

## EGA ATHLETES SAFETY RULES IN THE GYM

**Policy Name:** Athletes Safety Rules in the gym

**Date of Issue:** November 2003

**Policy Coverage:** All Athletes

**Review date:** January 2020

**Controlling Body:** EGA -Directors

### ATHLETES RULES & SAFETY IN THE GYM POLICY ↪

- NO ONE is permitted on equipment with out coach approval. ↪
- NO RUNNING in gym unless instructed by a coach. ↪
- NO ONE is permitted into gym area apart from gymnasts attending their lesson time. ↪
- GYMNAST must not leave the building without a supervising parent or care giver. ↪
- GYMNAST must ask permission from coach if they wish to leave the class for any reason. ↪
- GYMNAST are not permitted to wear jewellery during class. ↪
- INAPPROPRIATE behaviour or language from gymnasts or parents at any time will result in the dismissal of the gymnast from class. ↪
- MISUSE of equipment will not be accepted. ↪
- NO FOOD AND DRINK to be consumed in main gym area unless otherwise advised by coach
- APPROPRIATE Attire must be worn when participating in gym classes, no loose fitting clothes. Accepted: ↪
- TRAMPOLINE One athlete permitted on trampoline at any one time, no shoes, Must have a spotter in attendance.

BREACH OF ATHLETES RULES OF THE GYM POLICY may result in disciplinary action being taken EGA reserve the right to remove any gymnast for breach of these rules or unsafe behaviour in accordance with the Club's Members Protection Policy

### Emergency Procedures

- **Fire-Accidents**
- **Injury**
- **Unauthorised Person**
- **Hostage Situation**
- **Missing Child Emergency Procedures:**

Knowing and promoting the risks of gymnastics participation is only one part of risk management. In order to ensure a minimal rate of injury (serious or minor), all clubs should develop Emergency Procedures outlining 'what to do' in the case of an emergency. It is also important to state what would or could be classed as an 'emergency'. Ensure your club's Emergency Procedures are clear and precise. They should provide basic step-by-step instructions in regard to dealing with athletes, incidents or groups during an emergency situation.

#### **FIRE**

- KNOW THE BUILDING AND ITS EMERGENCY SERVICES.
- FAMILIARISE YOURSELVES WITH EXITS, FIRE HOSES AND EXTINGUISHERS.
- THE ASSEMBLY AREA located across the **street in the courtyard** next to the Dry cleaners

## Process

- Remain calm.
- The most senior coach present will assume the role of fire warden and delegate someone to:
- Check toilets, storeroom and offices
- Phone the emergency services, stating: Name & position Location Emergency type Casualties/Unaccounted people Assistance required; and known hazards
- If the fire is small, the fire warden may fight it with a fire extinguisher or building fire hose. Ensure the correct extinguisher for the type of fire is used. If you are not sure, check the label on the extinguisher.
- If the fire is large, very smoky, or rapid-spreading, evacuate the building immediately activating the nearest fire alarm to warn other occupants. Continuous, uninterrupted sounding whistles located at all exits will signal the evacuation. Assess the situation and decide on the safest exit, taking your roll book with you
- Move members quickly in an orderly manner to the designated assembly area outside the building, closing doors behind you.

### **Assembly area located across the street in the courtyard next to the Dry Cleaners.**

- Seat members and call roll. Report any missing persons to the fire warden
- Do not re-enter the building until directed by the Emergency Services
- Attend to those in need of first aid

## **ACCIDENTS**

- In the event of an injury occurring whilst attending gymnastics, the following procedure MUST be followed.
- Ensure the rest of the class is safe (i.e. do not leave them unsupervised)
- The most senior qualified First Aid personnel must attend the injured person and assess the nature of the injury/give directions regarding necessary treatment. List of senior first aid personal office notice board
- If the injury is not serious, administer first aid and inform the parent/s at the conclusion of the class.
  - If the person is seriously injured, do not move them unless there is a life threatening danger (i.e., falling debris, fire, explosion). Stay with them and keep them as calm and comfortable as possible.
  - A responsible person should be requested to contact the parents and inform them of the situation, trying not to alarm them unnecessarily. If the parents cannot be contacted, the coach has the discretionary right to call an ambulance, stating: the nature of the injury
- Address & Phone number you are calling from • An accident report must be submitted to the Head Coach, within 24 hours of the accident, regardless of the severity of the injury.
- Any questions relative to accident reports regarding an injury, should be directed to the Head Coach

