

Lincoln City Gymnastics Club

Unit 3-5 Newark Road Industrial Estate, Clayton Road, Lincoln, LN5 8RE

01522 262022

generalenquiries@lincolncitygymnasticsclub.co.uk

www.lincolncitygymnasticsclub.co.uk



Health and Safety Policy

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Health, Safety and Welfare Statement

Lincoln City Gymnastics Club regards the health, safety and welfare of all members to be of paramount importance, which should not be comprised. To this end, it is Lincoln City Gymnastic Club's policy to ensure so far as is reasonably practicable, that procedures are in place to maintain a safe and healthy environment not only for its members but also for other people who may be affected by the activities of Lincoln City Gymnastics Club.

The club aims to promote a positive health and safety culture, and to ensure the health and safety of everyone involved in the sport of gymnastics at the club. We endeavour to achieve the highest standards of welfare.

Child Protection Policy Statement

Every child who attends Lincoln City Gymnastics Club should be able to take part in an enjoyable and safe environment and be protected from all forms of abuse, harm or bullying. The club is determined to meet its obligation to ensure gymnasts do so to the highest possible standard of care. This applies to all coaches and volunteer helpers in the club.

Adele Bogg and Claire Speed are the club's Welfare Officer, who can be approached at the club with any concerns or problems – or feel free to email them via their

email: welfare@lincolncitygymnasticsclub.co.uk giving a contact number and they will be happy to respond in confidence.

The club's aims and objectives which can be found on our IClass Pro management system and embodied in our policies which can be found on the club's website.

- To provide safe and enjoyable gymnastics activities in accordance with the guidelines and regulations of the National Governing Body of Gymnastics known as British Gymnastics.
- To encourage children to have greater self-awareness, social skills and confidence, through participation in gymnastics games and activities, development programmes and award schemes.
- To ensure children have the opportunity to try the sport of gymnastics by the provision of recreational gymnastics classes (admittance via a waiting list).
- To encourage the participation and retention of older children in the sport, through the provision of training and activities designed to meet their needs.
- To encourage children with the skills and desire to participate in competitive gymnastics events, through the establishment of squad training sessions specifically tailored to meet their needs.
- To promote the involvement of older gymnasts/helpers/parents in gymnastics coaching and judging by providing mentor coaching and judging.
- To ensure that all members are aware of club activities and events by producing a regular newsletter and by articles on the club noticeboard.
- To ensure that the club operates a zero-tolerance policy on bullying. Any incident will be dealt with appropriately by the club's welfare officers and reported to the Directors if appropriate.

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Safety of Gymnasts

Lincoln City Gymnastics Club strives to ensure that every gymnast has the most enjoyable and progressive experience during their sessions at the club. To achieve this, they should ensure they adhere to the club's Code of Conduct for gymnasts which can be found on the club's website and in the Club booklet emailed out with the new starter packs and as set out below:

Gymnasts

- Arrive on time for my class, ready to begin the warm up when my class starts
- Attend classes regularly
- Always wear a leotard (and shorts for boys), remove all jewellery and make sure your hair is neat and tidy (tied up if necessary)
- Always wear appropriate clothing to my session – tightly fitted clothing and avoid baggy / oversized clothing
- Leave all areas tidy, putting all rubbish in the bin
- Leave all belongings in your own cube at the beginning of a training session and make sure all belongings are taken at the end of the session
- Go to the toilet before your class starts and ask permission if you need to go again during the class (please limit visits!)
- Once warmed up, remove all extra clothing and leave items neat and tidy
- Always follow the coaches' instructions
- Show respect to the coaches and other gymnasts
- If you need to leave class early, ask your coach's permission before the class starts
- Most importantly, enjoy your gymnastics!

Jewellery

British Gymnastics policy, which the club is affiliated to and must adhere to, is that all jewellery must be removed due the risks of injury. With regard to pierced ears, they can be taped (by parents/guardians prior to entering the gym) for up to 6 weeks after piercing and then must be removed. Please see BG's Health and Safety Guidance – Safe Coaching – Section 1.9 Body Piercings and Adornment for further details.

Welfare

The welfare of our gymnasts is paramount, as is all our members, to which there are avenues which they can discuss anything they wish to including:

- Coach – discussion after the session
- Contact with the Welfare Officers
- Contact with Head Coach/Directors
- Contact with Regional Welfare Officer
- Contact with British Gymnastics

All of these methods are conducted under private discussion with the assurance that what they say will be taken seriously and further action to ensure their safety and welfare will be taken as necessary.

