



POLICY STATEMENT

HEALTH-SPORTS SAFETY-ALCOHOL -DRUGS-SUN PROTECTION-INJURY

Policy Name:	Health-Sports Safety-Alcohol-Drug-Sun Protection
Date of Issue:	August 2005
Policy Coverage:	Promote physical well being, and safety
Controlling Body:	Star-Mites Gym Sports Pty ltd – SMCD - Directors

STATEMENT OF COMMITMENT

We are an organisation striving to promote policies within our establishment for the physical wellbeing, and safety of our members, coaches, staff and volunteers.

POLICY APPLICATION

This policy applies to all services provided by Star-Mites Gym Sports Pty Ltd - SMCD as part of its daily business operations, undertaken by Directors and/or employees, in their dealings with member's staff and customers.

Adoption of this policy will ensure our organisation can continue to conduct their business with integrity and in accordance with community and business ethical standards of behaviour.

POLICY COVERAGE

All activities undertaken by Star-Mites Gym Sports Pty Ltd – SMCD members volunteers and staff, as part of it's day-to-day operations including environment, education/training. Operational/administration.

ROLES AND RESPONSIBILITIES

This section specifies the roles and responsibilities of all parties involved in club activities:-
Management,

- Ensure that appropriate health and safety procedures are implemented
- Ensure that all staff / volunteers are provided with appropriate training
- Provide appropriate induction to staff and volunteers on acceptable health and safety requirements

Staff & Volunteers

- Ensure that appropriate health and safety procedures are implemented
- Alert Senior Management with respect to any health and safety issues
- Abide by the regulations as set down in the policy

POLICY BREACHES AND CONSEQUENCES

Failure to abide by our Health-Sports Safety-Drugs-Sun policy, may result in disciplinary action being taken (Suspension or expulsion from organization)

CONFIDENTIALITY

The clubs administration responsibilities for implementing this policy will keep confidential any matters pertaining to this policy as required by law

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 this policy

Key representatives: Branch managers, Sports coordinators

Report to: CEO

When: Quarterly Staff Meetings

Health Policy

Tobacco – Star-Mites Gym Sports Pty Ltd – SMCD recognises that smoke free environments protect non-smokers from the harmful effects of environmental tobacco smoke (ETS) and contribute to reducing tobacco consumption levels. Star-Mites Gym Sports Pty Ltd will encourage quitting attempts and discourage the uptake of smoking – particularly by young people.

- All indoor and designated outdoor working areas controlled by our organisation will be 100% smoke free
- All official functions conducted by our organisation will be 100% smoke free.
- Tobacco products will not be sold by Star-Mites Gym Sports Pty Ltd or on any premises under its control.
- All staff and members of our organisation will not smoke while taking part in any program under its control.

Food and Catering – the organisation understands and recognises the importance of good nutrition and the role it plays in promoting health and optimal performance.

- Star-Mites Gym Sports-SMCD will undertake an active roll, to promote good nutritional values to all its members' staff and volunteers.

Alcohol and Other Drugs – in the interest of health and safety our organisation will actively promote, encourage and support strategies to minimise harm from alcohol and other drugs.

- Where alcohol is served at function low strength and non-alcoholic beverage will be available.
- The use of elicits or performance-enhancing drugs will not be allowed at any training session or competition under the control of Star-Mites Gym Sports - SMCD.
- Will actively promote parent's members and staff attending drug education courses.

Our organisation will review this policy annually and ensure all members staff and volunteers associated with the Company are aware of the policy.

Sport Safe Policy – Star-Mites Gym Sports Pty Ltd – SMCD is committed to the safe participation of members and the prevention of injury.

- Coaches and officiating personnel are encouraged to attend approved training and accreditation courses in sports injury prevention and sports safety.
- Warm-up, stretch and cool-down routines will be conducted at all training sessions and performances.
- Correct fluid replacement practices will be implemented at all times.
- Appropriate first aid equipment is available at Star-Mites Gym Sports centres

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Sun Protection Policy- Gymnastics is predominantly an indoor activity, nonetheless Star-Mites Gym Sports recognises that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimise exposure where relevant.

- Star-Mites Gym Sports Pty Ltd strongly recommends and supports sun safe practices for all activities held outdoors.
- Staff and members representing the organisation will always act as positive role models by adopting sun protection behaviours such as wearing long sleeved shirts, broad brim hats and applying sunscreen.

Injury/Accidents Procedure

WHO SHOULD OR CAN MAKE AN INJURY/ACCIDENT REPORT?

- All senior levels of management, staff and volunteers / Senior First Aid attendant

INJURY/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.
- If dealing with a blood wound, wear protective gloves provided

ASSISTANCE REQUIRED

Prompt/Signal assistance required: 2 consecutive blasts on emergency whistle

- If the injury is not serious, administer first aid and inform the parent/guardian 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/guardian (parent/guardian details obtained from enrolment forms stored in filing cabinet main office) and inform them of the situation, trying not to alarm them unnecessarily. If the parents/guardian 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

PREPARE A FULL AND PROMPT INQUIRY

Regardless of the extent of an injury it is imperative that in addition to the administration of appropriate first aid, a thorough record of the injury is documented.

Under no circumstances should a statement be made admitting liability. Personal opinions should not be given. The parent/next of kin may be informed of the manner, in which the accident occurred, but any background particulars leading to or concerning the accident may be taken up with management.

RECORDING/FILING SYSTEM

The importance of recording all accidents cannot be stressed enough. Make sure you know the location of the accident report book and first aid box, Report forms stored in branch office {Location Induction checklist activity}

All forms to be filed in accordance with the privacy requirements {Induction checklist activity}

All information to be stored in locked cabinets provided at each branch {Location Induction checklist activity}

Should you require assistance refer to CEO, Branch Manager, Office Manager or Front Desk Manager

CHANGE TO GYMNASTS TRAINING TIMES DUE TO INJURY

Request a Change to Gymnasts Training Times Due to Injury form from branch manager

Attaché any relevant information e.g. doctor certificate

Forward to CEO office as soon as possible

INJURY/ACCIDENT INVESTIGATING/REPORTING

Risk management: (Investigation Check List Form)

Who reports back to management?

- Branch managers
- Sports coordinators

How;

- Quarterly staff meetings agenda item {Injury/Accident Report Form Investigation Check List Form}

Analyzing Injury/Accident

Who:

- CEO

How:

- Statistics report

When:

- January directors meeting

Star-Mites Gym Sports Pty Ltd will review this policy annually and ensure all members staff and volunteers associated with the Company are aware of the policy.

ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to Star-Mites Gym Sports 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.

Star-Mites Gym Sports Pty Ltd is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is detailed at footer of policy.

Signed: Gail Melinger
Director Star-Mites Gym sport Pty Ltd

Date 15th January 2013