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# Health and Safety Policy

## DUTY OF CARE

Salto Gymnastics & Trampolining Club realises that it has a responsibility for the safety and welfare of gymnasts, coaches, volunteers, officials and any visitors to the club.

Our "Duty of Care" extends over a number of areas:

- The provision of a safe environment at all times
- Safe development of the gymnast
- Compliance with child protection and welfare policy and procedures
- Provision of suitable first aid support and emergency procedures

Salto Gymnastics & Trampolining policies and procedures for the areas covered within the "Duty of Care" are outlined as far as possible in this policy document. As it is impossible to establish detailed guidelines for every aspect of every situation that may arise, Salto Gymnastics & Trampolining coaches are trained via Gymnastics Ireland coaching courses and Sport Ireland approved courses giving them a sufficient knowledge base to make informed judgements regarding their "Duty of Care".

Arrangements are kept under review. Changes are introduced if considered necessary and are reasonably practicable in relation to the operation of the Club.

## PROVISION OF A SAFE ENVIRONMENT AT ALL TIMES

The criteria for creating a safe environment so far as is reasonably practicable are:

1. Coaches have the appropriate qualification, competence and experience for the role they are performing. Salto Gymnastics & Trampolining Club classes are delivered in the presence of a Senior Coach who holds the minimum Gymnastics Ireland Level 2 Coach qualification. Gymnastics Ireland qualified Level 1 coaches, trainee coaches and junior leaders may work under the supervision of the Senior Coach. It is the role of the Senior Coach to monitor that each coach works only to the level to which they are qualified.
2. Coaches carry out their duties with reasonable skill and care in a prudent and professional manner. They adhere to the Gymnastics Ireland Code of Conduct for Coaches.
3. Reasonable ratios are adopted for the number of participants to coaches. Salto Gymnastics & Trampolining Club works in accordance with Gymnastics Ireland recommendations for the reasonable ratio of participants to each coach with the Senior Coach supervising coaches, trainee coaches and junior leaders leading an average of 8 gymnasts per qualified coach. When groups are warming up, cooling down or working on low risk activities on a floor area, the stated ratio may be increased within the bounds of safety. A minimum of 2 qualified coaches will be in the building at all times.
4. Coaches and gymnasts adhere to the Salto Gymnastics & Trampolining Club dress code:
  - Long hair must be securely tied up.
  - All jewellery (including watches and fitbits) must be removed. In the event that an item of jewellery cannot be removed it must be sufficiently covered with protective tape in order to eliminate any risk.

- Fingernails must be kept to a length compatible with the activity.
  - Gymnasts must wear socks on the trampolines. Otherwise gymnasts must train in bare feet or gymnastics shoes. Swimming socks are not suitable. If a child has a verruca, gym shoes or secure bandages must be used to cover it. Gymnastics shoes may be purchased online, just search “gymnastics shoes”.
  - Gymnasts must wear clothes that are suitable for training or competing.
  - It is recommended girls train in leotard (with or without leggings or shorts) and boys in shorts & t-shirt. Otherwise members may wear tracksuit, leggings, shorts and t-shirt.
  - Hooded tops, jeans, skirts or tights may not be worn. Clothing with buckles, clasps, zips or other raised adornments should not be worn.
  - Any clothing that is considered by the Senior Coach to be a safety hazard should be changed or participation may be prohibited.
  - Information about our club uniform is available from the club.
  - Competition level gymnasts must wear a leotard at every training session. Competition level gymnasts must wear the club competition leotard and club tracksuit when representing the club at competitions.
  - Coaches must wear clothing that is appropriate for the task, in general coaches are expected to wear Salto branded clothing. Coaches work in socks, gymnastics shoes or soft clean trainers.
5. Equipment checks are arranged and implemented. On a session to session basis, coaches apply safety principles when using equipment as follows:
- Safe handling techniques are adopted when moving and placing equipment.
  - Gymnasts and trainee coaches are taught how to handle equipment safely as suitable and relevant.
  - Safe and appropriate landing surfaces are provided at all times in accordance with the level of activity.
  - The equipment layout is checked including inspection of each individual piece of apparatus.
  - Equipment is adjusted according to the activity, age, size and ability of gymnasts.
  - Equipment is stored safely and appropriately at the end of each session.
- The Senior Coaches log any arising equipment issues, recording and taking necessary action as soon as possible. Where necessary, damaged equipment will be taken out of service until repaired or removed.
6. Facility checks are undertaken on a weekly basis. The Senior Coaches log any arising facility issues and necessary action is taken as soon as possible. The landlord is alerted if relevant.
7. Risk assessments are arranged and implemented. In all classes, the coaches - under the direction of the Senior Coach - visually risk assess the environment and activity to identify the potential hazards, judge the level of risk and apply control measures to minimise the risks. These continual risk assessments are routinely familiar within the coaching process and take place throughout classes without the necessity to make a written record.
8. Spectators are kept to a minimum. To maximise space and minimise distractions during classes, parents/carers are advised to leave the gymnasium once the main session is underway. Parents/carers, however, are welcome into the gym during any warm up time to help younger gymnasts get ready, to make payments, or to speak to the Senior Coach. Parents/carers are not allowed in the gym during classes (except GymAble classes). There will be events during the year providing the opportunity for parents and other family members to see the gymnasts performing.