## **INJURY**

- Stop the athlete from further participation or movement
- Talk to the injured athlete

- What happened?
- How did it happen?
- What did you feel?
- Where does it hurt?
- Have you injured this part before?
- Observe whilst talking to the athlete
- Is the athlete distressed?
- Is the athlete lying in an unusual position / posture?
- Is there any swelling?
- Is there any difference when compared to the opposite limb?
- Prevent further injury
- Severe injury - get professional help and don't move the athlete
- Less severe - Rest, Ice, Compression, Elevation, Referral
- Minor Injury - Play on: generally a few words of encouragement will help

### **UNAUTHORISED PERSON**

In the event of an unauthorised person attempting to remove a child from the club premises, the following procedure must be followed:-

- Remain calm
- Staff to remove the child from the immediate area of the unauthorised person.
- Do not attempt to apprehend or interfere with the unauthorised person, except in case of self-protection.
- If possible, get a good description of the person. Note height, weight, sex, colour, approximate age, clothing, method and direction of travel, and name if known. If the criminal is entering a vehicle, note the license number, make, model, colour, and any other outstanding characteristics.
- Telephone the police/parents.
- Full report to be written and forwarded to club management

**\*\*UNDER NO CIRCUMSTANCES SHOULD ANY UNNECESSARY RISK BE TAKEN\*\***

### **HOSTAGE SITUATION**

In the event of the Club being under siege, the following procedure must be followed:-

- Remain calm
- Remain with the children at all time

- Protect children from possible dangers. Do not aggravate the perpetrator
- Alert emergency services if opportunity arises, and is SAFE to do so
- Evacuate children and staff ONLY when it is safe to do so
- When emergency is over, contact all parents immediately
- Full report to be written and forwarded to club management MISSING CHILD In the event of a child missing from the club, the following procedure must be followed:-
- Ensure the rest of the class is safe (ie do not leave them unsupervised)
- Re-check immediate areas, including all inside, outside areas and adjoining areas.
- Telephone child's parents
- Telephone Police and provide
  - Child's name
  - Address
  - Time noticed missing
- Full report to be written and forwarded to club management

### **ROLES & RESPONSIBILITIES**

Emergency Procedures Policy Reviewed 21.01.2019 next review 30.01.2020 by Management

- Insure that our emergency Procedure policy is implemented
- Provide appropriate induction to staff and volunteers on application of this policy Management, Staff & Volunteers
- Ensure that our Emergency Procedure Policy is implemented
- Alert Senior Management to any breaches to our policy
- Abide by the regulations as set down by this policy

### **IMPORTANT TELEPHONE NUMBERS YOU SHOULD KNOW**

POLICE: 000

LIFE THREATING EMERGENCIES: 000 AMBULANCE:

Non emergency 13 1233

### **POLICY BREACHES AND CONSEQUENCES**

May result in disciplinary action being taken by EGA who reserve the right to suspend or remove any persons for breach of these rules of our Emergency Procedure Policy

### **CONFIDENTIALITY**

The clubs administration responsibilities for implementing this policy will keep confidential any matters pertaining to this policy as required by law and EGA work place agreement.

REPORTING Communication between all levels is integral for the effective and efficient running of the club. Key representatives are required to report on activities with regard to management of this policy Key representatives: Branch managers, Sports coordinators and coaches

Report to: Directors

When: Quarterly Staff Meetings

#### **ADDITIONS AND CHANGES TO POLICY**

Recommended changes to this policy may be submitted to EGA Pty Ltd Company Director for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders. EGA Pty Ltd is committed to ensuring all policies are up-to-date and reflects current times, therefore reviews are undertaken annually.

The next review date is: 21 Jan 2021

Director EGA Pty Ltd