



Section 1: Management

Module 4: Health & Safety Policies

Purpose and Statement of Commitment

Bugs Gymnastics endeavours to ensure impeccable behaviour of all gymnasts, coaches, spectators, administrators' and officials. Providing a safe, friendly and enjoyable environment for everyone involved.

Our focus is to provide a safe friendly environment for children to develop basic gymnastic skills. To offer a variety of gymnastics programs to suit children of all ages and abilities and to encourage a healthy attitude towards participating in physical activity. Bugs gymnastics has a commitment to provide a quality program with qualified and accredited coaches and staff.

Definitions and Policy Coverage

BUGS Gymnastics is committed to providing and maintaining a safe and healthy working environment for its employees and anyone entering the premises. The aim of BUGS Gymnastics Health and Safety Policies is to promote and maintain the health and wellbeing of staff, members, visitors, contractors and volunteers, and to minimise the risk of injuries.

- Athlete; being a Club Member participating in an appropriate session, visiting athlete in training or competition.
- Health; being the individual wellbeing of an athlete, volunteer, employee or spectator.
- Safety; being protected from the risk of harm or injury.

The policy applies to all BUGS Gymnastics employees, members, visitors, contractors and volunteers. It also covers all activities both on and off the premises, including competitions, displays and events.

BUGS Gymnastics acknowledges that healthy eating has an impact on our health, and that the provision of healthy foods will contribute to better health for all.

BUGS Gymnastics' Heat Policy provides for a heat wise organisation. Although gymnastics is primarily an indoor sport we are not immune to extreme weather conditions, heat in particular. It is acknowledged that heat stress and similar aversions to hot weather are preventable and therefore a strategy will be implemented by BUGS Gymnastics to avoid such occurrences.

Application of Policy

This Policy applies to all members of BUGS Gymnastics, employees, officers, administrators, volunteers, coaches, judges, athletes and members.

This Policy applies equally to Members involved in each of the Club's gymnastic disciplines, including Men's Artistic Gymnastics, Women's Artistic Gymnastics, General Gymnastics and Kinder Gym.



Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of BUGS Gymnastics to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner.

Requirements and Responsibilities

To enable BUGS Gymnastics and its athletes, volunteers, employees and spectators to comply with its Occupational Health and Safety policy, BUGS Gymnastics undertakes to:

1. Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
2. Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
3. Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner.
4. Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
5. Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

Manual handling

Purpose

The Aim of The Club's Manual Handling Policy is to promote and maintain the health and wellbeing of staff, members, visitors, contractors and volunteers, and to minimise the risks of manual handling injuries by implementing a systematic approach based on a risk management model as follows:

- Identify the hazardous manual handling tasks;
- Assess the risks;
- Control the risks;&
- Monitor the controls.

A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

Definition

1. Manual Handling is defined as "Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also actions involving repetition and sustained awkward posture."
2. Hazardous Manual Handling means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:
 - Repetitive or sustained application of force;
 - Repetitive or sustained awkward posture;
 - Repetitive or sustained movement;
 - Application of high force;
 - Exposure to sustained vibration;
 - Handling live persons; &



- Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold.

Policy Compliance

Policy compliance will be facilitated through education, publicity, induction training and reiteration of the policy. Policy compliance requires the following:

1. Where possible, manual handling risks should be considered and designed out prior to any activity and/or purchasing of all goods to be used at The Club.
2. Undertake a process to identify all manual handling hazards in The Club. The process should involve all of The Club's staff:
 - i. Look at injury records to see in which areas, and which tasks injuries are occurring;
 - ii. Consult with employees/volunteers at meetings about the tasks they carry out.
 - iii. Formal observation of work practices.
 - iv. In The Club, manual handling risks include, but are not limited to:
 - Moving equipment;
 - Carrying equipment;
 - Lifting participants;
 - Spotting;
 - Restraining a participant;
 - Typing at a computer in an awkward posture;
 - Stretching to reach a participant or a high shelf or apparatus;
 - Standing on unstable platforms or apparatus;
 - Bending to adjust, move or distribute matting or apparatus close to or on the ground;
 - Moving computer and other office equipment;
 - Catching a falling participant;&
 - Climbing over or under apparatus or equipment.
3. The risk assessment should identify tasks with potential for having a hazardous manual handling component. The purpose of assessing the risk is to firstly establish if there is risk involved in the task and secondly to determine the level of risk: high, medium or low.
4. The risk assessment must take into account the following factors:
 - The force to be applied by the employee/volunteer;
 - The actions and movements involved (eg. Reaching up, forward, unbalanced or uneven lifting or carrying, awkward grip);
 - The range of weights handled;
 - The duration and frequency of the manual handling;
 - The time, and distance, over which an object is handled;
 - The availability of mechanical aids;
 - The layout and condition of the workplace environment (eg. Height of desks, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven);
 - The work organisation (eg. Availability of people, flow of materials, lack of time);
 - The postural requirements imposed by manual handling (eg. Bending, twisting, stretching);

