



FULL RISK ASSESSMENT

2024-2025

Updated 1st March 2024

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2 Training & Normal Operating Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
Injury as a result of accident performing skills.	<p>Gymnastics as a sport has increased inherent risk. Key areas where injury are more likely to occur may be as follows:</p> <ul style="list-style-type: none"> • Landings • Impact – tumbling, vaulting etc. • Release skills • Dismounts • Performing under competition stress • Injury in the development of a new skill. • Injury resulting from poor warm up • Injury resulting from poor level of concentration. • Injury resulting from overtraining. • Collisions <p>Following any lockdown, or period of isolation, additional risk currently identified as a direct result of de-training. Gymnasts will be more susceptible to injury as they return to training – particularly through physiological process of adaptation, and the risk of lost skills, lack of previous spatial awareness, growth and shape change, lack of focus, fatigue, etc.</p> <p>Gymnasts will also be at higher risk of injury following illness and this should be considered in line with SG Guidance on Covid return to safe training.</p>	5	4	<ul style="list-style-type: none"> • Coaches to ensure sufficient warm up completed in each session. • Coaches to ensure adequate matting for all skills and prep work. • Coaches to check all equipment after set up and throughout session. • All gymnasts to be suitable prepared for skills performed at competitions. • Level of impact, repetition and risk should be appropriate to gymnast level and training frequency. • Adequate first aid provision is required at all sessions. • Appropriate session planning will be in place to ensure a managed and gradual return to training – focusing on number of hours, intensity of hours, and appropriate content of session. 	All coaches under supervision of head coach / session lead coach.
Injury as a result of equipment fault.	<p>Injury occurring through faults such as:</p> <ul style="list-style-type: none"> • Unsafe, unsecured equipment • Faulty equipment • Gaps or rips in matting • Insufficient matting 	4	2	<ul style="list-style-type: none"> • Equipment to be maintained regularly in line with equipment strategy and plan. • All coaches to be trained in set up and take down of all equipment. • Facility staff to be trained in set up and take down of equipment where required. • Coaches to ensure safe set up at all times. 	All coaches under supervision of head coach / session lead coach.

				<ul style="list-style-type: none"> Coaches and gymnasts to report any faults or damage to equipment. Equipment to be replaced periodically or when required. All repairs to be completed to adequate quality standard. All equipment to be purchased from reliable and experienced supplier. Adequate first aid provision is required at all sessions 	
Injury as a result of inadequate facilities.	<p>Injury occurring as a result of inadequacies such as:</p> <ul style="list-style-type: none"> Poor or insufficient lighting Unsuitable training temperature Unforeseen injury as a result of fittings, fixtures and furnishings. <p>Notable increased risk due higher volume (music and instruction) activities being held in the same hall.</p>	4	1	<ul style="list-style-type: none"> Bookings made in adequate sports or leisure related facilities. All new locations and venues assessed accordingly with venue specific risk assessment completed. Communication channels in place to report any concerns to facility providers. Adequate first aid provision is required at all sessions. 	Club Committee and Coaching Team
Injury to coach, helper, parent or public, and other potential injuries.	<p>Risk of injuries include:</p> <ul style="list-style-type: none"> Coach injured whilst supporting or spotting gymnast in training. Risk of slips, trips, falls and collisions while moving to, from or in a training venue. 	4	1	<ul style="list-style-type: none"> Coaches should use safe spotting methods suitable to their strength and to the level of the gymnasts. All members should endeavor to keep the gym organised, clear of obstacles and clean up any spills as soon as they happen. Adequate first aid provision is required at all sessions. 	All members.
Gymnast, coach or helper illness.	<p>Risk of illness includes:</p> <ul style="list-style-type: none"> Episode of pre-existing medical condition (asthma, diabetes, allergies, panic / anxiety attacks, heart conditions etc.). Unexpected sudden illness (heart attack, stroke, fitting, sudden collapse). Gymnast feeling unwell during session or competition. 	5	3	<ul style="list-style-type: none"> All lead session coaches to be first aid trained. Access to first aid equipment and phone identified in each location. List of contact numbers and pre-existing medical conditions held by lead coach in each class. 	Coaches and Safeguarding Officer

