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## **Peak Trampoline Occupational Health & Safety Policy Statement**

Occupational health and safety is the integration of work and health. This includes working methods, conditions of work and the working environment that may influence the overall safety and health of persons at work.

### **Statement of Commitment**

This policy recognises that the safety and health of all staff and athletes at Peak Trampoline is the responsibility of Peak Trampoline and of individual staff. Peak Trampoline will provide and maintain, so far as is practicable, a working environment that is safe and without risk to health and minimizes risk of injury. This includes:

### **Providing a safe environment**

Providing a safe environment includes the following:

#### **1. Harassment free environment**

#### **2. General facility safety guidelines for court 10**

- Facility layout
- Equipment and safety checklists
- Mats
- Use of trampoline and associated equipment.

#### **3. Medical**

- Emergency Plan.
- Emergency equipment.
- Emergency and accident procedure
- First Aid supplies

#### **4. Use of posted warnings.**

- Posters displaying safe practice reminders for athletes.
- Lords evacuation plan displayed.
- Code of conduct displayed.

#### **5. Insurance**

- Public Liability insurance in place.
- Athlete insurance in place through affiliation with Gymnastics Australia (GA)

#### **6. Use of consent forms.**

- Membership forms are completed when an athlete joins the club. These are kept on file as a record.
- Waivers/consent forms are completed by those attending school holiday programs and birthday parties.

#### **7. Supervision/coaching**

- Supervision/coaching is provided by qualified coaches who regularly attend updating coaching courses to maintain their technical affiliation to Gymnastics Australia (GA)



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## **8.Planning;**

- All sessions which take place at Peak Trampoline are planned to develop the athlete in a safe and progressive manner.
- Planning for the recreation sessions is visible on the notice board at the back of court 10 with a paper copy on file.
- Squad planning is visible on the squad notice board with a paper copy on file

## **Harassment Free Environment**

Peak Trampoline is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunity and prohibits discrimination. (Please refer to club policies on Workplace Bullying, Sexual Harassment and member protection policy)

## **General Facility**

The facility must meet and maintain standards as dictated by GWA/GA and other regulatory bodies.

- The facility, court 10 must comply with fire department regulations. This is the responsibility of Lords Recreation Centre.
- Lighting and ceiling height should be appropriate for the activity (Lighting changed July 2017 by Lords).
- A register must be taken for each recreation, squad session holiday program to be compliant with our public liability insurance and Health and Safety policy.
- **In the case of power failure all activities must stop and athletes verified through the register.**
- Temperature should be within a comfort zone for the enjoyment, health and safety of the participants.
- There must be adequate space between any runways, dismount areas.
- Equipment must be stored in a safe manner when not in use.
- Court 10 must be cleared of extra equipment and the store room closed at the end of the session.
- The training room must be left with Olympic bars cleared of weights and the weights stacked appropriately.

## **Facility layout**

An appropriate layout is critical for the safety of the gym. The following factors need to be taken into account:

- Nature and level of activities taking place.
- Number of athletes.
- Number of simultaneous groups taking place.
- Configuration of the gym



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- Type and quality of equipment.
- Location of entrances and exits.

In order to maintain a safe layout the following will be evaluated:

- The ability to create safe pathways around the gym.
- Changes of program may necessitate change of layout. Reviewed termly.
- Designated areas for spectators and athletes.

## Equipment

Appropriate and safe equipment must be provided at all times based upon the participant's age, size, ability, fitness, readiness and the level of skill being taught. The following process must be followed:

- Daily equipment check to be completed and any issues recorded by Senior Recreation Coach.
- Any unsafe equipment must immediately be removed from the floor and placed in storage.
- Senior Coach with the Senior Recreation Coach to complete a monthly check of equipment and provide a quarterly report to the Board.
- Senior Coach with the Senior Coach/Club Manager to establish a maintenance schedule in relation to equipment that needs replacing through general wear and tear.
- Board member to have designated responsibility for Health and Safety issues and will feed back the quarterly report to the Board

## Mats

### Spotting Mats

Mats offer a certain amount of protection against injury and can be used in a variety of ways, the use of mats is dependent on:

- The type of skill being learned.
- The age and level of the athlete.

Mats must be placed on the trampoline for:

- All basic landings.
- All new somersaulting activities.
- When working independently away from the main coaching bed.
- Combinations of landings until confident to progress without the mat.

Mats can be used from the side as the athlete progresses in confidence and skill level.

### Floor Matting

- **Floor matting must adhere to the national competition standards.**
- **GWA will complete an annual check to make sure Peak Trampoline is compliant with National guidelines.**
- **Peak Trampoline will commit to making the floor area completely covered.**

## Use of Trampoline and associated equipment

- The use of the trampoline, double mini, air bed and tumble track must be supervised.
- Coaches must make sure that athletes are working at the appropriate level for their ability.
- Coaches must ask the athlete as they come onto the equipment what skill/ routine they are practicing.
- Confirm with the head coach if unsure of an athletes ability.
- The air bed may be used for basic drill development by squad athletes when instructed by the Senior Coach.

