



Gymnastics In Ipswich

Health & Safety Policy & Procedures



Gymnastics In Ipswich

General Policy statement for Health and Safety

Gymnastics In Ipswich (GII) shall ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees and others that may be affected by our undertakings, as required by the Health & Safety at Work Act 1974.

GII will ensure that suitable and sufficient risk assessments are in place to ensure the Health, Safety and Welfare of all persons affected by its work activities. This will include the safety arrangements for the use, handling, storage and transportation of articles, substances, and hazardous materials.

The Health and Safety at Work Act 1974 places a special responsibility on all employees to take responsible care of their own health and safety and of others who may be affected by their work actions. This includes wearing suitable personal protective equipment as well as making full use of the equipment provided by the Company and, never intentionally or recklessly interfering with or misusing anything provided in the interest of Health, Safety or Welfare. All those supervising others must take initiative in training, having regard to health and safety in the issue of instructions and must themselves set a personal example of the standards the Company expects.

GII also undertakes to ensure that adequate finance, time and any other resources are available for the implementation of this policy. The Company will also obtain the services of Health and Safety Advisers to provide further advice, as required, in specialist areas.

This General Policy Statement is supported by detailed documentation and handbook which outlines the levels of responsibility for the safety of every person working within the Company and as a reminder of the general precautions, which must always be taken at the workplace. This Policy Statement is issued to all employees and sub-contractors upon engagement and is posted on all appropriate noticeboards. Employees, at all levels within the GII, are reminded that breaches of safety regulations will be treated as a disciplinary offence.

Environmental Statement

We recognise that our activities may have environmental implications and we, therefore, follow a policy designed to minimise environmental impact and damage. Our operations will be managed and organised so as to minimise, as far as is reasonably practicable, environmental damage caused by noise, dust, damage to groundwater and drainage systems.

Signed

Company Secretary

Reviewed Annually

Date: 1st January 2026

Health and Safety Management Structure

Introduction

To ensure that the Health and Safety Management System is implemented and integrated into the organisation's activities the overall responsibility has been allocated to the Facilities Manager by the Directors.

However, to ensure that the system is effectively maintained, key responsible personnel have been assigned to manage health and safety topics as identified within the Responsibility Matrix documented below.

The Health and Safety Management Structure below shows the key roles with responsibilities to assist the organisation to effectively manage health and safety throughout the organisation's activities.

Organisation Structure



Gymnastics in Ipswich Organisational Responsibility for Health & Safety



Directors

The Company has a responsibility to ensure that the Facilities Manager has in place an effective Health and Safety Management System, which will ensure that all health and safety hazards and risks are adequately controlled. They will require the Facilities Manager to be able to confirm:

- The nature and extent of the Health and Safety hazards and risks facing GII.
- The extent and categories of health and safety hazards and risk, which are regarded as acceptable.
- The likelihood of those risks concerned materialising.
- GII's ability to reduce the incidence and impact on the business of risks that may materialise.
- Any major incidents or failure in Health and Safety Management System that occurred during a reporting period.
- Accident history for the reporting period.
- Key improvements to health and safety that have been implemented during the reporting period.

Facilities Manager

The Facilities Manager has the following responsibilities:

1. Overall responsibility for health and safety within GII and is accountable to the Directors.
2. Ensuring the preparation of an effective Health, Safety and Welfare Policy statement, carrying out that policy, and measures for ensuring that it is implemented.
3. Ensuring that this Policy is reviewed by the Board of Directors annually (or when any other circumstances dictate).
4. To ensure that health and safety is given an appropriately high priority and is not compromised, so putting employees or other persons at risk to their health and safety.
5. To ensure that the Administration Manager and Heads of Department are aware of GII's Health, Safety and Welfare Policy Statement and Health and Safety Management System and that they understand their responsibilities for effective health and safety management.
6. Ensuring that the Administration Manager and Heads of Department implement the policy; that local arrangements are put in place; and that suitable monitoring arrangements are in place.

Health and Safety Management

GII's Health and Safety Management System is based on a process of continuous improvement incorporating core arrangements and effective communications applied in conjunction with relevant legislation and best industry practice.

At all levels effective health and safety management will take place to meet the following objectives:

To conduct business and business relationships in a manner that ensures risks associated with managing a Gymnastic facility are being assessed and effectively managed.

- To ensure all employees possess the necessary skills achieved through experience, education, training, and instruction to identify and manage the risks in their normal working environment.
- To establish, maintain and develop arrangements for effective consultation with employees on health, safety, and welfare.

The Facilities Manager will include Health & Safety improvement actions within his key tasks and where appropriate periodically report progress on improvements to the Directors.