Damage to equipment.	Risks include: <ul style="list-style-type: none"> • Damage to equipment through misuse • Damage to equipment through poor storage and handling. • Damage to equipment through wear and tear. • Damage to equipment through misuse of cleaning chemicals 	3	3	<ul style="list-style-type: none"> • All equipment to be check before use by coaching team. • Equipment only to be used for appropriate activities. • Regular checked of equipment as part of repairs and replacement plan. • Coaches will be trained on appropriate cleaning process, which will be noted in the cleaning / COSHH plans. • Gymnasts undertaking any cleaning must be over 16, and should be supervised by lead coaches. 	Committee, appointed equipment officer and coaching team.
Damage to / loss of personal belongings.	Risks include: <ul style="list-style-type: none"> • Damage to participant, coach, or public's belongings. • Theft of personal belongings. 	2	3	<ul style="list-style-type: none"> • Personal belongings should be kept in a designated location at the side of the hall or venue away from activities. • Participants are advised not to bring items of high value to training. • Coaches to be made aware that use of tablets, laptops and phones etc is at their own risk. 	Coaching Team
Control of Substances Hazardous to Health (COSHH)	Risks include: <ul style="list-style-type: none"> • Illness or injury (including poisoning) as a result of contact with, or ingestion of chemicals, namely cleaning products, hand sanitizer, chalk, or other substances used or stores within and IGC space or session. • Illness or injury (including poisoning) as a result of contact with, or ingestion of substances used by, or stored by venue providers. • Damage to equipment or personal belongings as a result of contact with chemicals. 	2	3	<ul style="list-style-type: none"> • Record to be kept of all chemicals / substances used by IGC, noting their purpose, storage requirements, guidance for use, level of risk, and highlighting any hazardous nature. Data sheets must be available for all chemicals. • Record to be kept of training delivered to all coaches for the use of such chemicals or substances, and the appropriate elements of each substances risk assessment. • Safe chemical storage practices to be observed at all times. • Only persons with adequate training or supervision can use any of the listed chemicals or substances. • Where the risk associated to any substance is high – additional first aid provision or mitigating factors should be considered. 	Responsibility falls under the legal requirements of the Board of Trustees, with delegation to the Lead Coach Team. Responsibility of all trained individuals to ensure compliance.

3 Safeguarding and Welfare Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
<p>Welfare issues out-with the IGC environment.</p>	<p>Risks associated include:</p> <ul style="list-style-type: none"> • Signs of abuse, neglect or mistreatment out-with the club environment. <p>The Covid-19 lockdowns have had a significant impact on the welfare of young people, unfortunately including the prevalence of abuse. All members should be aware of the increased likelihood of issues occurring out-with an IGC setting.</p> <p>Adjustments to sign out procedures may increase the risks associated with collection.</p>			<ul style="list-style-type: none"> • All coaches to attend Safeguarding workshop in line with SG procedures. • All young coaches encouraged to attend Safe In Your Hands workshop provided by Scottish Gymnastics. • IGC will always have an appointed Safeguarding officer who is aware of procedures for reporting concerns to third parties. • Sign out procedures in place to ensure all young gymnasts are collected by responsible adult. • SIGN OUT PROCEDURE WILL BE AMENDED FOLLOWING RETURN TO TRAINING – All members to be made explicitly aware of the new process. • Coaching team to be reminded on the signs of abuse, and the procedures in advance of the return to training post Covid lockdown. 	<p>Safeguarding Officer & Coaching Team</p>
<p>Welfare and Safeguarding Risk Associated to specific Venues</p>	<p>Increased welfare or safeguarding risks as a result of issues at specific venues including:</p> <ul style="list-style-type: none"> • Shared public facilities • Remote storage • Remote changing rooms / toilets • Shared changing rooms / toilets • High risk external areas • Increased traffic issues 			<ul style="list-style-type: none"> • IGC will operate in facilities that have been assessed and deemed appropriate – usually schools, community centres or sports centres where risk assessment is available. • A specific risk assessment will be completed detailing any additional points for every venue used. • A cover sheet will be prepared and available to class coaches outlining the 	<p>Safeguarding Officer & Coaching Team</p>