## Medical

### Emergency Plan

- An emergency evacuation plan must be in place and displayed.
- There must be access to a phone ( one at the Peak desk and Lords reception)
- Emergency phone numbers available.
- At least one person present in the Gym should be qualified first aid.
- Post injury records, reporting and communication in place.
- General emergency information displayed on red cards throughout the Gym.
- Concussions checklist and criteria available in the Incident report file ( red file)
- **Site and sport specific scenario training program for all staff being developed under the leadership of Professor Fiona Wood.**

### Emergency equipment

- First aid resources available on Court 10.
- Specialised first aid equipment available from the main reception at Lords.
- Copies of medical information recorded on the membership forms and kept at the main Peak desk

### Staff guidelines for dealing with incidents in and around the Gym.

- **Assess the incident and make the decision to:**
  1. **Continue training after RICER (low level injury)**
  2. **Cease training contact parents athlete goes home or for further treatment with parents.**
  3. **Cease training and call emergency services – broken limbs, neck or head injuries.**
- **Regardless of level of severity of injury the Senior Coach or the Club Admin Officer must speak to parents and notify them of the incident.**
- **The coach involved with the incident must complete the injury form and submit a written statement.**
- **The Senior Coach/ Club Manager or the Admin Officer will follow up on all incidents within 48 hours**



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### **Use of posted warnings**

The following is displayed at all times:

- Be safe at Peak posters and guidance.
- Code of conduct for athletes, coaches and parents displayed

In addition the following is verbally reinforced each session:

- All the safety posters reinforced.
- General safety talk prior to the start of the session.
- Don't practice new skills in the last section of the session due to fatigue.

### **Insurance**

Insurance is paid as an annual fee when joining Peak Trampoline. This is in compliance with our affiliation to Gymnastics West Australia (further information point 5)

### **Use of consent forms**

When joining Peak Trampoline the parent is given a membership form to fill in and sign. These are then filed and kept at the club. (further information point 6)

### **Supervision**

All coaches must:

- Have a current accredited coaching qualification in trampoline sports.
- Have a WWC card
- Adhere to the coach's code of conduct.
- Complete education courses suggested by the Senior Coach Club Manager

### **Planning**

There must be evidence of the following:

- Recreation term plan with supporting documents.
- Squad Macro plan for Age, youth, Junior International.
- Squad Macro plan for levels.
- Micro plan for both competition areas with associated documents
- All planning visible in the Gym plus a paper copy at the front desk.

The **Senior Coach/Club Manager** is responsible for the implementation and monitoring of this policy. The safety and health duties of management at all levels will be detailed and

club procedures for training and back-up support will be followed. In fulfilling the objectives of this policy, Peak Trampoline is committed to regular consultation with staff to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

## **Duties**

Peak Trampoline will take every practicable step to provide and maintain a safe and healthy work environment for all staff. To this end:

### ***Peak Trampoline***

- is responsible for the effective implementation of Peak Trampolines occupational health and safety policy;
- ensure that regular safety consultation between all staff takes place;
- make regular assessments of safety and health performance and;
- ensure that all specific policies operating within Peak Trampoline – fire and evacuation, training, first aid – are periodically revised and consistent with Peak Trampoline health and safety objectives;
- provide information, training and mentoring for all coaching staff appropriate to their level ; and
- be informed of incidents and accidents occurring on court 9. Lords to Peak Trampoline senior staff so that safety and health performances can accurately be gauged.

### ***Staff***

- have a duty to take care for their own health and safety and of others affected by their actions at work;
- comply so far as he/she is reasonably able, with the safety procedures and directions given by Peak Trampoline;
- 
- not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Peak Trampoline staff; and
- in accordance with agreed company procedures for accident and incident reporting, report potential and actual hazards, incidents and notifiable injuries and diseases.

This policy will be regularly reviewed in the light of legislation and changes in club circumstances.

Peak Trampoline seeks cooperation from all staff: in proactively engaging in a culture of safety awareness; in realising our safety and health objectives and in creating a safe working environment.



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All staff will be advised, in writing, of agreed changes and arrangements for their implementation.

#### REVIEW SCHEDULE:

Review 1 – January 2016

Reviewed by – Nicola Wood Senior Coach/ Club Manager

Amendments – None required.

Review 2 – January 2017

Reviewed by = Nicola Wood Senior Coach / Club Manager

Amendments – None required

Review 3 – December 2017

Reviewed by– Nicola Wood Senior Coach/ Club Manager

Amendments – Additional information placed into the document, sections 1 – 7.

Approved by the Chairman December 2017.

Review 4 – November 2018

Reviewed by – Nicola Wood Senior Coach/Club Manager

Amendments – None required.

Review 5 – July 2019

Reviewed by – Nicola Wood Senior Coach / Club Manager

Amendments – Additional information on matting the floor area. Additional Point added to the Emergency section.

Incident protocols outlined ( both highlighted in red ).