person who has been excluded from the Event by the management team for inappropriate, violent or aggressive behaviour.

Court Order Exclusion

London Gymnastics assumes no responsibility to monitor the domestic circumstances of its members or affiliates and is completely reliant on its members and affiliates or their parent/ guardian/ carer to communicate the existence of any Court Orders which restrict access of a parent to their child or of one person to another.

A person may inform London Gymnastics via the Welfare Officer Network. Once notified the CEO will be informed who will action the follow requirements.

Once informed of a Court Order the Executive will contact the person(s) affected or the parent/ Carer of the child to discuss the content of the Court Order and the most effective means of ensuring that a person is kept safe and that the Court Order is complied with.

This plan will be circulated on a confidential basis within the team so that key individuals are aware and can implement the agreed controls. The contents of the plan are confidential and are not to be shared or discussed beyond those with immediate responsibilities for the compliant execution of the care plan.

Event Exclusion

A person or performer maybe excluded from an Event for inappropriate, violent or aggressive behaviour. Examples of inappropriate behaviour include taking pictures of staff and performers without permission or reason, stalking, theft, lewd behaviour, vandalism, other illegal activity. Violent or aggressive behaviour uses the threshold set by the Law of Common Assault. This being that if a person feels that violence is intended a common assault has taken place. To clarify it is not necessary for someone to hit another, if the person being threatened believes that the person issuing the threat is capable and committed to carrying out the threat that action results in common assault.

The identity of someone excluded from the Event under this section will be dealt with differently to those excluded by Court Order because of the risk that is posed by the individual. The person's details will be widely circulated to all Event personnel. Their picture will be displayed in the reception cubicle to enable the receptionist to readily identify the person.

In the event of a person who we have excluded presenting at the Event and evading the security cordon we will firstly ask them to leave immediately, unless this person has a history of violence towards our staff or our performers in which case the Police will be called immediately and the excluded person informed of such. Excluded persons will always be approached by at least two persons. If they do not leave the premises on request they will be monitored by at least two employees or volunteers and the Police will be called to remove them from the site.

Child Travel Policy

We have young performers attending throughout the operational hours of the event. Most of our performers are brought to the event and are collected by car but there are some are required to walk here or obtain public transport on their own.

While London Gymnastics has no direct Duty of Care to the Child during the walk or journey to or from the event it would be a dereliction of duty not to consider the safety of the child during the travel phase that we have potentially caused.

To this end it is necessary to consider the times of travel in more detail. There is a general acceptance in the UK that children as young as 10 can walk home from school safely. This does not mean that a 10 year old could walk home safely at 9pm. The risks posed outside of the normal school day commute are greater and more complex than the relatively immature 10 year old could be expected to safely navigate.

The next threshold broadly discussed in terms of children's development is 13 years old. This is the point where it is once again broadly accepted in the UK that a child can be left alone at home. This indicates a greater level of maturity. Would a 13 year old be safe walking home at 9pm with the normal complexity that the time of day brings?

London Gymnastics policy on Children traveling to and from the event is as follows:

- Timing of the Event will consider travel links and the availability of public transport.
- Age groups will be scheduled during the event to consider the thresholds discussed above.

Control of Substances Hazardous to Health

London Gymnastics does not use chemicals other than domestic cleaning products, these are risk assessed and control measures put in place. Where a supplier or installer uses commercial materials these hazards will be identified in their own RAMS pack required under the Event Coordination proforma. These will be checked for broad legal compliance by the Safety Advisor.

COSHH Procedures

Examples of products which are covered by the COSHH Regulations are chalk, cleaning products, such as bleach and disinfectant other products which you will be informed of during your induction to site.

Safe Working with Hazardous Products

- Hazardous products all have different control measures which must be detailed in a COSHH risk assessment.
- Do follow the safe system of work at all time.
- Do ensure good occupational hygiene by washing regularly and changing out of work clothes when at break or not using the product.
- If you have concerns at any time while handling COSHH products or you begin to feel unwell stop immediately, report the instance to your supervisor and seek medical advice.

Equipment Inspection and Maintenance

London Gymnastics will comply with Section 2 of the Health and Safety at Work etc. Act 1974 which states:

“The employer’s duty of the provision and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risks to health.”

