



HEALTH AND SAFETY: POLICY AND PROCEDURE

Version 1.0



Version History

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Contact Information

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Introduction

The Independent Gymnastics Association (IGA) is committed to the health, safety, and welfare of all members, employees, contractors, and volunteers within affiliated clubs. This policy outlines our commitment to maintaining a safe and healthy environment for all individuals engaged in IGA-affiliated gymnastics activities.

Purpose & Scope

This policy aims to establish minimum health and safety standards in accordance with UK laws, regulations, and best practices as set forth by IGA and the International Gymnastics Federation (FIG). This document applies to all registered clubs, affiliated organisations, coaches, volunteers, and members of the IGA.

Definitions

- IGA: Independent Gymnastics Association.
- Health and Safety Officer (HSO): A designated individual within each club responsible for overseeing health and safety practices.
- Risk Assessment: The systematic process of identifying and evaluating potential risks in the gymnastics environment.
- Incident: Any event that results in or could potentially result in harm to individuals, including injuries, near-misses, or breaches of policy.
- Safeguarding Officer: A designated individual responsible for ensuring child protection measures are in place.

Legal Compliance & Regulations

GA-affiliated clubs must comply with all relevant UK health and safety laws, including:

Health and Safety at Work Act 1974

Each club must ensure, as far as reasonably practicable, the health, safety, and welfare of all employees, volunteers, and gymnasts.

Management of Health and Safety at Work Regulations 1999

Clubs are required to conduct risk assessments, implement preventive measures, and appoint a Health and Safety Officer. Clubs must provide information, training, and supervision on health and safety to all personnel.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013

Clubs must report serious incidents, injuries, or dangerous occurrences to the Health and Safety Executive (HSE). Club managers should be aware of RIDDOR reporting criteria, including fractures, head injuries, and any injury preventing normal activity for over seven days. This should be reported to RIDDOR as soon as possible.

The Children Act 1989 and 2004

For clubs working with children, compliance with safeguarding laws is mandatory. Clubs must implement child protection measures aligned with IGA guidelines.



Roles & Responsibilities

Health and Safety Officer (HSO)

The appointed HSO is responsible for:

- Overseeing risk assessments and health and safety protocols.
- Coordinating health and safety training for staff and volunteers.
- Investigating accidents or near-misses and ensuring proper follow-up actions are taken.
- Liaising with IGA for guidance on safety standards.
- Report Incidents to HSE when needed (with Club Leader)
- Report all incidents that could require a claim to both IGA & Marsh Sport. (With Club Leader).

Club Leaders and Coaches

Club leaders and coaches must:

- Supervise all gymnastics activities to maintain safety.
- Follow IGA health and safety protocols during training sessions.
- Ensure equipment and facilities are used safely and are in good condition.
- Report any health and safety concerns to the HSO promptly.

Gymnasts and Members

All gymnasts and members have a responsibility to:

- Follow safety instructions provided by coaches and staff.
- Use equipment only as directed and wear appropriate attire.
- Report any unsafe conditions or incidents to club staff.



Risk Assessment & Hazard Control

Each club must conduct thorough risk assessments at least annually, with additional assessments following significant incidents or facility changes. Risk assessments should:

- Identify hazards: Recognise potential risks, including equipment conditions, facility layout, and participant health.
- It's crucial that our guidelines, based on FIG (Fédération Internationale de Gymnastique) standards, in regards to equipment are rigorously followed.
- Evaluate risks: Assess the likelihood and severity of each identified hazard.
- Implement controls: Specify measures to mitigate risks, such as safety barriers, regular equipment checks, or supervision requirements.
- Record findings: Document risk assessments and ensure all staff are aware of any critical actions required.

Equipment Inspections

- Daily Checks: Inspect apparatus and equipment (e.g., bars, beams, mats) before use.
- Monthly and Annual Inspections: Schedule in-depth inspections according to manufacturer guidelines and IGA standards.
- Maintenance Records: Keep detailed logs of inspections and repairs for reference and accountability.

Training and Supervision

Mandatory Safety Training

All staff, including coaches, contractors, and volunteers, must complete health and safety training that covers:

- Risk management,
- Injury prevention,
- First aid and CPR,
- Fire safety,
- Manual handling techniques.



Ongoing Training Requirements

Clubs are responsible for ensuring periodic refresher courses and updates on health and safety, safeguarding, and child protection policies for all personnel.

Incident Reporting and Management

A clear process for reporting, recording, and managing incidents is essential to maintain safety. Clubs must:

1. Immediate Action: Administer first aid or medical support as required.
2. Documentation: Log all details of the incident, including date, time, location, those involved, and a summary of the event (IGA Incident Report Template can be found under Safe Sport) . If the affected person/s are a minor the incident report must be signed by a parent.
3. Escalation: Report severe incidents or dangerous occurrences under RIDDOR.
4. Follow-up Investigation: Conduct a thorough review to understand causes and implement preventive measures.
5. Notification: Inform IGA & Marsh Sport of any incidents involving severe injury, safeguarding concerns, or significant breaches of policy.

Child Protection

IGA is dedicated to safeguarding the well-being of all young members. Each affiliated club must:

- Appoint a Safeguarding Officer who will be responsible for implementing child protection protocols.
- Ensure Background Checks: Conduct DBS (Disclosure and Barring Service) checks on all staff and volunteers working with children.
- Mandatory Child Protection Training: All personnel must complete child protection training and be aware of their responsibilities.
- Whistleblower Policy: Provide a secure, anonymous process for reporting concerns, protecting whistleblowers from any potential repercussions.

Psychological Health and Safety

IGA recognises the importance of psychological well-being in gymnastics. Clubs should:

- **Provide Mental Health Resources:** Offer access to mental health support, including contact information for relevant organisations.
- **Promote a Supportive Culture:** Foster an environment that encourages open discussions around mental health.
- **Offer Mental Health Training:** Include awareness training for staff on identifying and addressing signs of stress, burnout, and anxiety among gymnasts and colleagues.

Emergency Preparedness and Response

Each club should have an Emergency Preparedness Plan covering:

- **First Aid and Medical Equipment:** Ensure adequate first aid supplies, including defibrillators, are accessible and maintained.
- **Fire Safety:** Conduct fire drills and ensure fire exits are clearly marked and unobstructed.
- **Emergency Contacts:** Display emergency contact numbers in visible areas.
- **Evacuation Procedures:** Establish and communicate evacuation plans to all staff, volunteers, and participants.

Policy Review and Updates

The IGA Health and Safety Policy will undergo an annual review to ensure ongoing compliance with UK legislation, HSE updates, and best practices from FIG. Any changes will be communicated to all affiliated clubs, and all personnel are expected to familiarise themselves with updates.



Useful Contact Information

- **IGA:**

Email: Info@igauk.com

Tel: [0345 319 7000](tel:03453197000)

IGA Safeguarding:

Email: safeguarding@igauk.com

- **HSE:**

Web: <https://www.hse.gov.uk/contact/index.htm>

- **Marsh Sport**

Email: michaela.britten@marsh.com

Tel: [0113 220 7536](tel:01132207536)

Web: <https://www.marshsport.co.uk/ngb-schemes/independent-gymnastics-insurance-zone.html>