

ENIGMA
GYMNASTICS
CLUB



**Health and
Safety**

What is the Evacuation Procedure?

In the event of a fire, explosion or bomb threat or any other emergency requiring evacuation of the training facility the procedure described below will be followed:

- The Lead Coach of the training session will instruct all gymnasts and young leaders, fellow coaches and helpers in the gym to stop safely what they are doing;
- Gymnasts and young leaders, fellow coaches and helpers in the gym will be instructed to remain calm and to walk to the assembly point via the nearest exit leaving their clothes and possessions in the building, except for socks/shoes. The assembly point is at the front of the building, assembling on the cream slabs between the entrance lamp posts (as long as safe to do so);
- If evacuation takes place during group activities it is the responsibility of the group coach / helper to ensure all their gymnasts are led to the emergency exit to meet with rest of the gymnasts in the training session. All gymnasts will then be led to safety;
- If evacuation takes place during whole class activities all young leaders, fellow coaches and helpers in the gym will assist Lead Coach to escort gymnasts to safety;
- The Lead Coach will leave the training facility last, whilst other helpers in the gym (designated adults) make a check of the toilets during the evacuation process;
- If evacuation takes place when parents/carers are onsite they will be asked to remain calm and leave by the nearest emergency exit to meet their child(ren). The designated helper in the gym will meet them at the assembly point and take the parents/carers register.
- The Lead Coach will collect training session register, first aid kit and mobile phone before leaving the training facility;
- At the assembly point the gymnasts and young leaders, fellow coaches and helpers in the gym will be checked against the register and await further instruction from facility management within Levenmouth Academy CUS;
- All young leaders, coaches and helpers in the gym will reassure gymnasts whilst phone calls are made to parents/carers to arrange the collection of their children (if required);
- The club's incident folder will be used to make a written record as soon as possible after the event and the Head Coach will be informed as well as the Board of Trustees.

All gymnasts, young leaders, coaches, helpers in the gym and spectators will participate in evacuation drills organised and managed by Levenmouth Academy CUS or by Club Trustees.

What is the Accident Procedure?

In the event of an accident incurring injury to a gymnast the following procedure will be followed. First Aid will only be administered by a qualified First Aider.

- The gymnast's coach will swiftly and calmly assess the situation for the risk of further danger or injury. Then listen to what the gymnast is saying;
- If the injury is minor the coach will instruct the other group members to stop the activity and summon an adult helper, preferably a first aider to supervise the gymnast sitting out and take any appropriate action. Parents/carers will be notified either in person or by telephone in all cases, even if the gymnast returns to activity;
- If the injury is serious the gymnast's coach will stop the groups activities and call the Lead Coach and first aider to decide whether the gymnast can move safely;
- The gymnast will not be moved if there are suspected major injuries and the Lead Coach will telephone for an Ambulance. Other gymnasts in the group will be dispersed to the care of another coach / helper reassuring them that help is on the way. The Lead Coach will then arrange for the injured gymnast's parents to be contacted while the gymnast's coach remains with the gymnast providing reassurance until the Ambulance arrives;
- Another coach / helper / adult will be sent to advise facility management that an Ambulance has been called for. They will wait at the entrance to guide paramedic to the training facility;
- If the gymnast can be moved safely the Lead Coach or First Aider will help the child to sit comfortably and telephone the gymnast's parents;
- An accident report will be completed and placed in the club' accident folder by the gymnast's coach as soon as possible following the event;
- In the event of a serious injury the Lead Coach will follow up later with a telephone call to the parents and update the accident report in the Club's accident folder;
- The Club will complete the online report for SGA if necessary.

If in the event of a medical emergency occurring in respect of an adult the assessment process will be the same. The first aider will take lead responsibility for caring for the sick or injured adult. The Lead Coach manages the class. The

person's emergency contact will be telephoned if the illness / injury is of a serious nature.