

### DUTY OF CARE

Flight Gymnastics Academy realises that it has a responsibility for the safety and welfare of gymnasts, coaches, volunteers, officials and any visitors to the clubs. This is legally termed the “Duty of Care” and becomes particularly relevant when dealing with children with the Head Coach acting 'in loco-parentis'

“Duty of Care” extends over a number of areas –

- The provision of a safe environment at all times
- Safe development of the gymnast
- Provision of suitable first aid support and emergency procedures
- Compliance with child protection and welfare policy and procedures

Flight Gymnastics Academy policies and procedures for the areas covered within the “Duty of Care” are outlined as far as possible in this policy document. As it is impossible to establish detailed guidelines for every aspect of every situation that may arise, Flight Gymnastics Academy coaches are trained via British Gymnastics coaching courses and Sport NI approved courses giving them a sufficient knowledge base to make informed judgements regarding their “Duty of Care”.

### PROVISION OF A SAFE ENVIRONMENT AT ALL TIMES

The criteria for creating a safe environment so far as is reasonably practicable are:

1. Coaches have the appropriate qualification, competence and experience for the role they are performing:

Flight Gymnastics Academy classes are directed by a qualified British Gymnastics Level 3 Coach or a Level 2 Coach who has completed the add-on module in Club Management. As this direction can occur away from the gym itself, Flight Gymnastics Academy classes are delivered in the presence of a Head Coach who holds the minimum British Gymnastics Level 2 Coach qualification in a related discipline. British Gymnastics qualified Level 1 Coaches, Award Scheme Coaches and trainee coaches may work under the supervision of the Head Coach. It is the role of the Head Coach to monitor that each coach works only to the level to which they are qualified.

2. Coaches carry out their duties with reasonable skill and care in a prudent and professional manner:

See the “Flight Gymnastics Academy Code of Conduct for Coaches”

3. Reasonable ratios are adopted for the number of participants to coaches:

Flight Gymnastics Academy works in accordance with British Gymnastics recommendations for the reasonable ratio of participants to each coach with the Head Coach supervising Coaches, Assistant coaches and Award Scheme Coaches leading an average of 8 participants at one apparatus station. On rare occasions, coaches holding a Level 2 or Level 3 Coach qualification are permitted to supervise 16 gymnasts across 2 pieces of apparatus in addition to supervising the other coaches and their participants. This can include the Head Coach provided all Award Scheme Coaches remain directly supervised by a Level 2 or Level 3 Coach. When groups are warming up, cooling down or working on low risk activities on a floor area, the stated ratio may be increased within the bounds of safety.

On the occasions where Flight Gymnastics Academy classes involve trampoline, a suitably qualified British Gymnastics coach supervises the activity. A maximum of 10 participants will work to each trampoline supervised directly by a coach under the overall supervision of the suitably qualified British Gymnastics coach.

#### 4. Coaches and gymnasts adhere to the Flight Gymnastics Academy dress code:

- Wear appropriate clothing, which does not impede the freedom of movement required by the activity and is not too loose as to constitute a hazard.
- Do not wear clothing with buckles, clasps, zips or other raised adornments.
- Gymnasts work in bare feet or gymnastics slippers.
- Coaches work in gymnastics slippers or soft clean training shoes.
- When using trampoline, wear socks or suitable gymnastics footwear.
- Tie long hair back.
- Remove all jewellery. In the event that an item of jewellery cannot be removed it must be sufficiently covered with protective tape in order to eliminate any risk (Flight Gymnastics Academy will not provide or apply the protective tape).
- Keep fingernails to a length compatible with the activity.

N.B. Any clothing that is considered by the Head Coach to be a safety hazard should be changed or participation may be prohibited. Any concessions on dress e.g. on religious grounds, must be within the bounds of reasonable safety. The Head Coach must explain the element of risk to the coach, gymnast and parent/carer and every attempt to control the risk adopted.