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The club's welfare officers are Adele Bogg and Claire Speed and they can be contacted via email at: welfare@lincolncitygymnasticsclub.co.uk and their photos and contact details are displayed on the welfare notice board at the club.

Dress Code

For the first few weeks after joining gymnasts can wear shorts/leggings and t-shirts for training. After this time all gymnasts should wear a leotard and shorts for boys and if desired by girls. They can wear warmer clothing such as joggers and hoodies/jumpers in cold weather for the warm-up but these must be removed after the warm-up except in exceptional circumstances/cold conditions agreed by the supervising lead coach for the session. Recreational gymnasts can wear any leotard/shorts for training but club leotards are available to purchase in the club shop.

Recreational gymnasts may wish to purchase bar grips for bars, available at the club shop, but these are optional

Squad gymnasts can wear any training leotard for training sessions but must wear their respective squad leotard for competitions. Shorts are optional for training. They must also have a club tracksuit for competitions.

Squad gymnasts are also required to have bar grips, loops and gloves and their own chalk and chalk box.

Long Hair

All gymnasts with long hair must come to gym with it tied up, preferably in a bun or plaits for their own safety and to avoid injury and for them to be coached safely.

Long fingernails

No fake nails or similar whereby the nail length is longer than the fingertip (to avoid risk of injury to both gymnast and coach).

Safety of Parents, Carers, Guardians & Spectators

Lincoln City Gym Club is keen to maintain a good relationship with Parents/Carers/Guardians and you will find all our coaches, Directors, Welfare officers and volunteers approachable if you have any questions.

Lincoln City Gym Club has an open-door policy and Parents/Carers/Guardians are welcome to sit inside the gym in the viewing area.

Spectators bringing children into the gym with them must ensure that they are under their control/supervision at all times.

We have a strict welfare and safeguarding policy which sets out the importance of providing a safe and supportive environment for all.

Code of Conduct for Parents/Carers/Guardians (this is available on our website and in the pack emailed to all new members)

1. Park your car with care and consideration and escort your child to and from the gym.

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2. Ensure gymnasts arrive punctually for the start of class, having first been to the toilet.
3. Make sure your child arrives for their class wearing a leotard (shorts & t-shirt for boys), having removed all jewellery and with their hair tied up, if necessary.
4. Ensure you arrive punctually to collect gymnasts and ensure the coaches are informed if your child needs to leave early and who will be collecting them.
5. Do not bring ill/injured children to gym. If a child complains of feeling ill or of an injury whilst at gym, they will be allowed to sit out for 10 minutes. After which time, if they are unable to continue, parents will be contacted to collect them.
6. Ensure the club is provided with any changes to contact numbers and medical information.
7. Ensure subscriptions (via IClass Pro management system portal), BG & club membership fees are paid on time.
8. Please be polite and accept the coaches' decisions regarding your gymnast's development.
9. Work with the coaches and judges in a positive way to help your gymnast achieve their full potential.
10. At competitions, support all our club's gymnasts and be respectful to those of other clubs.

If you feel you would like to become more involved in the further development of the club, please feel free to speak to any member of the committee/coaching staff/directors, who will be more than happy to discuss this with you.

We are always on the look-out for new coaches, judges, help with competitions and fund raising. All our coaches and volunteers are parents or ex-gymnasts, so don't be put off!

Welfare

Any parent/carer/guardian that has any safeguarding or welfare concerns regarding any gymnast has the following avenues available to them.

- Coach – discussion after the session
- Contact with the Welfare Officers
- Contact with Head Coach/Directors
- Contact with Regional Welfare Officer
- Contact with British Gymnastics

All of these methods are conducted under private discussion with the assurance that further action to ensure the safety and welfare of our members will be taken as necessary.

Safety of Staff - Coaches/Volunteers

The safety, welfare and wellbeing of our coaches and volunteers as well as our gymnasts is our paramount concern.

Code of Conduct for coaches/volunteers: (available on IClass Pro management system, club website and in club booklet)

1. Always set a good example: arrive on time, dressed appropriately (no jewellery).
2. Organise the setting up of any equipment safely and efficiently.
3. Make yourself available for gymnasts/parents' questions.
4. Encourage the development and progress of all gymnasts.
5. Establish targets for gymnasts, recognise their achievements and give praise.
6. Promote safety in the club.

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7. Encourage other parents and older gymnasts who wish to assist at the club.
8. Enforce the club's Child Protection Policy.