- The analysis of injury statistics relevant to manual handling;
 - The age of the person carrying out the manual handling;
 - The skill and experience of the person;
 - The nature of the object being handled (eg. Size, shape, structure and material, animate or inanimate);&
 - Any other factors considered relevant by The Club or the employees/volunteers. Need to consider the risks to staff returning from leave, teaching a new skill or in a new environment.
5. Once the risk assessments have been conducted controls will be developed by The Club's management starting with tasks rated as high risk.

Policy Control

1. The Club's management will implement Manual Handling Risk Controls as follows:
 - 1.1 Redesign areas of risk to eliminate or reduce risks.
 - 1.2 Change the workplace, systems of work and/or the object.
 - 1.3 Provide mechanical aids to reduce the risk and provide training in their use.
 - 1.4 Training and education appropriate to each task.
2. For some manual handling tasks, a combination of the risk control methods (above) may be appropriate; however information, training and instruction will never be the sole or primary means of controlling the risks.

Responsibilities

1. The Club Management is responsible for the implementation of risk assessment, risk control and education and training.
2. The Club's employees/volunteers are responsible for carrying out and conducting ongoing monitoring of manual handling risks and ensure the risk controls are:
 - Being used correctly;
 - Not increasing the risk of injury;
 - Helping to reduce the manual handling risk;
 - Not in need of further improvement;

In demonstrating Management's duty of care, the Committee will make every reasonable effort to provide a working environment that minimises incidents of risk or personal injury, ill health or damage to property. This includes:

- Providing employees with appropriate training
- Providing safe equipment and systems of work
- Regular consultation on health and safety issues
- Provide first aid equipment and accredited First Aiders at all training sessions and competitions.
- Ensuring adequate public liability and player insurance of all members.
- Encouraging all gymnasts with a prior or current injury to seek professional advice from a sports medicine professional and be fully rehabilitated before returning to train.
- Encourage all members to adopt practices that seek to prevent injury.

Coaches and Members must:

- Be dressed appropriately for class.
- Remove jewellery while at training and competitions.
- Ensure long hair is tied back.



- Secure spectacles during activity.
- Be free of any physical injury which may affect their capacity to participate or which may be aggravated as a result of participating.
- Ensure Injury Accident Procedures are followed.
- Promote the use of relevant safety equipment.

The coach must ensure that the program includes:

- Appropriate warm-up, stretching and cool-down activities.
- Instruction in prerequisite skills prior to each activity.
- Activities which are safe for the students' level of readiness and appropriate for the skill.
- Progressive and sequential skill development.
- Activities which challenge the student to progress beyond past performances, master new skills, and achieve the fulfilment and personal development necessarily entailed in the process.

Equipment and maintenance of equipment must include the following:

- Heights, distance and apparatus arrangements must be considered for gymnast's age and ability.
- Apparatus must be appropriately arranged to allow for safe landings (spaced to allow for falls).
- Apparatus must be arranged so as to avoid gymnasts crossing the path of other participants.
- Apparatus must be correctly assembled.
- Matting should be sufficient for the activities to be performed and be in position to minimise risk of injury.
- All metal equipment must be checked regularly for loose connections, rusty parts, faulty joints and condition of supports and springs.
- All wooden equipment must be checked for loose screws and bolts, warping, splitting, splintering, rough edges, faulty joints and instability.
- Mats must be checked regularly for torn materials, frayed edges, loss of resilience, uneven surfaces.
- All ropes must be checked regularly for fraying and rotting.
- Faulty equipment should be noted and action taken to repair it. Until it is repaired, faulty equipment must only be used for activities for which it is still safe. If there are no activities for which the equipment can safely be used, it must be removed from use. (Any faulty equipment must be removed from use).