#### 5. Equipment checks are arranged and implemented:

On a session to session basis, coaches apply safety principles when using equipment as follows:

- Safe handling techniques are adopted when moving and placing equipment.
- Gymnasts and trainee coaches are taught how to handle equipment safely as suitable and relevant.
- Safe and appropriate landing surfaces are provided at all times in accordance with the level of activity inc. the placement of floor mats under safety mats where necessary to prevent slipping.
- The equipment layout is checked inc. inspection of each individual piece of apparatus.
- Equipment is adjusted according to the activity, age, size and ability of gymnasts.
- Equipment is stored safely and appropriately at the end of each session according to the facility storage space and system.

Flight Gymnastics Academy carries out and acts upon its own annual equipment check at each club. Completed annual inventory forms are filed in the Health and Safety folder. At other times, the Head Coach logs any arising equipment issues, recording and taking necessary action as soon as possible. Where necessary, damaged equipment will be taken out of service until repaired or removed.

#### 6. Facility checks are arranged and implemented:

Flight Gymnastics Academy carries out and acts upon its own annual facility check at each club. Completed facility checks are filed in the Health and Safety folder. At other times, the or Head Coach logs any arising facility issues recording and taking necessary action as soon as possible.

#### 7. Risk assessments are arranged and implemented:

Throughout Flight Gymnastics Academy classes, the coaches - under the direction of the Head Coach - visually risk assess the environment and activity to identify the potential hazards, judge the level of risk and apply control measures to minimise the risks.

These continual risk assessments are routinely familiar within the coaching process and take place throughout classes without the necessity to make a written record. In addition to this continual process, risk assessments forms are

completed and reviewed by the Head Coach on an annual basis for each Flight Gymnastics Academy Club addressing the general issues of:

- Who might be harmed
- Coaching qualifications and consideration for trainee coaches
- Equipment
- Facilities
- Manual Handling techniques for moving, erecting and dismantling gymnastics apparatus
- Emergency and First Aid Procedures

Additional hazards and arising hazards are risk assessed on a separate British Gymnastics risk assessment form by the Head Coach as they arise and are filed with the general risk assessments in the Health and Safety file.

#### 8. Spectators are kept to a minimum:

To maximise space and minimise distractions during Flight Gymnastics Academy classes, parents/carers are advised to leave the gymnasium once the main session is underway. Parents/carers, however, are welcome into the gym during any warm up time to help younger gymnasts get ready, to make payments, clothing orders or to speak to the Head Coach.

#### SAFE DEVELOPMENT OF THE GYMNAST

Flight Gymnastics Academy recognises the importance of safely developing each gymnast through appropriate physical and psychological preparation and therefore adopts the following best practice:

- Parents/carers are requested to disclose the health status of each participant on the record sheet completed as part of the Flight Gymnastics Academy membership process. As necessary, the Head Coach uses this information (and any updates to this information) to adapt and monitor the class content for each individual.
- All Flight Gymnastics Academy classes start with an appropriate warm up and end with a cool down.
- Coaching is based on the progression of skills guided by the British Gymnastics Proficiency Awards and British Gymnastics National Development Plans.
- Flexibility training is done progressively in a suitably warm environment when gymnasts are thoroughly warmed up using a balance of active and passive stretching methods. Coaches are encouraged to adopt passive flexibility training methods in which the gymnast can use their own body weight to enhance the stretch. On the rare occasions that a coach uses their body weight to enhance a stretch, however, the gymnast is in control and able to say stop and coaches never stretch gymnasts to the point of excessive pain or extreme discomfort, inappropriately place their body in close proximity to the gymnast, touch a gymnast's thigh, groin area or buttocks, use their full body weight or work alone with a gymnast.
- "Supporting" and "Spotting" techniques are used by coaches as taught on British Gymnastics coaching courses.

#### PROVISION OF SUITABLE FIRST AID SUPPORT AND EMERGENCY PROCEDURES

In preparation for an accident or emergency, Flight Gymnastics Academy aims to follow these good practice guidelines:

- The Head Coach has access to a telephone/mobile telephone in order to dial out for emergency services.
- The Head Coach carries a small First Aid Kit containing a selection of recommended materials in addition to the first aid materials available from each facility provider.
- At least one person trained in basic first aid (appointed person) is present in Flight Gymnastics Academy classes

- A register for all participants is maintained together with a record of emergency contacts, emergency contact numbers and relevant medical information for gymnasts and staff.