				main points for each venue (fire procedure, contacts, toilets, first aid provision etc.).	
Welfare and safeguarding issues related to the interaction between adults and children.	<p>The nature of sports club organization and coaching creates interaction between adults and children, therefore creating the risk of safeguarding issues including but not limited to:</p> <ul style="list-style-type: none"> • Exposure to behavior and or activities unsuitable for participants under 18. • Allegations of wrongdoing against coaches or other adults. • Inappropriate behavior of participating adult or public towards participants under 18. <p>Parties identified within this risk category include but are not restricted to:</p> <ul style="list-style-type: none"> • Gymnasts • Parents • Helpers • Committee Members • Coaches • Officials • Event Staff • Facility Staff • Public 			<p>Inverness Gymnastics Club has a full and comprehensive safeguarding and welfare policy that is renewed annually, and operated within the overarching policies of Scottish and British Gymnastics. Key points within this policy include:</p> <ul style="list-style-type: none"> • The provision of a safeguarding officer who is made available to all members and their families. • Robust and appropriate recruitment processes relating to coaches, helpers and committee members (including PVG application and vetting through Scottish Gymnastics). • Guidelines on ratios, numbers and minimum supervision requirements that exist to protect gymnasts from harm and coaches / helpers from wrongful allegations by removing ambiguity or opportunity in the club's training programme. • Outlines of required safeguarding training for all helpers, coaches and adults working directly with members, in line with SG and BG requirements. • Recording, reporting and review procedures to be taken in the event of complaint, allegation or concerns. 	Safeguarding Officer & Coaching Team

4 Trips, Travel and Accommodation Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
Covid-19	<p>Risks Include:</p> <ul style="list-style-type: none"> ○ Transmission of Covid 19 to and from Gymnasts ○ Transmission of Covid 19 to and from Coaches, Volunteers and Officials. ○ Transmission of Covid 19 to and from general public. ○ Transmission of Covid 19 to families as a result of the above ○ Risk of illness / death from the above ○ Risk of impact of business continuity as a result of above 	3	3	<p>A full risk assessment will be undertaken specifically for Covid 19 and it's impact relating to all trip and travel. In particular the following will be considered:</p> <ul style="list-style-type: none"> ○ Covid related processes and procedures for the event ○ Covid related processes and procedures for any accommodation ○ Considerations of shared transport if required. ○ Requirement for any certification of testing, vaccination or recovery as outlined by event management, travel operator, accommodation etc. ○ Contingency planning for identification of a positive case during event or in the lead up to event. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Travel and Travel	<p>Risks associated include:</p> <ul style="list-style-type: none"> ● Accidents and resulting injury. ● Delays, breakdowns, no-shows etc. resulting in change to itinerary or missed events. ● Impact on event or trip ● Possible changes to itinerary. ● Requirement of additional resources – accommodation, food, etc. 	5	3	<ul style="list-style-type: none"> ● Itinerary planned in advanced and made available to all involved and club safeguarding officer. ● Time planned for delays, disruption and minor unforeseen changes. ● Third party travel providers to be assessed ensuring all insurance and risk assessment is in place. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Safeguarding and Welfare	<p>Safeguarding risks include:</p> <ul style="list-style-type: none"> ● Lack of adequate supervision of under 18s ● Exposure to behavior and or activities unsuitable for participants under 18. ● Allegations of wrongdoing against coaches or other adults. 	5	2	<ul style="list-style-type: none"> ● All trips to be discussed with the club safeguarding officer to ensure compliance to procedures. ● Ratios for training and travel to be outlined in advance. ● Appointed welfare person to be identified for all overnight trips – this 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.