Moving Large/Heavy Equipment

Extra care must be taken when moving large and/or heavy equipment for training or competitions.

All pack up and set up of large equipment is only to be done with the required number of adults assisting and under the full supervision of a senior coach.

Policy Breaches

1. A breach of this policy may include one or more of the following:
 - 1.1 An employee/volunteer manual handling an object in direct or indirect contradiction to the risk controls.



- 1.2 A failure to assess or reassess identified areas for potential risks.
- 1.3 A failure to address identified risks within 30 days of assessment.
- 1.4 A failure to provide documentation supporting the process for assessment and risk control for any one or more areas of manual handling.
2. Breaches of this policy will be addressed in due process by The Club's management.
3. All employees/volunteers are responsible for encouraging and enforcing the policy amongst visitors, contractors and participants. Upon seeing a breach of this policy, the employee/volunteer are requested to ask the person involved to review their manual handling practices in-line with the risk controls. If this is ineffective, the employee/volunteer may request that the individual refrain from proceeding with the task. This procedure may not be effective in some cases, as so a common sense approach is recommended.

Confidentiality and Reporting

1. Breaches of this policy must be reported to BUGS Gymnastics management within 24 hours of any occurrence.
2. Breaches of this policy must be kept confidential and disclosure to any party beyond The Club's management is not permitted.

Policy Outcomes

1. Anticipated outcomes of The Club's Manual Handling Policy are as follows:
2. Provision of a safer and healthier workplace environment.
3. Widespread awareness of the policy's purpose and rationale.
4. Promotion of The Club as a leading example of a health and progressive organisation.

Healthy Eating

BUGS Gymnastics promotes an overall healthy lifestyle through exercise, social enjoyment and a healthy diet. BUGS Gymnastics recognises that healthy eating plays a critical role in the physical and mental development of children and in the performance abilities of children and adults.

The Club acknowledges the importance of good nutrition for sports performance by promoting good nutrition and healthy eating messages:

- Healthy food choices will be available at all events where food is available.
- Ensure that all food is stored and prepared according to guidelines.
- Promote balanced nutrition and discourage 'dieting'.

Definition

1. Healthy eating; eating appropriate portions of a variety of foods within the five food groups and avoiding foods that contain too much added fat, salt and sugar.

Policy Compliance

The following is the directive of BUGS Gymnastics' Healthy Eating Policy; BUGS Gymnastics will promote healthy eating by adhering to the following guidelines:

The Australian Guide to Healthy Eating



A diet consistent with the Australian Guide to Healthy Eating recommends people consume a variety of foods across and within the five food groups and avoid foods that contain too much added fat, salt and sugar. The Guide aims to promote healthy eating habits throughout life, which will assist in reducing the risk of health problems in later life; such as heart disease, obesity and Type 2 Diabetes.

The Guide aims to encourage the consumption of a variety of foods from each of the five food groups every day in proportions that are consistent with the Dietary Guidelines for Australians.

The five food groups are:

- Bread, cereals, rice, pasta, noodles.
- Vegetables, legumes.
- Fruit.
- Milk, yogurt, cheese.
- Meat, fish, poultry, eggs, nuts, legumes.

BUGS Gymnastics can play an important role in ensuring children eat well and stay active. It is expected that small amounts of unsaturated fats and oils will be consumed with breads and cereals but additional fats and foods such as cakes, biscuits, hot chips and sugary drinks should be consumed only occasionally.

The Dietary Guidelines for Children and Adolescents (2003) are:

- Children and adolescents need sufficient nutritious foods to grow and develop normally.
- Growth should be checked regularly for young children.
- Physical activity is important for all children and adolescents.
- Enjoy a wide variety of nutritious foods.