Flight Gymnastics Academy adopts the following procedure in the event of any serious accident:

- The accident is brought to the attention of the first aider/appointed person.
- The class is stopped and participants not immediately involved in the accident are directed away from the injured person/s (at an appropriate time, the Head Coach may decide to resume the class).
- The first aider/appointed person makes and acts upon an initial assessment of the accident instructing a reliable person to contact emergency services if required.
- The facility management, parents/carers or immediate family of the injured person are contacted.
- The first aider/appointed person remains with and monitors the injured person/s until the emergency services arrive.
- A responsible adult (parent/carer or immediate family member where possible) accompanies the injured person/s to the treatment centre.
- An accident report form is completed and filed in the Health & Safety Folder.
- Contact with the injured person/s and or their family is maintained until the incident reaches a conclusion.

Flight Gymnastics Academy follows these good practice guidelines in the event of a bleeding injury or open wound to reduce the risk of contamination:

- For minor bleeding injuries, the individual stops the activity they are involved in and the first aider/appointed person treats the individual to stop the bleeding. A fresh sterile dressing is applied to the wound before continuing.
- If the bleeding cannot be stopped, further medical attention is sought.
- Individuals treating an injury wear disposable gloves which are disposed of as clinical waste.
- If possible, the injured individual applies pressure to a bleeding wound with his/her own hands.
- If blood comes into contact with the mouth, eyes or broken skin of any individual, clean cold water is used to wash the affected area and medical advice is sought.
- If blood or other bodily fluids are clearly visible on clothing, the individual is required to replace clothing before participating further.
- Where contamination of equipment has occurred the area is cleaned.
- Spillages are wiped up with heavy-duty paper and discarded with soiled dressings and gloves into clinical waste.

In the event of an accident requiring any form of first aid treatment, the parent/carer is informed and an accident report form is completed by the Head Coach, first aider or appointed person as soon as possible. The accident report forms comply with health and safety legislation.

Accidents resulting in a visit to hospital or other further treatment are reported to the insurance company and RIDDOR as relevant. Accident report forms are reviewed on an annual basis at the time of the Policy Implementation Paperwork Audit to identify any patterns that may indicate a common risk or hazard that can be acted upon to reduce further accidents.

The facility providers who rent spaces to Flight Gymnastics Academy have responsibility for ALL fire safety issues. Flight Gymnastics Academy, however, will ensure all members safely exit the facility should the fire alarm sound using the following procedures:

- The Head Coach will stop the class and request that gymnasts line up behind their coach.
- The Head Coach collects all registers including the accounts/emergency registers and instructs the coaches to lead their groups out of the building via the fire exits to a safe place.

- The Head Coach leaves the building last, checking the changing rooms and toilets on the way where safe to do so.
- The Head coach takes the register to establish that all coaches and gymnasts are present.  
N.B. No coaches or gymnasts will be allowed to collect anything, including shoes, coats, bags etc.
- Once outside and registered, provision to return to the gym or another safe part of the building will be made as soon as possible.

In the event of a power failure during a Flight Gymnastics Academy class, the following procedures will be adopted:

- The Head Coach stops the class and requests that gymnasts line up behind their coach.
- Group by group the Head Coach directs all gymnasts and coaches to sit on the floor area.
- If there are any gymnasts in the changing or toilet facility the Head Coach directs two coaches to go to the area to aid their safe return to the gym.
- The Head Coach takes the register to account for all the gymnasts and checks all coaches are present.
- The Head Coach sends for and awaits further news from the facility manager making sure that all gymnasts and coaches are ready to evacuate the building if necessary.
- If evacuation is required, the Head Coach directs gymnasts to line up behind their coach and then directs the coaches to lead their groups out of the building to a safe place. The Head Coach collects all registers including the accounts/emergency registers and leaves the building last behind all gymnasts and coaches.
- Once in a safe place, the Head coach repeats the register to establish that all coaches and gymnasts are present.
- If power is restored following an evacuation, the Head Coach directs the gymnasts and coaches back to the gym where a further register will be taken before the class recommences.
- If it becomes apparent that the power is not likely to be restored during the class time, the Head Coach starts the process of using emergency contact numbers to arrange for the collection of gymnasts and coaches.