	<ul style="list-style-type: none"> Inappropriate behavior of participating adult or public towards participants under 18. Heightened Risk of injury or accident to participants. 			<p>does not have to be the club SO but must be a club member with PVG check and up to date safeguarding. They must not be the trip leader or the trips lead coach.</p> <ul style="list-style-type: none"> Welfare policy adhered to throughout all aspects of the trip. 	
Accommodation	<p>Risks include:</p> <ul style="list-style-type: none"> Security of gymnasts Security of belongings Adequate fire safety Sufficient provision for basic comfort Sufficient provision for basic intimate needs. Appropriate rooming arrangements. 	4	4	<ul style="list-style-type: none"> Accommodation booked with companies or provider that can be easily risk assessed by the club – ideally a known brand. Assessment where required of all fire safety and any unforeseen risks to be conducted by coaches and welfare team on arrival. Rooming list to ensure that gymnasts and adults / coaches are in separate rooms as per policy. Rooming list available to trip leader and safeguarding appointed person with room checks as deemed appropriate. <p>** ACCOMODATION TO BE BOOKED WITH REPUTED AND ACCEPRABLE RISK ASSESSED PROVIDER IN ADVANCE**</p>	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Disruption – Major Incident	<p>Possible incidents may include:</p> <ul style="list-style-type: none"> Car accident Fire Flood Extreme weather Civil disruption Terrorism Proximity to major crime. <p>Possible risks include:</p> <ul style="list-style-type: none"> Impact on itinerary Impact of feasibility of trip Financial impact Requirement of additional resources Requirement for sufficient communication, 	1	5	<ul style="list-style-type: none"> All drivers to ensure that cars (hired or owned) have up to date safety checks, insurance and MOT as well as checking tyres, water etc before trip. All coaches, trip leaders and welfare appoints to be contactable throughout the trip. In the event of an unforeseen major incident, trip leader must establish and action plan and line of communication prioritizing safety of all individuals. Support and communication with key organizations (police, event teams etc) is key. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.

				<ul style="list-style-type: none"> Whereabouts of all participants should be known at all times, with times and place to meet clarified regularly. 	
Injury as a result of accident performing skills.	<p>Gymnastics as a sport has increased inherent risk. Key areas where injury are more likely to occur may be as follows:</p> <ul style="list-style-type: none"> Landings Impact – tumbling, vaulting etc. Release skills Dismounts Performing under competition stress Injury in the development of a new skill. Injury resulting from poor warm up Injury resulting from poor level of concentration. Injury resulting from overtraining. Collisions 	4	4	<ul style="list-style-type: none"> Coaches to ensure sufficient warm up completed in each session. Coaches to ensure adequate matting for all skills and prep work. Coaches to check all equipment after set up and throughout session. All gymnasts to be suitable prepared for skills performed at competitions. Level of impact, repetition and risk should be appropriate to gymnast level and training frequency. Adequate first aid provision is required at all sessions. <p>** LOCATION OF FIRST AID AT FACILITY AND NEAREST A&E HOSPITAL TO BE INDICATED IN ADVANCE**</p>	All coaches
Injury to coach, helper, parent or public, and other potential injuries.	<p>Risk of injuries include:</p> <ul style="list-style-type: none"> Coach injured whilst supporting or spotting gymnast in training. Risk of slips, trips, falls and collisions while moving to, from or in a training venue. 	4	3	<ul style="list-style-type: none"> Coaches should use safe spotting methods suitable to their strength and to the level of the gymnasts. All members should endeavor to keep the gym organised, clear of obstacles and clean up any spills as soon as they happen. Adequate first aid provision is required at all sessions. 	All members.
Gymnast, coach or helper illness.	<p>Risk of illness includes:</p> <ul style="list-style-type: none"> Episode of pre-existing medical condition (asthma, diabetes, allergies, panic / anxiety attacks, heart conditions etc.). Unexpected sudden illness (heart attack, stroke, fitting, sudden collapse). Gymnast feeling unwell during session or competition. 	3	3	<ul style="list-style-type: none"> All lead session coaches to be first aid trained. Access to first aid equipment and phone identified in each location. List of contact numbers and pre-existing medical conditions held by lead coach in each class. <p>** ALL COACH AND GYMNAST MEDICAL CONDITIONS OR MEDICATION INFO TO BE</p>	Coaches and Safeguarding Officer

