

HEALTH AND SAFETY POLICY STATEMENT

NELGC have adopted the Health, Safety and Welfare Policy of British Gymnastics .In addition, the club has adopted the following provisions:

In accordance with its duty under Section 2(3) of the Health and Safety at Work, etc. Act 1974, our statement of general policy is :

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed..........(Employee/contractor/visitor)

Signed..........(Employer)

Date.....19.3.21.....Review.....19.12.21.....

HEALTH AND SAFETY RESPONSIBILITIES STRUCTURE

OVERALL H&S RESPONSIBILITY, REVIEW and MONITORING

NELGC – ORGANISATION

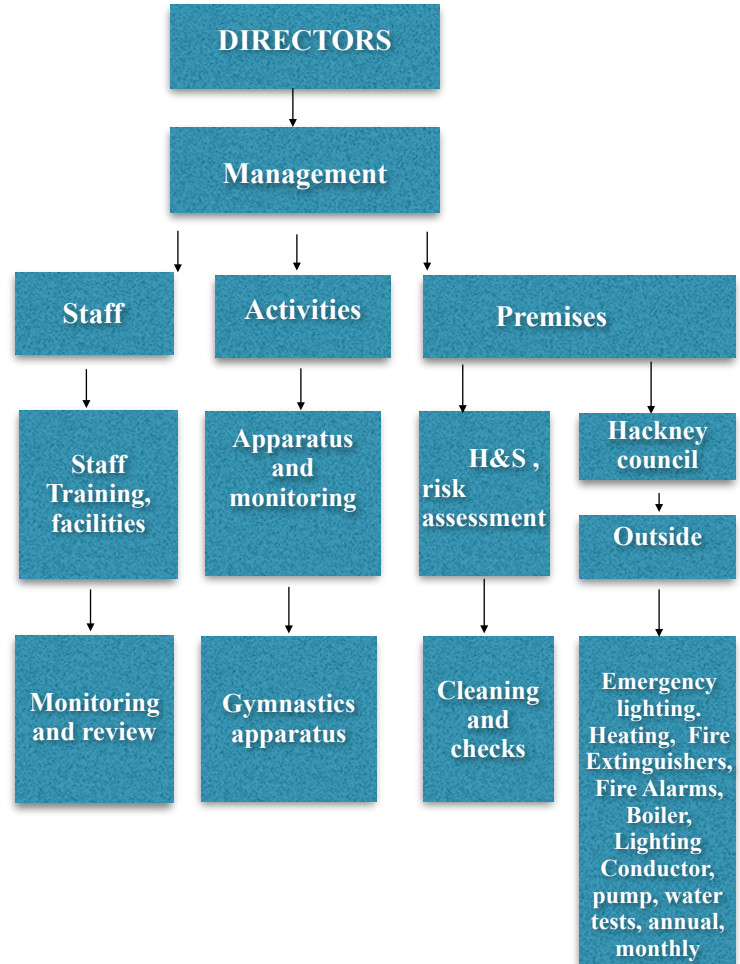
Managing Director – Lara Everall

Directors – Tracy Hill,
Damon Collins,
Sarah Brakes

Secretary – Tracy Hill

Health & Safety Officers –
Lara Everall (gymnastics),
Damon Collins (premises)

Welfare Officers –
Tracy Hill, Sarah Brakes



SPECIFIC RESPONSIBILITIES

FIRST AID, FIRE/EMERGENCY PROCEDURES, LIFTING OPERATIONS, BANKSMAN, PPE, RIDDOR, HEALTH SURVEILLANCE

Unless otherwise specified in the following pages, the Director in charge of each area has overall responsibility for hazard identification, risk assessment, control measures, monitoring and review, safe working practices, health and safety reporting, contractors, visitors and housekeeping. The Managing Director will be assisted by and may delegate specific tasks to other employees.

HEALTH AND SAFETY ASSISTANCE

In accordance with the Management of Health and Safety regulations 1999, North East London Gymnastics Club Ltd, are required to take advice to ensure compliance with the requirements and prohibitions by statutory provisions.