Jewellery

As we are affiliated to British Gymnastics their Health and Safety Guidance – Safe Coaching – Section 1.9 Body Piercings and Adornment must be adhered to. This states that all jewellery must be removed when hands on coaching is being applied and when distanced coaching is applied it is acceptable for the minimal jewellery (e.g. wedding rings etc) to be worn, although this is still at the discretion of the coach as “hands on coaching” can happen at any time if not careful – therefore it would fall on their insurance if something was to happen and they had to step in to support with jewellery on. Therefore, as a club our policy is no jewellery for coaches.

Welfare

The welfare of our coaches/volunteers is paramount and therefore there are avenues is they have any concerns:

- Contact with the Welfare Officers
- Contact with the Head Coach
- Contact with the Directors
- Contact with Regional Welfare Officer
- Contact with British Gymnastics

Each of these methods are in the strictest confidence although further action will be taken to ensure the safety and welfare of our coaches/volunteers.

Dress code

In the gym coaches/volunteers to ensure they are wearing:

- Club t-shirt (provided by the club)
- Suitable leggings
- Suitable footwear (typically trainers – to be removed in the gym)
- Long hair tied up.
- Nails no longer than fingertips
- No jewellery (as above)

When representing the club at competitions to wear their club t-shirt, tracksuit, jacket or leggings and hoodie (if they have them) and hair, nails and jewellery as above.

Equipment Safety Risks

Type of check	What checking for	Completed when	Completed by
Daily safety check	All in working order (nothing broken, damaged or loose) Anything out of the ordinary	Daily – First opening	Lead Coach
Weekly Safety check	All in working order (nothing broken, damaged or loose) Anything out of the ordinary. All chains, bolts, clips etc in place & good condition.	Weekly – As part of walk around checking everything when gym is quiet	Head Coach

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	All matting is in good condition & padding sufficient		
Monthly safety check	All in working order (nothing broken, damaged or loose) Anything out of the ordinary. All chains, bolts, clips etc in place & good condition. All matting is in good condition & padding sufficient. All hand apparatus in good working order	Monthly – As part of deeper check when the gym is quiet	Head Coach
Annual Risk Assessment Review	Are all potential risks highlighted? Are all potential hazards covered? Have all appropriate actions been/being taken to reduce risk? Have any new “further actions” been highlighted?	Annually (or if anything moves/changes – Reviewing the equipment as part of a formal check	Club Manager/Head Coach/Directors
Manufacture check	Is all the equipment fit for purpose? Are there any actions to be taken?	Annually – As part of annual inspection by authorised manufacturer.	By Gymnova, Continental or other authorised manufacturer.

Safe Coaching Practices

Every gymnastics session is planned on a progressive development programme that is working to ensure that every gymnast achieves their optimum within their gymnastics journey.

All sessions are led by a minimum of a recognised and insured British Gymnastics Level 2 (or above) coach who may have Assistant Coaches with them who may seem younger in age at times as they are at the start of their learning journey but who have all attained their Level 1 qualification and many already working towards their Level 2 coaching award.

There will always be a minimum of 2 adults within the gym whenever there are gymnasts in the gym.

All our coaches are registered and insured with British Gymnastics, hold current DBS certificates, have undertaken British Gymnastics Safeguarding & Protecting Children courses and are either in-house or externally first aid trained.

Note – Anyone can become a gymnastics coach through the British Gymnastics education pathway no matter your age or previous experience and the club is committed to mentoring older gymnasts to retain them in gymnastics as coaches, as well as parents/carers/guardians who are interested in coaching or judging. Please speak to the Head Coach/Lead Coach or any of the Directors if interested, for further information.

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As within any job, some coaches are more experienced or qualified or both and will support sessions across the whole gym to help share their knowledge. The coach qualification for British Gymnastics goes from Level 1 (Assistant Coaches), Level 2 (minimum Lead Coach), Level 3, Level 4 and Level 5 (Performance Coach). British Gymnastics ratios for Level 1 coaches is 1 coach to 8 gymnasts and for Level 2 and above lead coaches it is 1 coach to up to 16 gymnasts, however the club aims to maintain the 1: 8 ratios for its sessions.

British Gymnastics education system provides the knowledge and experience to all our coaches on the different coaching techniques. All our coaches will ensure they coach within their qualification allowance and to the recommended practices by British Gymnastics. As times and science progress these may change and therefore you may see techniques of skills being taught change over time through British Gymnastics CPD opportunities.

Safe Working Environment

Lincoln City Gymnastics Club is a business that has several layers to it to provide the most effective service to the club. Responsibility for these areas lies with different personnel to ensure the safety of all users. The responsible personnel may change or be multiple personnel during cross over times although there will always be a hierarchy of responsibility to ensure a safe working environment within the club (as below).