The Provision and Use of Work Equipment Regulations 1998 is the main piece of Legislation which governs work equipment. London Gymnastics also recognises the moral responsibility that it has to ensure that people are not harmed at work by equipment. Adhering to the above requirements involves ensuring the regular inspection and maintenance of all equipment used.

Gymnastics Equipment

There is a wide variety of equipment which could be provided at an event for the use of coaches and gymnasts. Some of the equipment is provided by internationally recognised suppliers, some has been designed and constructed by others to meet specific needs that it has had for equipment that is not available commercially.

All equipment is inspected before first use by a suitably qualified (Level 2 or above) Coach to ensure that it is safe to use. This is a formally recorded check of compliance to ensure that all aspects raised in the risk assessment for the equipment of industry custom and practice is followed. During the event Coaches will continue to check the condition of equipment during use.

Limited equipment such as trampolines have a requirement for certified annual inspection. These inspections are arranged by and recorded by the relevant Technical Committee.

Spectator Facilities

Equipment such as seating etc. will be inspected by a competent person when it is first set up to ensure that it is safe to use. The re-inspection times as identified in the risk assessment will be followed for further formal safety inspections.

PAT Testing

The Executive arranges for the PAT testing to be carried out for any electrical equipment that it owns. This testing is carried out by a competent electrician and records of all tests are held. Equipment is clearly marked with a PAT testing label to show the date of last test and the date of the retest.

Fire Risk Assessment, Provision and Monitoring

The Event will require a fire risk assessment. This will be undertaken by a competent person as part of the Event Coordination and Planning work element. The Event Fire Risk Assessment effectively “Bolts” on to the fire risk assessment for the building in which the Event is to take place in. This ensures that the control measures and the fire emergency response is tailored to the Event and considers the building’s constraints as well as the Event’s.

Emergency Procedures

Site specific emergency policy and procedure will be developed and published for each Event based upon the Risk Assessment and Fire Risk Assessment processes demanded by the Coordination and Planning Document.

Incident Reporting and Injury Management

London Gymnastics policy is to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Safety Advisor is informed of a RIDDOR incident by the Executive directly or by information relayed by the Chief Executive Officers in the event of an out of hours RIDDOR incident. The Safety Advisor has the responsibility to report by the fastest possible. The scene of the RIDDOR accident or incident is photographed prior to clean up unless the Health and Safety Executive expressly demand inspection of the site without it being touched. In this case the area is fenced and no one is admitted to the site of the incident.

Incident/ Accident Reporting and Investigation

All accidents are recorded in the accident books and are reported to the Safety Advisor. Incidents are reported as near miss incidents. It is a London Gymnastics policy to investigate all accidents and incidents however minor so that appropriate action can be taken to prevent recurrence. This is particularly important where a person has suffered injury.

The Safety Advisor or Nominated Person conducts all incident investigations immediately following an incident. A documented report is then submitted to the London Gymnastics’ Chief Executive Officer for the actions requiring resource and funding to be implemented. Subsequently the improvements to working practice are then Risk Assessed to ensure that they have been successful. Incident reports, supporting CCTV footage, photographs and statements are retained by the Company for a total of 3 years post incident. It is possible to bring an action against the business in Civil Court up to three years after the incident hence the need to retain the data noted.

First Aid

First aid assessments are conducted as part of the Event Coordination and Planning. The assessment considers the type of work undertaken and the type of injury that work is likely to produce should an accident take place. This assessment allows the company to provide adequate numbers of trained first aid personnel, suitable first aid equipment and effective interface with the emergency services to ensure that casualties receive the best first aid care and rapid transfer to professional medical care.

London Gymnastics will ensure that suitable equipment and first aiders are available based upon the first aid risk assessment undertaken for the event.

It is London Gymnastics policy to provide first aid to an injured person to prevent deterioration of the injured person's condition as far as is reasonably practical. As soon as the first aider determines that an injury is significant the Ambulance Service is called to remove the injured person to hospital and professional medical care to promote the recovery of the injured person. London Gymnastics are not health care professionals and do not provide professional medical care.