NELGC take advice from the following organisations:

HSE
Rose Court
2 Southwark Bridge
London
SE1 9HS
Infoline : 0845 345 0055

British Gymnastics
Ford Hall
Lilleshall NSC
Newport
Shropshire
TF10 9NB
Contact : 0845 1297 129

Gymnastic Equipment
Gymnova Uk
Unit 5 Venture Court
Metcalf Drive
Altham Business Park
Accrington
Lancashire
BB5 5WH
Contact: 01282844974

FIRST AID FIRE MARSHALL
TRAINING
Siren Training Limited
Unit 11c ,190 New North Road
London N1 7BJ
Tel:02037408088
www.sirentraining.co.uk

Data Barring Services
0845 251 5000
www.gbg.onlinedisclosures.co.uk
onlinedisclosures@gbgplc.com

Hackney Property Services
Fire Equipment Inspection
Water Testing
Electrical testing
Emergency Lighting Testing
Electrical Inspection
Fire Inspection

Fire Risk Assessment & Inspection
Ea-rs Group Limited
Tel: 01376503680
www.ea-rsgroup.com

DIRECTOR'S RESPONSIBILITIES

The Directors will ensure:

- they understand the British Gymnastics and the Club's Health & Safety Policy and their duties and responsibilities;
- they actively lead the implementation of the Health & Safety policy;
- they communicate and consult with employees on issues of health and safety and encourage them to report hazards and raise health and safety concerns;
- safety training requirements are identified for all employees, to ensure they are competent to undertake their work in a safe manner;
- they set a good personal example by using the appropriate PPE as required;
- they convene the Health and Safety Committee within the Management Committee;
- the health and safety structure is maintained, supported and funded accordingly to fulfil the requirements of this policy;
- the policy is implemented, monitored, developed and communicated effectively to all employees and that necessary alterations are made to the policy to reflect changes in legislation or company development/procedures;
- suitable and sufficient funds, employees and equipment are made available to meet the requirements of the policy;
- the appropriate insurance cover is provided and maintained;
- all levels of management and employees understand the responsibilities for health and safety placed upon them by this policy;
- the Board recognises its role in providing health and safety leadership in the Club and to engage the active participation of workers in improving health and safety through continuous improvement;

- Inform employees of relevant changes in health and safety legislation, codes of practice and recognised industry standards;
- Maintain adequate welfare facilities and ensure they are provided and maintained in a satisfactory condition;
- Provide written instructions through risk assessments and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
- All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination;
- Adequate supervision of employees is provided to ensure they are working safely, including the provision of increased supervision for new employees and young persons (under 18 years);
- All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority;
- All accidents/incidents, ill health, dangerous occurrences and other issues concerning safety are recorded and investigated;
- Safety training requirements are identified for all employees to ensure they are competent to undertake their work in a safe manner;
- Contact is co-ordinated with external organisations, such as emergency services;
- An annual internal audit of the health and safety procedures is conducted. The findings are to be presented to the Management Committee/Health & Safety Committee meeting at which objectives will be set, achievements measured, new/amended rules/policy developed and an annual report prepared.
- To prepare information on statistics, training, inspections, audits, plan progress and risk assessment for discussion at the committee meeting;
- To facilitate the roles within the health and safety structure;

WELFARE OFFICERS' RESPONSIBILITIES

In addition to any coaching responsibilities, Welfare Officers will ensure:

- They understand the Company's Health & Safety Policy and their responsibilities;
- They actively implement the Health & Safety policy;
- Adequate welfare facilities are provided and maintained in a satisfactory condition;
- Following an accident involving a gymnast, the welfare officer will call the parent of the child the following day to ascertain the extent of the injuries. The accident book should be update accordingly and a report/investigation of the incident should be recorded.
- To be a point of contact for Participants, Coaches or Parents to raise any concerns they might have.
- Receive any complaints regarding behaviour of Participants, Coaches or Officials and act upon them in an appropriate manner.
- Ensure appropriate risk assessments are in place and carried out on a regular basis.
- Attend Child Protection Awareness training, Policy Implementation training and Time to Listen training.
- Ensure all Gymnasts, Coaches and Parents are aware of Child Protection procedures.
- Report any incidents or disclosures immediately, following the Child Protection guidelines in the BG Health, Safety and Welfare policy.
- Work with coaches to ensure a safe environment is provided for Participants at all times.

COACHES' RESPONSIBILITIES

Coaches will ensure they:

- they understand the British Gymnastics and the Club's Health & Safety Policy and their duties and responsibilities;
- they actively implement the Health & Safety policy;
- adequate welfare facilities are provided and maintained in a satisfactory condition;
- provide written instructions through risk assessment, which establish working methods, explain the sequence of operations, outline potential hazards and implement suitable risk controls and to ensure these are received, understood and implemented by all;
- all health and safety rules are followed at all times;
- they communicate and consult with other employees on issues of health and safety and encourage the reporting of hazards and raising health and safety concerns;
- All plant and equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination;
- All accidents/incidents, ill health, dangerous occurrences and other issues are advised to a Director as soon as practically possible. The Director and employee concerned will record and investigate the occurrence as necessary. The Director will report in accordance with RIDDOR and British Gymnastics policy where necessary;
- Staff are adequately supervised to ensure safe working, particularly new employees, young persons (under 18) and pregnant workers;
- All employees are competent to undertake the work required in a safe manner;
- they set a good personal example;
- they advise the Directors off any changes which may affect their working ability or suitability for the job.

