



HEALTH & SAFETY STATEMENT

Alton Trampoline Club is committed to ensuring the health, safety and welfare of its employees, volunteers, members and any other persons e.g. visitors, contractors, who enter the club's area within Alton Sports Centre.

As a club we comply with British Gymnastics Health & Safety Policy and the relevant statutory requirements.

This statement of our health and safety policy sets out our main aims and objectives in this area and outlines the ways in which we go about fulfilling these aims and objectives. Our policy statement has been drawn up in the light of BG guidance, statutory health and safety requirements and the common law duty of care.

AIMS & OBJECTIVES

Our agreed aims and objectives are as follows:

- To manage the risks associated with our activities so that accidents and work-related ill-health can be avoided.
- To ensure that all equipment and apparatus that we use is fit for purpose, regularly inspected and properly maintained.
- To ensure that the storage that we use for equipment and apparatus, and that used for any hazardous substances, is well maintained and that items are stored safely.
- To provide all our staff and volunteers with the induction, supervision, instruction and training, necessary for the proper performance of their duties
- To conduct consultations with our staff and volunteers on all matters which affect their health and safety,
- To provide a safe working environment for our employees, volunteers and members.
- To fulfil the health and safety responsibilities that we may have for other persons visiting or working on our premises.

ORGANISATION

The overall responsibility for health and safety rests with Rachael Jennings, Chair of ATC. Mike Wakely, Head Coach, is responsible for managing of the health and safety policy for the club.

PROCEDURES

To fulfil these aims we undertake the following actions:

- We have introduced a Health and Safety management oversight by the Executive Committee,
- We have conducted risk assessments on all our facilities, equipment and procedures and these assessments are regularly reviewed,
- Additional risk assessments are conducted as required to cover particular groups such as young people, new and expectant mothers and disabled people.
- We have implemented the actions arising from risk assessments and communicated the results to our volunteers.
- We have included in the induction programme for new volunteers, an introduction to health and safety matters and responsibilities, and we arrange for additional training and up-dating to be provided wherever necessary.
- We conduct regular inspections of all equipment and apparatus, and our storage facilities, and take prompt action to remedy any deficiencies.
- We have introduced robust reporting procedures.
- We have produced plans for dealing with emergencies such as emergency evacuation of the premises we use and have introduced appropriate procedures which are subject to regular testing.
- We conduct regular inspections to ensure to ensure that all the main routes into and out of our area are kept clear and properly maintained and that all health and safety equipment is in proper working order.
- We communicate regularly with the owners of the premises we hire to ensure that each side's responsibility for health and safety matters is properly understood and managed.
- We review our health and safety policy at least once a year with additional reviews following any changes in our operating methods, changes in our organisational structure, and the issue of new BG guidance.

SAFETY ARRANGEMENTS STATEMENTS

We have introduced special measures in particular areas of health and safety and these measures are set out in the Safety arrangements statements that are attached to this policy statement. These statements cover particular issues that relate to the topic under discussion, and should be read in conjunction with the main policy document.

The following Safety Arrangements statements are attached:

- Accident reporting
- First-Aid
- Fire safety
- Manual handling
- Safe systems of work
- Use of contractors

Signature:		Date:	
Name:		Position:	

ACCIDENT REPORTING

The club complies with the accident reporting of Alton Sports Centre when undertaking training sessions or events at home. When at external events we comply with the local policies and procedures of the club or sports centre where the event is taking place.

We report all accidents to the Executive Committee for consideration so that action can be taken by the club where appropriate.

FIRST-AID

The club has a first aid kit at all training sessions and uses the First Aid staff of the sports centre at which we train and during competitions those of the event. Sylvia Comber, coach, checks our first aid kits.

FIRE SAFETY

The club follows the Fire Safety arrangements of the Alton Sports Centre. The training area has an emergency exit directly from the training area and ensures that the exit is kept clear at all times.

Coaches are responsible for their training groups and should a fire emergency occurs will lead gymnasts directly from training area following any advice being given by sports centre fire marshals or uniformed officials on-site.

MANUAL HANDLING

Manual handling advice is given to all volunteers supporting the club set-up and take-down equipment. Only trained staff are responsible for the final set-up of the trampolines themselves.

Manual handling injuries can have serious implications for the person who has been injured. They can occur almost anywhere in the course of volunteering and heavy labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

PREVENTING INJURY

To help prevent manual handling injuries, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, we look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury.

For any lifting activity always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances

- Assess the weight to be carried and whether the volunteer can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment

- Consider whether you can use a lifting aid eg. the lifting legs of the trampoline or use a trolley for other heavy items,
- Think about storage as part of the delivery process of new equipment to ensure that heavy items are delivered directly, or close to the storage area
- Reduce carrying distances where possible

GOOD HANDLING TECHNIQUE FOR LIFTING

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used eg. handles on mats? Where is the load going to be placed? Will help be needed with the load? Remove obstructions and for a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

SAFE SYSTEMS OF WORK

The club follows the assembly and set-up instructions for the trampoline and DMT's used by the club.

A standard layout of the trampoline and DMT training areas is agreed and displayed in the storage cupboard so that all equipment is set-out for safe use.

USE OF CONTRACTORS

The club uses contractors to maintain and repair equipment. The club ensures that contractors are qualified to carry out the work asked of them and that they have the necessary systems of work in place. The Head Coach is responsible for supervising their work at the club.