The Facilities Manager will ensure appropriate local safety arrangements are produced together with assigning responsibility to Heads of Department to ensure the effective implementation of local safety arrangements.

All areas will have in place suitable and sufficient risk assessments and safe systems of work relevant to the scope of its activities and, when necessary, be supported by contingency arrangements and procedures to address foreseeable emergencies.

Heads of Department are responsible for ensuring that employees are made aware (through the process of risk assessment) of occupational health and safety risks associated with their work, together with the risk control systems and monitoring arrangements required for their protection. The Facilities Manager and Heads of Department are also responsible for ensuring new employees attend relevant Health & Safety induction and training appropriate to their work.

All areas will have in place effective active monitoring arrangements to identify potential hazards and risks within the workplace, this process will be achieved by regular workplace inspections.

GII's aim is for zero accidents. However, should accidents and incidents occur in the workplace the relevant member of staff will be responsible for reporting in accordance with GII arrangements and for the instigation of a comprehensive accident investigation for the purpose of ensuring that a similar incident does not re-occur.

Continual Improvement and Communication

The Facilities Manager will actively encourage continual improvement of health, safety, and welfare, including the effective communication of health and safety matters to all staff.

Health and Safety Assistance

GII will appoint as and when required competent Health and Safety professionals to assist and advise on the management of health and safety.

Responsibility Matrix

The Responsibility Matrix below identifies the significant Health and Safety topics/ issues that are pertinent to this organisation and to who has been assigned to manage those areas.

	Facilities Man. Admin. Man.	Leisure Asst.	Head of MAG	Head of WAG	Head of Rec.	Head of Pre School
General Health & Safety Management						
MANAGING HEALTH AND SAFETY AT WORK	• •					
RISK ASSESSMENT	•	•	•	•	•	•
SAFE SYSTEMS OF WORK	•	•	•	•	•	•
CONTROL OF CONTRACTORS	•	•				
ACTION ON ENFORCEMENT AUTHORITY REPORTS	• •					
Accident Control						
ACCIDENT, INCIDENT, AND ILL HEALTH REPORTING	•		•	•	•	•
ACCIDENT INVESTIGATION	•		•	•	•	•
FIRST AID	• •	•	•	•	•	•
NEAR MISS/ HAZARD REPORTING	• •	•	•	•	•	•
Work Equipment						
ACCESS EQUIPMENT	•	•	•			
DISPLAY SCREEN EQUIPMENT (DSE)	• •					
HAND TOOLS	•	•	•			
OFFICE EQUIPMENT	• •					
Work Activities						
HOME WORKING	• •					
LONE WORKING	• •		•	•		
SPECIAL EVENTS	• •	•	•	•	•	
USE AND STORAGE OF HAZARDOUS SUBSTANCES	•	•				
WORK AT HEIGHT	•	•				
WORK WITH CHILDREN	• •		•	•	•	•
WORKING TIME, NIGHT WORK AND SHIFT WORKING	•					
WRULD (WORK RELATED UPPER LIMB DISORDERS)	• •					

	Facilities Man. Admin. Man.	Leisure Asst.	Head of MAG	Head of WAG	Head of Rec.	Head of Pre School
Work Place Transport/ Occupational Road Safety SAFETY						
OCCUPATIONAL ROAD SAFETY	• •					
Personnel						
AGGRESSION AND VIOLENCE	• •					
DISABILITY DISCRIMINATION COMPLIANCE	• •					
AGENCY AND TEMPORARY STAFF	•					
CHILDREN AND YOUNG PERSONS	• •		•	•	•	•
HEALTH AND SAFETY INFORMATION FOR EMPLOYEES	• •		•	•	•	•
HEALTH AND SAFETY OF VISITORS	• •	•	•	•		
HEALTH AND SAFETY TRAINING	•	•	•	•	•	
MANUAL HANDLING	•	•	•	•	•	•
NEW AND EXPECTANT MOTHERS	• •					
OCCUPATIONAL HEALTH/ HEALTH SURVEILLANCE	• •		•	•		
PERSONAL PROTECTIVE EQUIPMENT	•					
STRESS IN THE WORKPLACE	• •					
SUBSTANCE AND ALCOHOL ABUSE	• •		•	•	•	•
WELFARE AND THE WORKING ENVIRONMENT	• •	•	•	•	•	•
WORKPLACE HEALTH AND SAFETY CONSULTATION	• •	•	•	•	•	•
Premises						
ASBESTOS AT WORK	•					
CLEANING	•	•				
CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE	•	•				
ELECTRICAL SAFETY	•	•				
FIRE SAFETY – ARRANGEMENTS AND PROCEDURES	• •	•	•	•	•	
GYM EQUIPMENT	•	•	•	•	•	•
SLIPS, TRIPS AND FALLS	• •	•	•	•	•	•
STAFF AMENITIES AND REST ROOMS	• •	•	•	•	•	•

Where joint responsibility has been identified within the matrix, it is each person's responsibility to ensure that they are effectively managing this topic/ issue within their area/ workplace of control.