HEALTH & SAFETY COMMITTEE MEMBERS

The committee will be made up of a combination of directors, welfare officers, coaches and junior coaches. The committee will meet once every three months. Members will ensure they:

- they understand the British Gymnastics and the Club's Health & Safety Policy and their duties and responsibilities;
- take reasonable care not to endanger themselves or other persons through their actions or omissions at work;
- avoid improvisation;
- warn new employees of known hazards;
- cooperate with the directors on all aspects of health, safety and welfare;
- do not operate any equipment unless they are fully trained and instructed in its operation;
- report all accidents and incidents so action can be taken to prevent a re occurrence;
- they advise the Directors off any changes which may affect their working ability or suitability for the job.
- actively lead the implementation the Health & Safety policy;
- that all other employees follow health & safety rules at all times;
- they communicate and consult with other employees on issues of health and safety and encourage the reporting of hazards and raising health and safety concerns;
- identify employee training needs;
- they set a good personal example;
- they attend Health & Safety Committee meetings;
- assist the Directors in implementing change and additions to the policy and procedures.

RESPONSIBILITIES OF FIRST AIDERS

The First Aiders will ensure that:

- They have completed a British Gymnastic approved training course in administering first aid at work and hold a current first aid certificate;
- First aid materials, equipment and facilities provided by NELGC, are made available to employees at all relevant times. This includes ensuring first aid equipment is marked and accessible in all places where working conditions require it ;
- First aid boxes are easily accessible and if possible near hand washing facilities. First aid Boxes should protect items from dust and damp and should only be stocked to the prescribed standard;
- First aid boxes should be checked frequently and replenished as soon as possible after use and when items have expired;
- All accidents and incidents are recorded in the Club Accident Book.

RESPONSIBILITIES OF FIRE MARSHALLS

The Fire Marshalls will ensure that;

- In the event of a fire, all personnel and visitors are evacuated efficiently and safely from buildings and congregate in Butterfield Green opposite 46 Milton Grove;
- They familiarise themselves with their allocated area and are aware of the needs of the people in that area – staff, sub-contractors, visitors and any others with particular needs eg disabled persons;
- They are familiar with the designated escape routes from the building;
- Fire exit routes remain clear at all times and that daily checks are carried out of all exit routes;
- Routine inspections of the fire fighting equipment are carried out by BAM to ensure the equipment is serviceable;
- They are the point of contact for the emergency services.

RESPONSIBILITIES OF ALL OTHER EMPLOYEES

All employees will ensure they:

- understand both British Gymnastics and the Club's Health & Safety Policy and their responsibilities and comply with the requirements;
- understand failure to implement the Health & Safety policy and related measures is a disciplinary matter, and that persistent disregard for such matters may lead to dismissal;
- Only trained and authorised employees should instruct children;
- They report all defective equipment to the Club Manager immediately on discovery;
- They attend safety meetings and training sessions as requested;
- take reasonable care of their own health and safety and not to endanger themselves or other persons through their actions or omissions;
- will not interfere with, abuse or misuse anything provided to safeguard their health and safety;
- refrain from horseplay;
- co-operate with welfare officers and directors in all matters concerning health and safety;
- report all accidents and incidents to the welfare officer or a Director as soon as practically possible;
- advise the welfare officer and the Directors of any changes which may affect their working ability or suitability for the job.

RISK ASSESSMENT

Overall Responsibility for Risk Assessments is with the Directors. Lara Overall is responsible for risk assessments relating to gymnastic activities and outside trips. Damon Collins is responsible for the premises and fire risk assessments. They will ensure:

- Risk assessments are undertaken by the appropriate person;
- All findings are reported to the relevant person in charge;
- Actions required to remove/control risks are approved and implemented;
- Checks are in place to ensure the required actions are implemented; and
- Annual reviews are carried out of all assessments or when the activity changes or when a new work activity is introduced.

The following procedure has been adopted by NELGC to assess risks.