First Aider's Responsibilities

The First Aiders are, in addition to any duties set out in this document or elsewhere, responsible for:

- Keeping abreast of first-aid practices relevant to the work and maintaining a valid first aid certificate.
- Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained in a proper state of readiness.
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- Providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
- Recording details of all accidents and treatments in the appropriate registers.
- Being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed.
- RIDDOR
- It is our policy to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- In the event of an accident, an accident report is submitted to the safety advisory committee by the First Aiders. On receipt of the accident report and in consultation where needed with the Chief Executive Officers it is decided whether the accident

falls within the constraints of the RIDDOR Regulations and hence requires reporting. If in doubt advice is always sort from the HSE so as to ensure that all accidents and incidents which require reporting are reported.

- The Chief Executive Officer is the nominated person who makes RIDDOR reports by the fastest possible means normally the telephone.
- The scene of the significant accident or incident is photographed prior to clean up unless the Health and Safety Executive expressly demand inspection of the site without it being touched. In this case the area is fenced and no one is admitted to the site of the incident.

Monitoring and Reviewing Health and Safety Performance

London Gymnastics is dedicated to effective monitoring of our health and safety performance in order to achieve continual improvement. Monitoring is an important contributor to the success of a Health and Safety Management System. It involves reviewing our targets or objectives mentioned in the London Gymnastics Health and Safety policy and measuring the implementation of the policy and determines whether there is a discrepancy. In other words, it identifies the gap between where we'd like to be in our performance and where we actually are.

Safety Management System

The Safety Management System undergoes an annual audit by a qualified Health and Safety practitioner. All aspects mentioned in this policy will be under review. The Safety audit also examines London Gymnastics health and safety culture and employees' and volunteers' attitude towards health and safety and knowledge.

Each aspect of health and safety management is reviewed and graded as either compliant, partial compliant, or fail. The audit as with the field of accountancy aims to expose the strengths and weaknesses of the safety system or the areas where vulnerability and risk exist. This allows the targeting of funding and resource by the senior management of the company to deal with its metaphoric soft under belly. The qualification of the scores achieved also allow management to see general improvement or otherwise of the overall safety performance of the company. The Safety Advisor carries out the audit and prepares a written report to the Chief Executive Officers of the company.

Noise

Noise values are measured as a matter of course during a competition and during other events. The readings taken to date have not identified a breach in the first action level. Noise at work has been proved not to be of issue during our normal operations. Noise monitoring will continue to take place on a bi-annual basis to ensure that we do not have to take further measures to mitigate noise.

Personal Protective Equipment

Personal Protective Equipment (PPE) maybe provided as dictated by risk assessment to London Gymnastics operatives. In the event of equipment being damaged or lost, new equipment is issued. All equipment purchased will have been manufactured to the relevant British Standard.

All operatives will be trained in the correct fitting, wearing, storage and maintenance of their PPE. All operatives will also be trained in the procedure in obtaining new PPE in the event of the PPE being lost, damaged or stolen.

Harassment and Bullying Policy

This policy relates explicitly to employees of London Gymnastics and does not seek to supplement or modify the Harassment and Bullying Policy in place to address our welfare commitment to our employees, volunteers or affiliates which is aligned with British Gymnastics requirements and guidelines.

London Gymnastics is committed to creating a work environment free of harassment and bullying where everyone is created with dignity and respect.

The Company will not tolerate harassment in the workplace. Such conduct is unacceptable and violates our commitment to provide a suitable working environment for all employees. Unwanted conduct that has the purpose, or effect, of violating the recipient's dignity, unacceptable language, or unwanted attention creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient is considered harassment.

This is not an all-inclusive definition. Harassment can take many forms. Remember that what might be acceptable to one person may be upsetting and/or intimidating to another. A joke or prank, however innocent it seems, may be very offensive to someone else.

If you think you are being bullied or harassed you may be able to resolve matters informally. The person may not be aware that their behaviour is unwelcome or upsetting. You may wish to approach the person yourself or with your Manager. You should inform the person what behaviour you find offensive and unwelcome and that this must be stopped immediately.

If an informal approach does not resolve matters, or you think the situation is too serious to be dealt with this way, you can make a formal complaint by following the Company's Welfare Procedure.

