**Health and Safety Policy**

**1. Policy Statement**

Jump Start Therapy CIC is committed to providing safe, enjoyable, and inclusive gymnastics sessions for children and young people, and to ensuring the health, safety, and welfare of staff, volunteers, participants, and parents/carers.

This policy outlines our approach to health and safety during gymnastics sessions held at **Leigh-on-Mendip Memorial Hall** and in **school settings**, and forms part of our wider safeguarding and risk management responsibilities.

**2. Responsibilities**

* **Directors** are responsible for ensuring risk assessments, training, and safe systems of work are in place.
* **Lead Coach / Occupational Therapist** (Amie Hood) is responsible for leading sessions safely, identifying hazards, and responding to incidents.
* **Assistant Coaches / Volunteers** must follow safety guidance, support supervision ratios, and report hazards or incidents.
* **Participants and Parents/Carers** are expected to follow guidance provided by staff and respect health and safety rules to ensure a safe environment for all.

**3. Venues**

**Leigh-on-Mendip Memorial Hall**

* Risk assessments are carried out before each block of sessions and updated as needed.
* Equipment is set up and checked before use and packed away safely at the end of sessions.
* Emergency exits must be kept clear at all times.
* A first aid kit and accident book will be available at every session.

**School Settings**

* Staff will liaise with the school to ensure venue-specific health and safety requirements are followed.
* Schools retain overall site responsibility, but Jump Start Therapy CIC remains responsible for the safety of participants during the gymnastics session itself.
* Equipment provided by the school will be checked before use.

**4. Risk Management in Gymnastics Sessions**

* Sessions are designed with participants’ age, ability, and additional needs in mind.
* A coach-to-participant ratio appropriate for safety and supervision will always be maintained.
* Warm-ups and cool-downs are included to reduce risk of injury.
* Participants must wear appropriate clothing (e.g., sportswear, no jewellery, hair tied back).
* Safe use of equipment is explained and demonstrated clearly.
* Activities will be adapted for children with physical, sensory, or learning needs, ensuring inclusion while managing risk.

**5. Parents and Carers**

* Parents/carers are welcome to stay and observe where appropriate, but must follow venue safety rules.
* Young siblings who are not participating must remain under the supervision of their parent/carer at all times.
* Parents must inform staff of any medical needs, allergies, or injuries before the session.

**6. Staff and Volunteer Safety**

* All staff and volunteers will receive induction covering health and safety, safeguarding, and emergency procedures.
* Staff are responsible for manual handling safety when setting up and moving equipment.
* Lone working will be avoided where possible; if required, procedures will be followed (e.g., informing another director, carrying a charged phone).

**7. First Aid and Emergencies**

* At least one trained first aider will be present at every session.
* A first aid kit will be available and regularly checked.
* All accidents and near-misses will be recorded in the accident book and reported to directors.
* Emergency procedures, including fire evacuation routes, will be explained to participants at the start of each term.

**8. Covid-19 and Infection Control**

* Sessions will follow current public health guidance.
* Equipment will be cleaned regularly.
* Hand sanitiser will be available for staff, participants, and parents.
* Children and staff who are unwell should not attend sessions.

**9. Review and Monitoring**

* This policy will be reviewed annually, or sooner if legislation or guidance changes.
* Feedback from staff, parents, and participants will be used to improve practice.

**10. Lone Working**

Jump Start Therapy CIC recognises that some sessions are delivered by a single staff member. Although parents and carers remain on site, it is important that safe working practices are in place to protect both staff and participants.

Measures in place:

* Parents on site – during sessions at Leigh-on-Mendip Memorial Hall, parents/carers are present and remain responsible for siblings and their own safety. This reduces isolation risks for the coach.
* Visibility – where possible, sessions will be run in open, visible spaces. Doors will not be locked when staff are working alone with participants.
* Emergency procedures – staff will carry a charged mobile phone, and parents/carers present can assist in contacting emergency services if required.
* Communication – for off-site work (e.g., in schools or community visits), a director or trusted contact will be informed of the session location, start, and finish times.
* Boundaries – staff will maintain professional boundaries at all times. Parents/carers are welcome to observe but not to interfere with session delivery unless requested by the coach.
* Manual handling – staff will only move equipment that can be handled safely. If assistance is required, parents may be asked to help under staff instruction.

**Date created:** 01/09/2025
**Review date:** 01/09/2026
**Policy Lead:** Amie Hood, Director

**Signed:** 
Amie Hood
Director, Jump Start Therapy CIC
Date: 01/09/25