1. Identification of the hazards
 - This identifies how people can be harmed.
2. Identification of who might be harmed and how
 - Specific groups of people are identified eg gymnasts, coaches.
3. Evaluation of the risks and introduction of precautions

The following procedure will be followed:

 - Less risky options will be adopted if available
 - Access to the hazard will be prevented
 - Exposure to the risk to be restricted
 - PPE to be issued
 - Welfare facilities to be provided
4. Recording and implementation of findings
 - A record of findings will be maintained in the office.
5. Review of risk assessments
 - Annual reviews will take place or when new/changed procedures are adopted.

CONSULTATION WITH EMPLOYEES

NELGC recognises it has duties and responsibilities to protect the health and safety of its employees. In addition, employees have a responsibility to safeguard the safety of themselves, their fellow workers and members of the public.

NELGC has a duty to consult with employees on health and safety matters including:

- Any change which affects health and safety at work, for example, changes in procedures;
- Arrangements for external health and safety advice;
- Risk assessments and dealing with risk and danger;
- Planning for Health and Safety training;
- Consequences of introducing new equipment and new technology.

Both formal and informal methods are in place to ensure and encourage all employees are involved in the consultation process. The following formal controls are in place:

- An internal annual Health and Safety Review audit will be conducted by one of the Directors. Checks will be made to ensure the Health & Safety Policy is being implemented and that set procedures are being followed.
- Lara Everall & Damon Collins will conduct an annual risk assessment of all procedures and equipment in the gym.
- One visit a year will be made from our Fire Assessment advisors.
- An annual Health & Safety Review meeting will take place. Prior to the meeting a request will be sent to all employees asking them to raise any health and safety concerns/matters/improvement suggestions they may have. The agenda for the review is as follows:

- a) Review of internal findings, external inspections risk assessments, employee suggestions
 - b) Formulation of corrective and preventive actions as a result of findings
 - c) Analysis of accidents, incidents and dangerous occurrences
 - d) Approval of changes to procedures/policies/risk assessments etc. and introduction of new technology/equipment.
 - e) Any proposed changes to external advisors
 - f) Health & Safety training – annual plan
- The Review meeting will always be attended by the Directors, Club Manager, Coaches and representatives of the junior coaches.
 - The minutes of the health and safety review will be available on the staff noticeboard.

In addition to the formal consultation procedures, the following points should be noted by all employees:

- Suggestions from all employees for improvements in health and safety procedures are welcomed and invited at any time. Suggestions can be made verbally or in writing/by email to any Director.
- Employees are under a duty to inform management of any immediate risk to health and safety or a breach of health and safety rules. If either involves the line manager, reference can be made directly to the Welfare Officer.
- Failure to comply with the Health & Safety policy is a disciplinary matter. Very serious or persistent failure to comply may result in dismissal. Employees should report any such matters to the Health & Safety Director. All such reports will be treated in confidence.

SAFE PLANT & EQUIPMENT

NELGC recognise and will ensure that all plant and equipment is:

- Suitable for use, and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that people's health & safety is not at risk; and
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections will be carried out by a competent person and a record kept until the next inspection.

The Facilities Manager is responsible for maintaining records of all equipment and plant. A diary system is in place to ensure regular checks/thorough inspections etc are implemented.

The Facilities Manager is responsible for identifying the need for new plant and equipment. New equipment and plant will be assessed for suitability before purchase.

All plant and equipment is subject to a check each time it is used. In addition the following checks apply:

- Regular testing (not more than 5 years) of all office electrical equipment
- Annual inspection of gymnastic equipment by Gymnova UK

Risks associated with plant and equipment will be eliminated wherever possible by the introduction of :

- 'hardware measures' – eg providing warning devices, markings, PPE
- 'software measures' – eg safe systems of work, readily available operating instructions, adequate training and instruction.

The following general guidelines should be followed:

1. Only authorised and trained personnel should instruct gymnasts in the use of equipment.
2. All equipment should be maintained in good working order. If for any reason it is found to be defective, the defect should be reported immediately to Managing Director and PUT OUT OF USE.
3. Only authorised and trained persons are to maintain and repair equipment. If you are not a competent authorised person do not attempt any repairs.

ASBESTOS

Products containing asbestos

NELGC employees do not work with products containing asbestos.

Premises

The premises have been inspected by the landlords Hackney Council for asbestos. A copy of their findings should be held at the premises. There was a complete refit in 2010. NELGC were not advised that any action was required to remove asbestos. In the circumstances, the risk of the presence of asbestos in the premises is negligible.