				AVAILABLE IN ADVANCE AND THROUGHOUT THE TRIP**	
Food, Drink and Sustenance	<p>Risks include:</p> <ul style="list-style-type: none"> • In-sufficient time to eat between travel, training etc. • Gymnasts not eating or drinking enough to maintain a safe level of energy and hydration for activities. • Gymnasts under-eating for reasons including; fussy eater, eating disorders, attention seeking etc. • Poorly planned provision of meals – no available restaurants, juice stops etc. • Allergies and dietary requirements / intolerances. 	2	5	<ul style="list-style-type: none"> • Provision of adequate food and drink to be planned into the itinerary of any trip. • Welfare appoints and coach responsibility to identify any signs of dehydration or hunger. • Welfare appoint and coaching team to monitor food intake and ensure all gymnasts are eating when required. • Any dietary requirements to be considered when booking restaurants or purchasing food. <p>** ALL DIETARY REQUIREMENTS TO BE IDENTIFIED IN ADVANCE**</p>	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Supervision	<ul style="list-style-type: none"> • Gymnasts welfare at risk due to lack of supervision. • Coaches / adults at risk of allegation due to inappropriate ratios. • Inability to identify issues or resolve unforeseen problems as a result of poor supervision ratios. 	2	4	<ul style="list-style-type: none"> • Sufficient adults to travel with all trips and overnight stays. • Allocated jobs with regards to supervision (within the requirements of PVG and SG qualified individuals). • All gymnasts aware of how inform trip welfare person or leader at all times (24 hours) – room number, room phone number etc. • Daily brief held by supervising adults and trip leader to plan for the days events and share any concerns etc. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Insurance	<ul style="list-style-type: none"> • Gymnasts, coaches, helpers or other individuals travelling with the club incur a situation, accident or loss or belongings for which they are not covered. 	2	5	<ul style="list-style-type: none"> • All gymnasts and coaches must hold appropriate insurance with BG to cover their performance / training. • Travel insurance must be sought in advance specific to proposed activities for international trips and events. 	Safeguarding Officer, Trip Leader
Conduct	<p>Risks include breach of clubs code of conduct by:</p> <ul style="list-style-type: none"> • Gymnasts • Coaches • Parents • Committee Members / Volunteers and Helpers 	4	4	<ul style="list-style-type: none"> • Trip and travel code of conduct re-issued for every over night stay. • Gymnasts to be reminded of key elements and expectations on behavior on arrival at events, accommodation etc. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.