## SAFE DEVELOPMENT OF THE GYMNAST

Salto Gymnastics & Trampolining Club recognises the importance of safely developing each gymnast through appropriate physical and psychological preparation and therefore adopts the following best practice:

- Parents/carers are requested to disclose the health status of each participant on the record sheet completed as part of the Salto Gymnastics & Trampolining Club membership process. As necessary, the Senior Coach uses this information (and any updates to this information) to adapt and monitor the class content for each individual.
- All classes start with an appropriate warm up and end with a cool down.
- Coaching is based on the progression of skills guided by the Gymnastics Ireland Proficiency Awards and Gymnastics Ireland National Development Plans.
- Flexibility training is done progressively when gymnasts are thoroughly warmed up using a balance of active and passive stretching methods. Coaches are encouraged to adopt passive flexibility training methods in which the gymnast

can use their own body weight to enhance the stretch. On the rare occasions that a coach uses their body weight to enhance a stretch, however, the gymnast is in control and able to say stop.

- Conditioning and strength training are also done with the gymnasts to prepare them for skills.
- “Supporting” and “Spotting” techniques are used by coaches as taught on Gymnastics Ireland coaching courses.

## COMPLIANCE WITH CHILD PROTECTION AND WELFARE POLICY AND PROCEDURES

Salto Gymnastics & Trampolining Club promotes the highest standards of care. All coaches have completed their safe-guarding training and are Garda vetted. Salto Gymnastics & Trampolining Club is affiliated to Gymnastics Ireland, the National Governing Body for Gymnastics in Ireland. The club adheres to their Code of Ethics & Good Practice for Youth Sport and is covered by their public liability insurance policy.

The Club has a Children's Officer who is child centred in focus and has as their primary aim the establishment of a youth centred ethos within the Club. They are the link between the children and the adults in the Club. They also take responsibility for monitoring and reporting to Club Management on how club policy & procedures impact on the young people and Coaches.

The Club also has a Designated Person who is responsible for dealing with any concerns about the protection of children. The Designated Person is responsible for reporting allegations or suspicions of child abuse to the Health Service Executive and/or An Garda Síochána.

More information is available here:

[http://gymnasticsireland.org/files/Structure%20and%20Policies/Ethics/GymnasticsIreland\\_Code%20of%20Ethics-1.pdf](http://gymnasticsireland.org/files/Structure%20and%20Policies/Ethics/GymnasticsIreland_Code%20of%20Ethics-1.pdf)

## PROVISION OF SUITABLE FIRST AID SUPPORT AND EMERGENCY PROCEDURES

**In preparation for an accident or emergency, Salto Gymnastics & Trampolining Club aims to follow these good practice guidelines:**

- The Senior Coach has access to a mobile phone in order to dial out for emergency services.
- The First Aid Kit containing a selection of recommended materials is kept on shelves in the gym.
- At least one person trained in basic first aid (appointed person) is present in each class.
- A register for all participants is maintained together with a record of emergency contacts, emergency contact numbers and relevant medical information for gymnasts and staff.
- Individual care plans are stored in the daily clip-board for any gymnasts with medical conditions or allergies that could require administration of emergency medication. At each training session, the gymnast should hand their medication to the Senior Coach. It should be clearly labelled with the gymnast's name. Gymnasts should collect the medication at the end of the session.