Monitoring

To ensure that we are operating an effective Health and Safety Management System key responsible personnel conduct and document 'Safety Monitoring Checklists' periodically to ensure that they are fulfilling their responsibilities, and an annual review is conducted which is overseen by the responsible person.

Managements Responsibilities

Our Health and Safety Management System identifies those persons who have been designated with key responsibilities towards implementing, managing, and maintaining the Health and Safety arrangements within the organisation.

The responsibilities of key personnel are monitored to ensure that they are fulfilling their responsibilities with the review of their Health and Safety monitoring checklists and the completion of the annual review completed by the senior management team of which are located within the safety records section.

Health and Safety will be an agenda item that is covered on all Directors meetings and Heads of Department meetings. Regular building and equipment checks will be carried out and staff are encouraged to report any issues they come across.

Heads of Department

All Heads of Department have the following responsibilities:

1. Accountable to the Facilities Manager fulfilling this role to effectively manage health and safety in accordance with the operational responsibilities assigned to them and GII's Health and Safety Management System.
2. To ensure that GII's Health, Safety and Welfare Policy Statement, Health and Safety Management System and local arrangements are communicated to all members of their teams for the purpose of ensuring that they understand their responsibilities for effective health and safety management.
3. To ensure that local safety arrangements are produced together with assigning appropriate levels of responsibility to relevant competent personnel as required.
4. To identify health and safety risks and hazards in order to eliminate them, or through control measures reduce risks to acceptable levels. It is also a requirement to ensure control measures are supported by safe systems of work. These must also include those control measures required under relevant statutory provisions.
5. To ensure that if any accident, incident or serious failure in the Health and Safety Management System occurs that:
 - where required a RIDDOR report is sent to the HSE & BG within the appropriate timescale and a copy forwarded to the Facilities Manager within 24 hours of completion.
 - GII's Accident / Incident form is completed within appropriate timescales.
 - a thorough investigation takes place promptly and remedial actions are implemented to prevent a similar recurrence.
6. To ensure that all employees in the relevant area have adequate information, instruction, and training to maintain their health and safety and to ensure that health and safety training records are kept.
7. To ensure that all relevant employees have been assessed in relation to their respective Display Screen Equipment (DSE) for reasons of health and safety and DSE users' in the relevant area have received adequate information and instruction to safeguard their health and safety.
8. To ensure that active health and safety monitoring takes place in the relevant part of the workplace through periodic department inspections.
9. Where there has been contact with Enforcement Authorities on Health and Safety matters, the Facilities Manager and Board of Directors must be informed at once. To liaise with Enforcing Authorities during visits and inspections by them in conjunction with the Facilities Manager.
10. Where applicable, to ensure that all equipment and plant are adequately maintained and are subjected to statutory examinations where appropriate and relevant documentation is available for inspection.
11. Where appropriate, to ensure that employees within the area of operation are provided with the correct level of Personal Protective Equipment as required by risk assessments.

Employee Legal Responsibilities

As an employee you have a legal duty to take reasonable care of yourself and other persons who may be affected by your acts or omissions.

- You must co-operate with management on all aspects of health and safety.
- You must not intentionally or recklessly interfere with anything provided in the interests of health, safety, and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.
- You must co-operate with and follow all emergency arrangements.
- If you are aware of any hazard or hazardous situation, you must report it to the person in charge immediately or as soon as possible.
- You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must cooperate and assist with any accident/ incident investigations when asked.
- You must carry out your tasks and use any equipment or machinery in a safe manner and follow any instructions or Safe Systems of Work provided to you by Management.
- You must ensure that all personal protective equipment provided for you is worn as instructed, kept clean, maintained, and stored in the correct manner.
- Please note that any breach of Health and Safety legislation by yourself may constitute a criminal offence and action may be taken against you by the Enforcing Authority, which can result in heavy penalties, i.e. fines and/ or imprisonment.

	Date of Review	Action
Date Established	April 2018	Established
Date of Revision	September 2019	Reviewed
Date of Revision	November 2020	Reviewed
Date of Revision	November 2021	Reviewed
Date of Revision	December 2022	Reviewed
Date of Revision	November 2023	Reviewed
Date of Revision	November 2024	Reviewed
Date of Revision	December 2025	Reviewed