You have the right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, making a complaint which you know to be untrue may lead to disciplinary action being taken against you.

Each and every employee or volunteer has a duty to observe and apply this policy at all times. Violation is a serious offence and likely to be regarded as Gross Misconduct. If you are found to have harassed an employee or volunteer or condoned harassment, you could be the subject of disciplinary action and summarily dismissed or your future involvement as a volunteer curtailed.

Employee or Volunteer Screening and Selection

The following elements must be addressed to ensure Health and Safety competencies are developed and maintained for the health and safety of the employee and other employees. ISO 18001 states it must be ensured that these elements must be adopted for all personnel including subcontractors. While the company does not yet have 18001 it will work to this standard with regard to this operation.

Selection of employees

All employees and Volunteers will be selected by reference to past history and performance. It is the responsibility of the Executive to confirm competency before commencement. Competency is based upon the experience, qualification and performance that a potential employee or volunteer can exhibit. The level of competency will vary dependant on job role.

Medical Assessment

All employees and volunteers must undergo a medical assessment to determine their capability for the task. The medical assessment will take the form of a health surveillance questionnaire.

Verification of References, Certificates and Licenses.

All employees and volunteers are required to submit original copies of relative training certificates and licenses which are not readily available on GymNET. Employees and Volunteers will be refused work until London Gymnastics has received their specific documentation for the work they have been employed for. When received London Gymnastics will analyse and make copies to be saved in the personnel file.

Orientation and Inductions

All employees will undergo a safety induction prior to their commencement of work with London Gymnastics.

The induction will cover safety topics such as:

- The OSH policy of London Gymnastics.
- How health and safety is organised at London Gymnastics.
- Hazard identification, risk assessment, and risk control.
- Reporting of incidents
- Hazards specific to the industry, health effects and the methods of control.
- Information on the Act and regulations
- Emergency procedures and muster points.

All personnel will be required to sign a form on completion of the induction. The orientation of the London Gymnastics site will be carried out on the first day of work.

Information, Instruction, Supervision and Training

Information

The efficient gathering, evaluation and publication of information on safe working practices, occupational health, control of pollution and environmental protection are a basic requirement for the safe operation of London Gymnastics.

Information and suggestions concerning any aspect of the London Gymnastics safety performance gathered by personal observation, reports from outside bodies, manufacturers, publications etc., coming to the possession of any employee or volunteer should be communicated to the Management via any representative or safety meeting for evaluation at the next management safety meeting, publication and where appropriate, inclusion in the Company reference collection or Safety Policy.

Reports of such information should be passed through normal company channels for example talking to the Safety Advisor during site inspections. Urgent, Personal or Confidential matters should be communicated directly to the Chief Executive Officer. Meetings of the Health and Safety Representative and management which meets monthly is a forum at which all information, developments, requirements and suggestions are reported, discussed and implemented. Safety performance monitored, objectives set, progress assessed and corrective action taken.

Information will be published by way of memorandum or amendments, or additions, to the London Gymnastics Health and Safety Policy by the Chief Executive Officer responsible for Safety.

Instruction and Supervision

The Event Coordination Plan will define the command and control strategy for the Event. This will be set out and published. Training needs will be considered against London Gymnastics training matrix for its employees and volunteers to ensure that those engaged for the Event have suitable and sufficient training and supervision to effectively deliver the event.

Training

The Event Coordination Plan will define the tasks that require training. London Gymnastics ensures that its employees and volunteers are suitably trained for the tasks that they are to undertake. Training Matrixes are maintained for key employees and volunteers. Training will be provided free of charge.

Consultation and Communication

The Law

Current legislation states that employers must provide information, training, instruction, and must consult with their employees in regards to health and safety. Consultation and communication between employer and employees depending on the size of the organisation usually comes in the form of a health and safety representative or health and safety committee. It is a criminal offence if the employer doesn't consult as stated in The Health and Safety (Consultation with Employees) Regulations 1996 and The Management of Health and Safety at Work Regulations 1992.

London Gymnastics will consult on Health and Safety matters with its employees, volunteers and affiliates during the Annual General Meeting.