				<ul style="list-style-type: none">• Trip leader and appointed welfare officer to deal with any immediate concerns as interim measure prior to returning home.• Disciplinary procedures can be fully implemented on return. <p>** TRIP AND TRAVEL CODE OF CONDUCT TO BE REISSUED FOR ALL OVERNIGHT TRIPS IN ADVANCE**</p>	
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5 IGC Organised Events and Competition Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
Fire Safety	<ul style="list-style-type: none"> • Risk of injury or death • Risk of damage to property • Interruption of event / training as a result of false alarm. 	5	1	<ul style="list-style-type: none"> • Key information cover sheet available for each venue noting the fire evacuation procedures in detail. • Safe use of certified electrical equipment at all venues. • Any issues or concerns reported immediately. • Floor manager in each session appointed fire safety lead in the event of emergency. 	Floor manager and event planning team.
Child Welfare	<ul style="list-style-type: none"> • Risk of missing child • Child not collected at end of event • Risk of abduction • Risk of inappropriate interaction with gymnast from member of the public. • Risk of inappropriate interaction with gymnast from coach, helper or volunteer. 	5	1	<ul style="list-style-type: none"> • All clubs invited to attend event must be registered with BG and SG therefore adopting their safeguarding and welfare policies. • Clubs to identify coaches and helpers in advance of event • Floor passes required to access 'non-spectator' areas of the competition. • Clubs and IGC parents made aware that the IGC coaches and committee are not responsible for children out with their competition sessions, warm up, and medal presentations. • All visiting clubs made aware of their responsibilities prior to the event. • Adherence to SG / BG safeguarding policies at all times. 	Event planning team, Floor manager, IGC Welfare Officer and All attending club coaches.
Injury as a result of accident performing skills.	<p>Gymnastics as a sport has increased inherent risk. Key areas where injury are more likely to occur may be as follows:</p> <ul style="list-style-type: none"> • Landings • Impact – tumbling, vaulting etc. 	5	3	<ul style="list-style-type: none"> • Coaches to ensure sufficient warm up completed in each session. • Coaches to ensure adequate matting for all skills. 	All coaches under supervision of judges and floor manager.

	<ul style="list-style-type: none"> • Release skills • Dismounts • Performing under competition stress • Injury in the development of a new skill. • Injury resulting from poor warm up • Injury resulting from poor level of concentration. • Injury resulting from overtraining. • Collisions 			<ul style="list-style-type: none"> • Coaches to check all equipment after set up and throughout session. • All gymnasts to be suitable prepared for skills performed at competitions. • Judges to report any concerns to floor manager • Adequate first aid provision is required at all competitions. 	
Injury as a result of equipment fault.	<p>Injury occurring through faults such as:</p> <ul style="list-style-type: none"> • Unsafe, unsecured equipment • Faulty equipment • Gaps or rips in matting • Insufficient matting 	4	2	<ul style="list-style-type: none"> • Equipment to be checked regularly in • Floor plan and set up to be planned and managed in advance of event. • Facility staff to be trained in set up and take down of equipment where required. • Coaches to ensure safe set up at all times. • Coaches and gymnasts to report any faults or damage to equipment. 	Floor manager and all coaches.
Injury as a result of inadequate facilities.	<p>Injury occurring as a result of inadequacies such as:</p> <ul style="list-style-type: none"> • Poor or insufficient lighting • Unsuitable training temperature • Unforeseen injury as a result of fittings, fixtures and furnishings. 	4	1	<ul style="list-style-type: none"> • Bookings made in adequate sports or leisure related facilities. • All new locations and venues assessed accordingly with venue specific risk assessment completed. • Communication channels in place to report any concerns to facility providers. • Adequate first aid provision is required at all events. 	Event planning team, floor manager and facility staff.
Injury to coach, helper, parent or public, and other potential injuries.	<p>Risk of injuries include:</p> <ul style="list-style-type: none"> • Coach injured whilst supporting or spotting gymnast in training. • Risk of slips, trips, falls and collisions while moving to, from or in a training venue. 	4	1	<ul style="list-style-type: none"> • Coaches should use safe spotting methods suitable to their strength and to the level of the gymnasts. • All participants should endeavor to keep the gym organised, clear of obstacles and clean up any spills as soon as they happen. • Adequate first aid provision is required at all events. 	Floor manager and all coaches and event officials.
Gymnast, coach or helper illness.	Risk of illness includes:	5	3	<ul style="list-style-type: none"> • All events to identify appointed first aider(s) and first aid provision. 	Floor manager, facility management,