<u>Area</u>	<u>Person Responsible</u>
Whole business	Directors
Individual sessions	Session Coach(es)
Opening/Closing	Lead Coach(es)
Building maintenance: Organising, fixing/replacing, reporting and liaising with landlord. Reporting breakages. Daily equipment checks	Directors, Club Manager & Head Coach Everyone Lead Coach
Tidying the gym	Coaches, volunteers (gymnasts may be asked to assist the coaches under direct supervision)
Heating system (operation of)	Lead Coach(es)

Note – The above table is a demonstration of the responsibilities, however Health and Safety is the responsibility of everyone and particularly to report it to the person in charge on the day who will risk assess all activities to see if it is safe to continue/follow any activities that are planned.

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Accidents, Incidents and First Aid

Gymnastics is a sport which is planned thoroughly but despite the amount of planning accidents/incidents can occur.

All our coaches are first aid trained to deal with accidents that occur in the gym, and we also have volunteers, welfare officers and Directors that are first aid trained who can also assist.

There is a fully stocked First Aid box in the gym situated in the reception area and this is where the Accident Book is located. The Lead coaches for each session are trained in completing the Accident book, accident & incident forms and reporting any serious incidents to the Directors for reporting online to British Gymnastics for our insurers.

The club also has a defibrillator, and the coaches are trained in administering this should it be required.

The club retains emergency contact details for parents/carers/guardians as well as medical information for all gymnasts which is gathered via IClass Pro management system when a gymnast joins the club and is updated annually and is accessible to all coaches should it be required in an emergency. Any essential medical information/allergies are noted on the registers for the coaches' information should an emergency/accident occur.

There are many types of injuries, some which will require gymnasts to take time off from the gym such as dislocations, fractures, severe strain and all head and neck injuries and gymnasts should not return to training until they are advised by their medical professional.

Some less severe injuries/conditions may improve/benefit from continuing with sport such as bruises, mild strains/sprains, stomach aches, 'big' or 'strong' periods, feeling low in mood, having a 'bad day' or feeling anxious etc and these should be discussed with the gymnast's session coach/lead coach or other staff such as Welfare Officer. Parents/Carers and Guardians are asked not to bring their gymnast to gym if they are clearly unwell.

British Gymnastics support

British Gymnastics offer a range of support for gymnasts and coaches as part of their membership package and insurance.

The British Gymnastics Safeguarding and Compliance Team can be contacted via email on safeguarding@british-gymnastics.org

Fire Safety and Emergency Procedures

Lincoln City Gymnastics Club has a Fire Risk Assessment completed annually to highlight any issues in and around the gym to ensure the safety of everyone.

The club's fire extinguishers are serviced annually and repaired/replaced as necessary by a certified servicer.

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The club has an Emergency Action and Evacuation Plan and this can be found in the club.

Data Protection (GDPR)

Lincoln City Gymnastics club has a Privacy Policy which is available in the club and can be found on the British Gymnastics website, which you can access, as part of the club's registration. This sets out how your personal data is used once you become a member and how it is kept secure.

Through our Welfare Notice in our induction pack which parents/carers/guardians complete and sign they are confirming that they will not take any photographs, videos or images of any kind whilst at gym. This is to ensure the safeguarding of our members.

Events and Trips

British Gymnastics are the governing body for gymnastics and Lincoln City Gymnastics Club is affiliated to British Gymnastics, East Midlands Gymnastics Association and Lincolnshire Gymnastics Associated. The events/competitions that the club's gymnasts attend are endorsed by these respective bodies.

The following processes are put into place to ensure the safety of all the club's gymnasts, coaches, judges, volunteers attending these events/competitions and for club events:

- Event planning with qualified, knowledgeable and experienced staff.
- Event policy and spectator policy.
- Risk assessments completed and reviewed as appropriate.
- Club's Code of Conduct
- Compliance with event legislation requirements.

Equality, Diversity and Accessibility Policy

All members, volunteers and staff are entitled to be treated fairly regardless of sex, gender reassignment, sexual orientation, age, marriage and civil partnership, parental or marital status, pregnancy and maternity, disability, religion or belief, colour, race including nationality or ethnicity and socio/economic background.

Monitoring & Review Arrangements

Lincoln City Gymnastics Club's Health and Safety policy will be monitored annually and a full policy review will be undertaken every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation and guidance
- Changes in governance of the sport
- Changes in the nature or size of British Gymnastics
- A procedural review taking place as a result of a significant case

Policy approved by:

Welfare Officer: Adele Bogg February 2026

Welfare Officer: Claire Speed February 2026