PREGNANCY AT WORK

On receiving notification that an employee is pregnant and intends to continue working during her pregnancy, the following steps should be taken:

- Notification by the employee on form Mat B1 of the expected date of confinement
- Risk assessment to be carried on the individual employee and her work activities
- Implement any necessary changes to prevent any further risk eg alter working conditions, working hours, alternative employment
- Provide further training
- Regulate the employee's condition.

INFORMATION, INSTRUCTION AND SUPERVISION

Health & Safety Law posters are displayed in the gym.

The Directors are responsible for displaying and issuing all policies, leaflets and posters.

The following Health & Safety information is available to all employees :

- Health and Safety Policy – The written policy is given on recruitment. The employee is advised to read the policy and certain areas of particular relevance to that employee will be highlighted by the Head Coach. The employee will be asked, once the policy has been read, that he has read and understood the policy, and his signature will be obtained on a copy of the policy as confirmation.

Updates to the policy will be approved by the H&S committee and then issued to all employees. Usually a new policy will be issued with a covering letter explaining the changes made and the effect of such changes. All employees will be requested to sign as above.

The British Gymnastics Health, Safety and Welfare policy has been adopted by the Club. A copy held in the office and is displayed on the noticeboard. All coaches and employees should familiarise themselves with the policy.

- Initial training and supervision by Head Coach.
- Risk Assessment files.
- Posters give details of outside agencies which can assist.

In addition, the following applies to specified groups of employees:

- Fire Marshall and First Aid courses
- Specialist training – child protection
- Special categories of workers – eg young workers, pregnant employees – in such cases the Managing Director will complete an individual Risk Assessment for the employee.

COMPETENCY FOR TASKS AND TRAINING

INDUCTION TRAINING

A member of the Management team will conduct the induction training. This comprises:

- Recording personal details including emergency contacts and details of any known medical conditions/disability (for health surveillance purposes)
- Issuing the Health & Safety policies of the Club and British Gymnastics – specific areas of relevance will be pointed out to the employee. The employee will be asked to take the policy, read it and then to sign a copy confirming the policy has been read and understood. Any matters requiring clarification can be discussed on the return visit.
- An appraisal sheet will be established which documents current skills and identifies future training needs.
- Tour of premises. First Aiders will be identified. Fire Policy explained and fire exits/equipment will be identified.

A plan will be established for an on the job assessment of the employees abilities. A specified coach will be assigned to supervise and train during this period. In some instances an employee will be recruited with new skills. Evidence of competency in those skills will be required prior to recruitment eg certificates. In such cases provided evidence is satisfactory, supervision of those activities will not normally be required.

On satisfactory completion of the probationary period, the employee and the Head Coach will meet. The appraisal sheet will be updated and any further training needs identified.

ONGOING TRAINING

Every employee is appraised on an annual basis. The appraisal sheet considers health and safety awareness and training needs.

JOB SPECIFIC TRAINING AND TRAINING PROVIDERS

Most training will be provided in form of British Gymnastics coaching courses and courses provided by HCVS. Certain jobs may require specialist external training.

First Aid – Siren Training Ltd

Fire Marshall – Siren training Ltd

Equipement Checks - Gymnova Uk

TRAINING RECORDS

A record is maintained by NELGC at the office. All employees are provided with a copy of their annual appraisal.

Records are updated at least on an annual basis and also when procedures or legislation necessitates a change or when new training is given. The appraisal sheet identifies levels of competency in all work activities. These are update through the line managers as competency changes.

Training will be identified by the line managers on a day to day basis; the employees themselves; the Head Coach as a response to the appraisal process and by the directors if required to meet new standards.

All training will be arranged and monitored by the Head Coach.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

All accidents and cases of work related ill health are to be recorded in the accident book. The accident book is kept in the Coaches room.

The Directors are responsible for reporting accidents, diseases and dangerous occurrences under RIDDOR.

FIRST AID

The names of the current First Aiders are listed on the noticeboard.

The first aid boxes are kept in the coaches room and downstairs corridor.

In the event of an injury or illness the following procedure shall apply:

1. The First Aider should be contacted;
2. If necessary, the employee should be taken to hospital;
3. Full details of the incident and details of the injury/illness should be passed to the Welfare Officer and advised immediately to the Managing Director.
4. The accident will be followed up by the Welfare Officers who will prepare a report and update the Accident Book.

ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

If an NELGC employee or coach is involved in one or more of the following events during the course of their employment, set procedures must be followed:

- Fatal injury
- Major injury – including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more.
- An injury resulting in the employee being absent for 7 days or more.
- Occupational illness or disease – including dermatitis, occupational deafness, vibration white finger.
- Any other accident resulting in damage to property or injury to employees and /or members of the public,

In the event that an injury and/or accident occurs at work, the Managing Director should be advised immediately. The first priority will be for the health and well being of the injured person. Once an incident has been reported, an investigation will be carried out. Certain types of incidents must be reported under RIDDOR.

Any accident will be recorded in the Club Accident Book.

The following details will be recorded ;

- Name of the employee/club member
- Date and time of injury
- Name of person reporting the injury
- Cause of the injury
- Action taken as a result of the injury
- Whether injury is reportable
- Nature of the injury

The Managing Director will determine whether an incident is reportable or not. If the incident is reportable, the H&S Director will send the details to RIDDOR on the official reporting for (F2508, F2508A) or by telephone, fax, email or via www.riddor.gov.uk. The Managing Director will arrange for the incident to be investigated as soon as possible. The results will be recorded and remedial measures put in place to prevent a recurrence.

If a member of the public is injured as a result of a work activity by a NELGC employee, the accident/injury must be reported to the Managing Director without delay. Details of the injured party should be obtained and also where treatment (if any) was administered. Any incident classified as a dangerous occurrence should be notified to the Managing Director without delay.

The managing director will inform British Gymnastics of any accidents that results in a visit to hospital.

WORK RELATED ILL HEALTH

If Health Surveillance is required for employees, this will be carried out by the Managing Director.

MONITORING

The Managing Director is responsible for :

- Conducting an internal audit of working conditions and safe working practices every six months;
- Recording, reporting and investigating accidents and dangerous occurrences;
- Investigating work-related causes of sickness absences;
- Responsible for implementing changes to safety procedures
- Issuing disciplinary/dismissal notices for breaches of Health & Safety rules.

FIRE AND EMERGENCY PROCEDURES

The Directors are responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is carried out by an external advisor. The fire risk assessment and findings will be provided to and discussed with the Fire Marshalls.

- Escape routes are checked every day as follows:
Office & gym – by the Head Coach or her deputy
- Fire fighting equipment is maintained and checked annually by Hackney Council contractors
- Fire Alarms are tested by Hackney Council contractors annually
- Weekly checks are carried out by Damon Collins
- Emergency evacuation will be tested every 3 months

EMERGENCY PROCEDURES

1. Fire/emergency drill
 - On discovering a fire/emergency, the alarm should be raised by breaking the nearest red fire alarm box.
 - All staff, visitors and gymnasts should be evacuated from the building by the nearest clear exit
 - Coaches will be responsible for escorting all club members in their groups to the meeting point.
 - All staff, visitors and gymnasts should assemble at Butterfield Green opposite the Gym.
 - A director or Fire Marshall should check all personnel and visitors have left the building and the Fire Brigade should be called.

- The coaches should take the registers with them and conduct a roll call as soon as they reach the assembly point.
 - If safe to do so, the Fire Marshalls should check the building is empty.
 - Following the event, the Directors together with the Fire Marshalls, will investigate and make a report. Following the investigation, any additional preventive measures deemed necessary will be advised and implemented.
2. Fire fighting Equipment are located as follows:
 - Viewing gallery / Office
 - Front Entrance
 - Office / Store
 - Coaches room
 - Main gym
 - Dance studio
 - Basement corridor
 3. Fire doors are identified by a blue sign on the doors
 4. Emergency/fire exits can be identified by green signs

WORK AT HEIGHTS

NELGC Ltd acknowledge the Work at Height Regulations 2005 apply to their operations where there is a risk of a fall liable to cause personal injury. On rare occasions, coaches may be required to assist gymnasts from a platform.

NELGC Ltd acknowledge they have a duty to protect the health and safety of their employees and to this end they will ensure:

- Avoid working at height wherever possible;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- Where the risk of working at height cannot be eliminated, use equipment or other measures to minimise the severity and consequences of a fall.
- All work at height is properly planned and organised;
- Account is taken of weather conditions;
- Training is given to all relevant personnel;
- Equipment is inspected regularly;
- Risk assessments are carried out and safe working methods provided to all relevant employees.

Use of Ladders

Ladder use in the gym should be kept to a minimum. Ladders should only be used to carry out essential maintenance work. UNDER NO CIRCUMSTANCES SHOULD LADDERS BE USED TO ASSIST GYMNASTS.