	<ul style="list-style-type: none"> • Episode of pre-existing medical condition (asthma, diabetes, allergies, panic / anxiety attacks, heart conditions etc.). • Unexpected sudden illness (heart attack, stroke, fitting, sudden collapse). • Gymnast feeling unwell during session or competition. 			<ul style="list-style-type: none"> • Coaches should have information on conditions and medical requirements as well as emergency contact details. 	coaches and appointed first aiders
Damage to equipment.	<p>Risk includes:</p> <ul style="list-style-type: none"> • Damage to equipment through misuse • Damage to equipment through poor storage and handling. • Damage to equipment through wear and tear. 	3	3	<ul style="list-style-type: none"> • All equipment to be check before use by coaching team. • Equipment only to be used for appropriate activities. 	Coaches and event floor manager.
Damage to / loss of personal belongings.	<p>Risk included:</p> <ul style="list-style-type: none"> • Damage to participant, coach, or public's belongings. • Theft of personal belongings. 	2	3	<ul style="list-style-type: none"> • Advanced details of event should note that IGC. does not take responsibility for peoples belonging's • Participants are advised not to bring items of high value to training. • Coaches to be made aware that use of tablets, laptops and phones etc. is at their own risk. • People are encouraged not to hold seats using their bags or belongings. 	Event management team and floor manager / seating marshals

6 Venue Specific H&S Overview – Inverness Leisure Centre

 <p>Inverness Gymnastics Club</p>	<h3 style="color: green;">INVERNESS GYMNASTICS CLUB: VENUE SPECIFIC INFORMATION SHEET</h3>	
<h2 style="margin: 0;">Inverness Leisure Centre</h2> <p style="margin: 0;">Bught Lane Inverness IV3 5SS 01463 667500 General Manager: Steve Clelland Duty Officer Number –</p>		
<h3 style="margin: 0;">FIRE SAFETY PROCEDURE</h3> <p>On Hearing The Fire Alarm Cease all activity and await instruction from facility management team – where possible, wait at the closest fire exits. When instructed to do so, evacuate through the nearest fire exit. Note – Pool Alarm is indicated with blue light, Fire Alarm is indicated with flashing red lights. No action is required for pool alarm.</p> <p>On Discovering a Fire Raise alarm breaking call-point located next to fire exits. Evacuate class immediately to meeting point. Follow further instructions from facility management team or emergency services.</p> <p>Meeting Point: Rear of Car Park or as directed by Duty Manager</p> <p>Contingency / Welfare Point: If situation requires, facility management team will direct all users to one of the following secure, sheltered points: The Floral Hall, The Botanic Greenhouses, Queens Park Athletics Stadium.</p>	<h3 style="margin: 0;">FIRST AID PROVISION</h3> <ul style="list-style-type: none"> • IGC stores some first aid provision – ice packs plasters etc. in the club cupboard. Inverness Leisure will have adequate trained first aiders on site at all time, with a fully stocked medical room available next to the athletics track doors. <h3 style="margin: 0;">TOILETS</h3> <ul style="list-style-type: none"> • Toilets are located opposite the main hall (often across another booking). Coaches should consider the age of gymnasts, experience and knowledge of the facility when allowing them to leave the hall. <h3 style="margin: 0;">OTHER KEY POINTS</h3> <ul style="list-style-type: none"> • Inverness Leisure operates a pool alarm system for emergencies, this may be mistaken for the fire alarm. To distinguish this, the pool alarm is accompanied by a flashing light in the top corner of the sports hall. • Due to the nature of the hall layout, gymnasts will be required to cross other bookings to go to the toilet or to enter or leave the hall. This may include adult football. This should be taken into consideration when permitting gymnasts to go to the toilets • 	