Children and adolescents should be encouraged to:

- Eat plenty of vegetables, legumes and fruits.
- Eat plenty of cereals (including breads, rice, pasta and noodles), preferably wholegrain.
- Include lean meat, fish, poultry and/or alternatives.
- Include milks, yoghurts, cheese and/or alternatives. Reduced-fat milks are not suitable for young children under 2 years, because of their high energy needs, but reduced-fat varieties should be encouraged for older children and adolescents.
- Choose water as a drink.

Care should be taken to:

- Limit saturated fat and moderate total fat intake. Low-fat diets are not suitable for infants.
- Choose foods low in salt.
- Consume only moderate amounts of sugars and foods containing added sugars.
- Care for your child's food.
- Prepare and store food safely.

www.healthyactive.gov.au/internet/healthyactive/publishing.nsf/Content/eating,

Commonwealth Government, Aug 2006

www.waschoolcanteens.org.au/pages/about/health_policy.pdf, WA School Canteen Association, Aug 2006

Confidentiality



Breaches of this policy must be reported to BUGS Gymnastics' management within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond BUGS Gymnastics' management is not permitted.

Policy Outcomes

Anticipated outcomes of BUGS Gymnastics' Healthy Eating Policy are as follows:

- Increased awareness of Healthy Eating;
- The types of foods to eat and those not to eat;
- Healthy members; &
- Education of members in this important area.

Heating and Cooling Policy

Due to the sport of gymnastics being an indoor sport BUGS Gymnastics sees it as a responsibility to educate young people on the dangers of overheating and how to care for their bodies. By providing BUGS Gymnastics members and staff with a Heat Policy we are both protecting and educating them.

The object of this document is to prevent injury, and possible death, from heat illness in sport and activity by assisting Members, officials, coaches and participants to recognise and manage potentially dangerous heat situations.

Definition

1. Heat; measured as the ambient temperature.

Policy Compliance

The following is the directive of BUGS Gymnastics' Heating and cooling Policy. These guidelines are to be followed by all members at appropriate times and venues.

BUGS Gymnastics will prevent heat illness by adhering to the following guidelines:

Timing of games

All gymnastics sessions should be scheduled to avoid conditions where ambient temperature exceeds or is likely to exceed 36 degrees Celsius. In Australia participants are likely to be exposed to their highest risk of heat injury in the months of December, January and February (this may vary in parts of the country). Early morning or night sessions minimise the risk of encountering unacceptable conditions at these times of year.

Acclimatisation

If games or activities are to be conducted after long periods of cooler conditions, participants should strive to be fully acclimatised prior to participation.

Physiological adaptations to exercising in the heat are rapid and can occur after 3-5 days in a hot environment. Full acclimatisation can take 10-14 days or longer.

Hydration

The more participants sweat, the more fluid they must consume to avoid dehydration. High levels of dehydration may increase the risk of heat stress. To diminish the risk of heat stress



fluid should be consumed before, during and after activity. This should be heavily encouraged and monitored by coaches.

Participant rest

In conditions of high risk participants should be provided opportunities to rest.

For ambient temperatures greater than 26 and less than 30 degrees Celsius, all participants should be rested for at least 10% of the period they would normally participate.

For situations where the ambient temperature is greater than 31 degrees and less than 36 degrees Celsius, all players should be rested for at least 25% of the period in which they would normally participate.

The positive effects of rest breaks should also be maximised by employing the following strategies:

- Providing fans and ice packs; &
- Providing additional fluids to allow participants to spray or douse themselves to assist cooling.

BUGS Gymnastics provides air conditioning so classes will not be cancelled or postponed.

During Winter periods the three main heaters can run for no longer than an hour and a half in the morning and evening then they need to be turned off due to gymnasts being active and the risk of overheating during gym sessions.

During Summer periods the three main coolers can run when the temperature exceeds 26 degrees Celsius in the gym. Below 26 degrees Celsius the large fans are to be used.

Children and heat

At ambient temperature greater than or equal to 30 degrees Celsius, children have greater difficulty getting rid of heat than adults.

Regular and effective drinking practices should become habitual to young participants before, during and after activity.

The Heat Policy will be reviewed annually to ensure that the document remains current and practical to BUGS Gymnastics' requirements.

Confidentiality

Breaches of this policy must be reported to BUGS Gymnastics' management within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond BUGS Gymnastics' management is not permitted.