If the use of ladders is unavoidable, the recommendations of the HSE in leaflet INDG402 'Safe Use of ladders and stepladders' should be applied, particularly that of maintaining three points of contact at any one time. The Facilities manager will carry out regular inspections of the ladders and will arrange to replace any showing signs of wear and tear.

LIFTING OPERATIONS AND MANUAL HANDLING

NELGC Ltd acknowledge its responsibilities under the Manual Handling Operations Regulations 1998{Amended 2002} and the Lifting Operations and Lifting Equipment Regulations 1998. It is NELGC policy to avoid hazardous manual handling as far as possible, however inherent in our business is the requirement to assist gymnasts in the correct use of equipment and to set up large pieces of equipment. The risk from manual handling relates to lifting heavy loads such as gym equipment and lifting and supporting gymnasts. The risk is not associated with repetitive lifts. Wherever possible, lifting operations should be kept to a minimum.

Typical lifting operations are as follows:

- Moving gym equipment around the gym
- Moving equipment and furniture between floors
- Lifting and supporting gymnasts

Hazard Identification and Risk Assessments

The following hazards associated with lifting operations:

- Gymnasts falling on to coaches or each other
- Collapse/overturning of equipment
- Being struck by equipment

In addition the following hazards are also associated with manual handling operations:

- Injury to employee due to overstraining muscles , Back ,Neck and shoulder injury
- Injury to gymnasts

Risk assessments cover all identified hazards.

Training

All coaches receive relevant training as part of their coaching certification.

Manual Lifts

In many cases it will not be possible to avoid a manual lift. In such circumstances the following guidelines should be followed:

- Think before handling/lifting. The lift should be planned. How many members of staff are needed? Is the area clear of obstructions and other gymnasts/coaches?
- PPE. Gloves should be worn when handling sharp or rough items.
- Adopt a stable position. The feet should be apart with one leg slightly further forward to maintain balance.
- Start in a good posture. When lifting from a low level, the knees should be bent. The back should be straight or slightly bent over the load to get a good grip.
- Get a good grip. Wherever possible the load should be hugged as close as possible to the body. The best position and grip will depend on the item being moved but it must be secure. A hook grip is less tiring but will not always be possible.
- Don't flex the back any further when lifting.
- Avoid twisting the back or leaning sideways.
- Keep the head up when handling.
- Move smoothly. The load should not be jerked or snatched.
- Don't lift or handle more than can be easily managed. If in doubt seek advice or help.
- Put down then adjust.

DISPLAY SCREEN EQUIPMENT

NELGC Limited acknowledges their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2003).

The following assessment is carried out on an ongoing basis :

- Identify users of DSE – employees who use equipment for at least an hour at a time on a daily basis
- Analysis of workstations – assessment of equipment, furniture, work environment, job, any special needs. Preparation of risk assessment.
- Minimum requirements – eg adjustable chairs, adequate lighting. Reduction of risk.
- Planning of work – no employee performs non-stop VDU operations. Employees should organise their working day to allow periodic rests from VDU operation.
- Eye tests are available on request. Special glasses will be provided if normal ones are not suitable for use with our equipment.
- Copies of the HSE booklet INDG36 [rev 4] 'Working with VDUs' and the assessments to be available to staff.
- Ensure software is appropriate for the tasks undertaken.

In addition employees should take the following actions to minimise discomfort and any long term health problems.

- Getting comfortable - adjust your chair; ensure there is enough work space; choose the best arrangement for equipment; alter chair position to prevent glare; use a footrest if necessary.
- Keying in – adjust your keyboard; try to keep wrists straight.
- Using a mouse – work close to the desk; support your forearm on the desk; grip the mouse lightly; rest fingers lightly on the buttons.
- Reading the screen – adjust brightness and contrast controls; ensure surface is clean; choose text large enough; ensure screen images are sharp.
- Posture – move position frequently.

- Breaks – organise work so breaks are taken at least once per hour.

ELECTRICITY

NELGC Limited do not carry out electrical work. NELGC employees may however be at risk from electrical equipment and tools or hidden/overhead cables.

- All equipment and tools are purchased from approved suppliers only.
- All equipment and tools are issued to employees with instruction booklets.
- The coaches are responsible for checking all electrical equipment for signs of wear and tear. Any such items should be withdrawn from use and returned to the office for replacement/repair.
- Annual PAT tests of all electrical equipment to be carried out.