7 Venue Specific H&S Overview – James Cameron Centre

	INVERNESS GYMNASTICS CLUB: VENUE SPECIFIC INFORMATION SHEET	
	<p style="text-align: center;">James Cameron Centre</p> <p>James Cameron Inverness IV3 5SS 01463 667500 General Manager: Steve Clelland Duty Officer Number –</p>	
<p>FIRE SAFETY PROCEDURE</p> <p>On Hearing The Fire Alarm Cease all activity and evacuate through the nearest fire exit.</p> <p>On Discovering a Fire Raise alarm breaking call-point located next to fire exits. Evacuate class immediately to meeting point. Follow further instructions from facility management team or emergency services.</p> <p>Meeting Point: Rear of Car Park or as directed by Duty Manager</p> <p>Contingency / Welfare Point: If situation requires, facility management team will direct all users to one of the following secure, sheltered points: The Floral Hall, The Botanic Greenhouses, Queens Park Athletics Stadium.</p>	<p>FIRST AID PROVISION</p> <ul style="list-style-type: none"> IGC stores some first aid provision – ice packs plasters etc. in the club cupboard. Inverness Leisure will have adequate trained first aiders on site at all time, with a fully stocked medical room available next to the athletics track doors. <p>TOILETS</p> <ul style="list-style-type: none"> Toilets are located opposite the main hall (often across another booking). Coaches should consider the age of gymnasts, experience and knowledge of the facility when allowing them to leave the hall. <p>OTHER KEY POINTS</p> <ul style="list-style-type: none"> Inverness Leisure operates a pool alarm system for emergencies, this may be mistaken for the fire alarm. To distinguish this, the pool alarm is accompanied by a flashing light in the top corner of the sports hall. Due to the nature of the hall layout, gymnasts will be required to cross other bookings to go to the toilet or to enter or leave the hall. This may include adult football. This should be taken into consideration when permitting gymnasts to go to the toilets 	

8 Venue Specific H&S Overview – Inverness Royal Academy

 <p>Inverness Gymnastics Club</p>	INVERNESS GYMNASTICS CLUB: VENUE SPECIFIC INFORMATION SHEET	
	Inverness Royal Academy Culduthel Road Inverness IV2 6RE 01463 667820 General Manager: Ross Dudgeon	
FIRE SAFETY PROCEDURE		FIRST AID PROVISION
<p>On Hearing The Fire Alarm Cease all activity and await instruction from facility management team – where possible, wait at the closest fire exits. When instructed to do so, evacuate through the nearest fire exit. Note – Pool Alarm is indicated with blue light, Fire Alarm is indicated with flashing red lights. No action is required for pool alarm.</p> <p>On Discovering a Fire Raise alarm breaking call-point located next to fire exits. Evacuate class immediately to meeting point. Follow further instructions from facility management team or emergency services.</p> <p>Meeting Point: Rear of Car Park or as directed by Duty Manager</p> <p>Contingency / Welfare Point: If situation requires, facility management team will direct all users to one of the following secure, sheltered points: The Floral Hall, The Botanic Greenhouses, Queens Park Athletics Stadium.</p>		<p>• IGC stores some first aid provision – ice packs plasters etc. in the club cupboard. Inverness Leisure will have adequate trained first aiders on site at all time, with a fully stocked medical room available next to the athletics track doors.</p> <p>TOILETS</p> <p>• Toilets are located opposite the main hall (often across another booking). Coaches should consider the age of gymnasts, experience and knowledge of the facility when allowing them to leave the hall.</p> <p>OTHER KEY POINTS</p> <p>• Inverness Leisure operates a pool alarm system for emergencies, this may be mistaken for the fire alarm. To distinguish this, the pool alarm is accompanied by a flashing light in the top corner of the sports hall.</p> <p>• Due to the nature of the hall layout, gymnasts will be required to cross other bookings to go to the toilet or to enter or leave the hall. This may include adult football. This should be taken into consideration when permitting gymnasts to go to the toilets</p>