**Salto Gymnastics & Trampolining Club adopts the following procedure in the event of any serious accident:**

- The accident is brought to the attention of the first aider/appointed person.
- The class is stopped and participants not immediately involved in the accident are directed away from the injured person/s (at an appropriate time, the Senior Coach may decide to resume the class).
- The first aider/appointed person makes and acts upon an initial assessment of the accident instructing a reliable person to contact emergency services if required by dialling 112 or 999.
- Parents/carers or immediate family of the injured person is contacted.
- The first aider/appointed person remains with and monitors the injured person/s until the emergency services arrive.
- A responsible adult (parent/carer or immediate family member where possible) accompanies the injured person/s to the treatment centre.
- An accident report form is completed and filed in the Health & Safety Folder.
- Contact with the injured person/s and or their family is maintained until the incident reaches a conclusion.

**Salto Gymnastics & Trampolining Club follows these good practice guidelines in the event of a bleeding injury or open wound to reduce the risk of contamination:**

- For minor bleeding injuries, the individual stops the activity they are involved in and the first aider/appointed person treats the individual to stop the bleeding. A fresh sterile dressing is applied to the wound before continuing.
- If the bleeding cannot be stopped, further medical attention is sought.
- Individuals treating an injury wear disposable gloves which are disposed of as clinical waste.
- If possible, the injured individual applies pressure to a bleeding wound with his/her own hands.
- If blood comes into contact with the mouth, eyes or broken skin of any individual, clean cold water is used to wash the affected area and medical advice is sought.
- If blood or other bodily fluids are clearly visible on clothing, the individual is required to replace clothing before participating further.
- Where contamination of equipment has occurred, the area is cleaned.
- Spillages are wiped up with heavy-duty paper and discarded with soiled dressings and gloves into clinical waste.

In the event of an accident requiring any form of first aid treatment, the parent/carer is informed and an accident report form is completed by the Senior Coach, first aider or appointed person as soon as possible. The accident report forms comply with health and safety legislation.

Accidents resulting in a visit to hospital or other further treatment are reported to the insurance company and Gymnastics Ireland as relevant.

If a gymnast or coach suffers a minor injury or becomes unwell during a class, they are brought to the attention of the first aider/appointed person. If the first aider/appointed person deems it necessary, contact will be made with the parent/guardian to collect the individual.

**In the event of a fire, Salto Gymnastics & Trampolining Club will ensure all members safely exit the facility using the following procedures:**

- The Senior Coach will stop the class and request that gymnasts line up behind their coach.
- The Senior Coach collects all registers and contact details and instructs the coaches to lead their groups out of the building via the fire exits to a safe place.
- The Senior Coach leaves the building last, checking the office and toilet on the way where safe to do so.
- The Senior coach takes the register to establish that all coaches and gymnasts are present.
- No coaches or gymnasts will be allowed to collect anything, including shoes, coats, bags etc.
- Once outside and registered, provision to return to the gym or another safe part of the building will be made as soon as possible.

**In the event of a power failure during a class, the following procedures will be adopted:**

- The Senior Coach stops the class and requests that gymnasts line up behind their coach.
- Group by group the Senior Coach directs all gymnasts and coaches to sit on the floor area.
- If there are any gymnasts in the toilet the Senior Coach directs a coach to alert the child and bring them to their group.
- The Senior Coach directs one of the coaches to get the emergency lamp from the office.
- The Senior Coach takes the register to account for all the gymnasts and checks all coaches are present.
- The Senior Coach checks if other premises in the Park seem to have a power failure as well. If it appears that they have not, the Senior Coach checks the fuse box to see if they can turn the power back on with the trip switch.
- If power cannot be turned back on, the Senior Coach contacts the ESB to report the loss of power on 1850 371 999.
- If evacuation is required, the Senior Coach directs gymnasts to line up behind their coach and then directs the coaches to lead their groups out of the building to a safe place. The Senior Coach collects all registers/contact details and leaves the building last behind all gymnasts and coaches.
- Once in a safe place, the Senior Coach repeats the register to establish that all coaches and gymnasts are present.
- If power is restored following an evacuation, the Senior Coach directs the gymnasts and coaches back to the gym where a further register will be taken before the class recommences.
- If it becomes apparent that the power is not likely to be restored during the class time, the Senior Coach starts the process of using emergency contact numbers to arrange for the collection of gymnasts and coaches.