VISITORS POLICY

NELGC Limited acknowledges it has a duty of care towards all visitors and that we must have regard to their health and safety in view of their unfamiliarity with our premises. The following actions have been taken:

- Ensure, as far as is reasonably practical, the health, safety and welfare of all visitors to our premises.
- Visitors MUST be accompanied in the offices and gym floors at all times.
- Visitors should remain in the common areas or the viewing gallery during lesson times
- Visitors should be accompanied to the fire assembly point opposite 46 Milton Grove in the event of a fire or an emergency.

Smoking Policy

Since 1st July 2007 smoking is prohibited in all internal parts of the buildings.

BOMB SEARCH EMERGENCY PLAN



The employee carrying out the opening and closing checks will also check for any suspicious packages.

Action to be taken by person discovering a suspicious package

- On discovering a suspicious package, the Gym Manager or her deputy should be informed immediately.
- The building should be evacuated as follows.

Evacuation Procedures

- The Gym Manager or her deputy will alert all coaches and advise them to evacuate the building.
- Coaches are responsible for evacuating all gymnasts in their classes and for taking the registers with them for roll call.
- All parents and other visitors, will be directed by a member of staff to the nearest emergency exit.
- Everyone should meet at the Assembly Point, Butterfield Green. On arrival, coaches should take an immediate roll call to ensure all gymnasts are accounted for. Any missing persons should be reported to the Gym manager.

Escape Routes

- The main escape route on the ground floor will be through the front entrance doors on to Milton Grove.
- The rear exit door leads to an enclosed yard, exit through a wooden gate, through another enclosed yard and out through a metal gate on to Town Hall Approach.
- There are three emergency exits from the basement. There is the normal access route via the spiral staircase between the ground and basement floors.
- A fire exit door is situated in the corridor. This leads to a metal fire escape rising to ground floor level in Town Hall Approach.
- The final exit is through the rear dance studio fire exit door. This leads to a metal fire escape rising to ground floor level. A wooden gate gives access to the rear enclosed yard (outside the ground floor fire exit door). The route then goes through a second wooden gate, through another enclosed yard and out through a metal gate on to Town hall Approach.

Assembly Point

- The Assembly Point is in Butterfield Green, opposite the building.

POWER FAILURE EMERGENCY PLAN

Action to be taken in the event of power failure

In the event of a power failure, the emergency lighting system will operate automatically. This will enable staff to evacuate the building as follows



Evacuation Procedures

All staff will evacuate the building.

Coaches are responsible for evacuating all gymnasts and for taking the registers for roll call.

All parents and other visitors, will be directed by a member of staff to the nearest emergency exit.

Everyone should meet at the Assembly Point, Butterfield Green. On arrival, coaches should take an immediate roll call to ensure all gymnasts are accounted for. Any missing persons should be reported to the Manager.

Escape Routes

The main escape route on the ground floor will be through the front entrance doors on to Milton Grove.

The rear exit door leads to an enclosed yard, exit through two gates on to Town Hall Approach.

There are three exits from the basement.

There is the normal access route via the spiral staircase between the ground and basement floors.

A fire exit door is situated in the corridor. This leads to a metal fire escape rising to ground floor level in Milton Grove.

The final exit is through the rear dance studio fire exit door. This leads to a metal fire escape rising to ground floor level. A gate gives access to the rear yard and out through a gate on to Town Hall Approach.

Assembly Point

The Assembly Point is in Butterfield Green, opposite the building.

Liaison with energy suppliers

Once everyone has been evacuated from the premises, the Manager or a deputy will call the energy supplier and await their further instructions.

The Fire Marshals may enter the building, if it is safe to do so, to ensure no one has been left inside the building.

Visitors

The procedure applies to all visitors. One member of staff will be responsible for visitors and will ensure they leave the building by the nearest escape route in the event of a power failure. Visitors are not employees or gymnasts and may include parents, or contractors.

Re-occupation of the Building

The building can be re-occupied once power supply has been re-established.

On re-entering the building, another roll call should be carried out to ensure all gymnasts are present.

In the event that power is not re-established, the gymnasts will be dismissed from the assembly point. Gymnasts will only be dismissed into the care of a parent/guardian unless written permission is held to allow the gymnast to leave unaccompanied.

No further sessions will be held in the gym until power is re-connected.

Follow up procedures

Once power is restored, the Manager will establish the cause of the power failure with the energy supplier. In most cases this will be a failure to energy supplies in the local area as well as the gym. In this instance no further action will be required.

If the cause of the failure is internal, the Manager will arrange an inspection of the electrical equipment by the landlord as soon as possible. No gym sessions will take place until the inspection has taken place.