

**Policy Title:** Health and Safety Policy

**Date of Issue:** January 2007

**Policy Coverage:** All Members, Staff & Volunteers

**Date of Review:** January 2007

**Controlling Body:** Directors

## STATEMENT OF COMMITMENT

The Management of Jollettes Gymnastics is committed to obtaining the highest standards of Health and Safety. These standards will be achieved by:

- Ensuring management, staff, volunteers and members follow their documented roles and responsibilities
- Ensuring all members abide by Jollettes Gymnastics Health and Safety Policy
- Enabling all members access to Jollettes Gymnastics Health and Safety Policy

## POLICY APPLICATION

This policy applies to all staff, members and volunteers.

Core activities include:

- Administration
- General class training
- Conduct of competitions/events
- Holiday and school clinics
- Working bees
- Fundraising

## POLICY DEFINITION

### Smoke Free Environment

Jollettes Gymnastics recognises that smoke free environments protect non-smokers from the harmful effects of ETS and contribute to reducing tobacco consumption levels. Jollettes Gymnastics will encourage quitting attempts and discourage the uptake of smoking - particularly by young people.

- All venues where Jollettes Gymnastics classes and events are conducted are designated 100% "Smoke Free".
- All official functions and events conducted by Jollettes Gymnastics will be 100% "Smoke Free"
- Tobacco products will not be sold by Jollettes Gymnastics or on any premises under the control of Jollettes Gymnastics
- Members, staff and volunteers are not permitted to smoke while taking part in any program under the control of Jollettes Gymnastics
- Members, staff and volunteers are not permitted to smoke whilst wearing anything which identifies them as members, staff or volunteers of Jollettes Gymnastics

## **Sport Safe (including Manual Handling)**

- Jollettes Gymnastics will ensure that all staff, members and volunteers are educated in the correct methods of moving/operating any equipment required by them during the course of their participation.
- All coaches will be educated in the safest and most appropriate methods for making physical contact with any member, staff or volunteer (spotting etc)
- All coaches with Level 1 accreditation or higher are required to have completed the "Managing the Risks of Coaching" course through Gymnastics Australia.
- All classes will be supervised by at least one coach with Level 1 accreditation or higher.
- All staff will be continuously trained and monitored in the correct spotting techniques for the skills they are coaching.
- The use of protective equipment is promoted and encouraged and, where necessary, made mandatory.
- Warm up, stretch and cool down routines will be conducted at all training and competition sessions.
- An appropriately qualified first aid person will be in attendance at all classes, events and functions.
- Appropriate first aid equipment will be made available at all classes, events and functions.
- Correct fluid replacement practices will be implemented and end encouraged at all classes, events and functions.
- Sports Medicine Australia's policies and guidelines on blood and infectious diseases, pregnancy and sports participation, and children in sport will be adopted where appropriate.
- New and existing members will complete a pre-participation medical assessment form and highlight any medical condition.
- Consideration will be given to the environmental conditions (heat, cold, equipment and venue conditions) when conducting all classes, events and function.

## **Healthy Eating**

Jollettes Gymnastics understands and recognises the importance of good nutrition and the role it plays in promoting health and optimal performance.

- Where food is available at functions, events or venues under the control of Jollettes Gymnastics, healthy alternatives will be served.
- Prizes that encourage unhealthy eating will not be provided

## **Asthma**

- Jollettes Gymnastics will ensure that there is at least one qualified Senior First Aid officer, who is trained in the treatment of Asthma-related incidents, at all events and classes conducted by us.

## **Nuts and Seeds**

Jollettes Gymnastics recognises that nut and seed allergies can produce severe and sometimes life-threatening reactions. Because these reactions can be triggered by the slightest contact with nuts and seeds, or with people or objects which have been in contact with nuts and seeds, Jollettes Gymnastics is committed to reducing the risks of these reactions occurring.

- Foods containing nuts and seeds will not be provided by Jollettes Gymnastics to members, staff or volunteers at any events or classes conducted by us.
- Members, staff and volunteers will be encouraged to refrain from bringing these foods to our venues.

## **Alcohol and other Drugs**

In the interest of health and safety, Jollettes Gymnastics will actively promote, encourage and support strategies to minimise harm from alcohol and other drugs.

- Jollettes Gymnastics will ensure that members, staff and volunteers are educated on the effects of excessive consumption of alcohol.
- No alcohol will be served at venues or functions under the control of Jollettes Gymnastics.
- The use of illicit or performance enhancing drugs will not be allowed at any activities or functions under the control of Jollettes Gymnastics.
- Members, staff and volunteers known to be intoxicated due to alcohol and/or other drugs will not be permitted to participate in any Jollettes Gymnastics activity. Multiple breaches of this rule will result in either permanent exclusion from Jollettes Gymnastics activities (Members and Volunteers) or termination of employment (staff).
- Alcohol consumption by parents, coaches and other influential personnel will be discouraged, particularly where young people are present.
- Alcohol will not be provided as prizes or awards.
- The irresponsible use of alcohol will not be glamorised or promoted.
- The use of illicit and/or performance enhancing drugs will not be glamorised or promoted

## **REQUIREMENTS & RESPONSIBILITIES**

This section specifies the roles and responsibilities of all parties involved in club activities.

### **Directors**

- Ensure that all roles and responsibilities within the club are documented and available to management, staff, members and volunteers
- Ensure that the Jollettes Gymnastics Health and Safety Policy is documented and available to management, staff, members and volunteers

### **Head Coach**

- Ensure that all members, staff and coaches abide by the Jollettes Gymnastics Health and Safety Policy
- Ensure that members have access to Jollettes Gymnastics Health and Safety Policy

### **Assistant Coach**

- Abide by the Jollettes Gymnastics Health and Safety Policy

### **Athletes/Volunteers/Visitors/Parents**

- Abide by the Jollettes Gymnastics Health and Safety Policy

## **POLICY BREACHES AND CONSEQUENCES**

- The first breach of this policy by an individual will incur a verbal warning.
- The second breach of this policy by an individual will incur a written warning.
- If an individual breaches this policy for a third time, or if any breach results in criminal charges, the individual will be permanently excluded from further participation in any Jollettes Gymnastics activities. If the individual is a member of staff, this will include immediate termination of their employment contract.

## **CONFIDENTIALITY & REPORTING**

All records and reports relating to this policy and any breaches thereof will be forwarded to the Health and Safety Officer, who will ensure they are stored safely and securely. Names of individuals permanently excluded from participating in Jollettes Gymnastics activities will be forwarded to all Head Coaches. Any other information relating to any breaches of this policy, or action taken, will only be released when required by law or requested by the governing body (Gymnastics Australia).

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Nelleck Jol - Director

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### **Disclaimer**

Please note that this information is not intended to constitute legal advice, and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material, and its relevance to your individual circumstances.