

Aquila

TRAMPOLINING



Health, Safety and Welfare Policy

Policy | Procedure | Guidance

Aquila Trampoline Club	
Document owner	Aquila Trampoline Club
Approved by	Head Coach & Club Administration
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Aquila Trampoline Club

Privacy Notice for Members, Parents, Carers and Prospective Members

1. Our commitment

Aquila Trampoline Club is committed to providing a safe, healthy and positive environment for everyone taking part in, working at or visiting our Trampoline Gymnastics activities.

We recognise that trampoline is an activity involving inherent physical risks. Those risks cannot be removed entirely, but they can and must be managed through appropriate coaching, qualifications, supervision, equipment, facilities, risk assessment and safe working practices.

Our aim is to ensure, so far as reasonably practicable, the health, safety and welfare of:

- gymnasts;
- coaches;
- volunteers and officials;
- parents and carers;
- visitors; and
- anyone else who may be affected by Aquila activities.

Aquila is a registered British Gymnastics club and follows applicable British Gymnastics health, safety, coaching and welfare requirements.

British Gymnastics states that all clubs and organisations must have a health, safety and welfare policy and agreed procedures covering the risks associated with their activities.

2. Scope of this policy

This policy applies to all activities organised or delivered by Aquila Trampoline Club, including:

- normal training sessions;
- trial sessions;
- coaching and gymnast development;
- setting up and dismantling equipment;
- club events;
- competitions attended on behalf of Aquila;
- activities organised away from our normal training venue; and
- work carried out by coaches, volunteers and club officials.

Aquila coaches **Trampoline Gymnastics only**. This policy therefore relates specifically to the risks associated with trampoline training and associated club activities.

3. Relationship with our Safeguarding and Welfare Policy

Health and safety and safeguarding are closely related, but they are not the same.

This policy is primarily concerned with **physical safety, the training environment, equipment, safe coaching, first aid, accidents and emergency arrangements.**

Aquila's separate **Safeguarding and Welfare Policy** covers matters such as:

- abuse or neglect;
- inappropriate behaviour;
- bullying;
- professional boundaries;
- safeguarding concerns;
- reporting concerns;
- the role of the Welfare Officer; and
- referrals to British Gymnastics or statutory authorities.

Where an incident raises both health-and-safety and safeguarding concerns, both policies may apply.

4. Our training venue

Aquila trains at:

Swindon Academy

Beech Avenue
Swindon
SN2 1JR

Aquila hires and uses facilities within Swindon Academy but does not own or manage the school premises.

Responsibility for health and safety is therefore shared according to who controls the relevant risk.

Swindon Academy

The venue provider is responsible for matters relating to the building and premises under its control, including areas such as:

- structural safety;
- building fire systems;
- emergency lighting;
- fixed electrical installations;
- asbestos management where applicable;
- general premises maintenance; and
- other responsibilities arising from its management of the site.

British Gymnastics advises clubs hiring or leasing facilities from another organisation to confirm that the premises provider has appropriate procedures and assessments relating to the premises.



Aquila Trampoline Club

Aquila is responsible for the health and safety of the gymnastics activities it organises and controls, including:

- safe delivery of trampoline coaching;
- appropriate coach qualifications;
- coach-to-gymnast ratios;
- risk assessment of our activities;
- gymnastics equipment under our control;
- safe equipment setup and dismantling;
- appropriate supervision;
- first-aid arrangements for our activities;
- accident and incident recording;
- responding to equipment defects; and
- taking appropriate action where conditions are unsafe.

Where responsibility is unclear, Aquila will work with Swindon Academy to determine the appropriate arrangements.

5. Responsibilities

Health and safety is everyone's responsibility.

Club management

Those responsible for managing Aquila will:

- maintain appropriate health-and-safety arrangements;
- ensure suitable risk assessments are in place;
- provide or arrange appropriate equipment inspection;
- ensure coaches are appropriately qualified and insured through the relevant British Gymnastics arrangements;
- provide access to appropriate first-aid arrangements;
- maintain accident records;
- address identified hazards;
- ensure relevant British Gymnastics guidance is followed; and
- review this policy regularly.

Head Coach and senior coaching staff

The Head Coach and senior coaches are responsible for promoting safe coaching practice and ensuring that sessions are organised appropriately.

They have authority to:

- modify an activity;
- remove equipment from use;
- restrict participation;
- stop a gymnast from attempting a particular skill;
- stop part or all of a training session; or
- take any other reasonable immediate action

where they believe there is an unacceptable safety risk.

Coaches

Every Aquila coach has a responsibility to:

- work within their British Gymnastics qualification and competence;
- follow applicable British Gymnastics guidance;
- assess the safety of activities they deliver;
- supervise gymnasts appropriately;
- use suitable progressions;
- consider the individual gymnast's ability, experience and condition;
- report defects and hazards;
- respond appropriately to accidents;
- not undertake coaching where they are not fit to do so safely; and
- raise any health, safety or welfare concerns.

Gymnasts

Gymnasts are expected to:

- follow coaches' safety instructions;
- behave responsibly around trampoline equipment;
- only use equipment when authorised;
- tell a coach if they feel unwell, injured, unsafe or unsure;
- avoid attempting skills they have not been authorised to perform;
- wear appropriate clothing;
- follow Aquila's Code of Conduct; and
- respect the safety of other gymnasts.

Parents and carers

Parents and carers are expected to:

- provide accurate and current medical information;
- inform Aquila of injuries or conditions that may affect safe participation;
- ensure emergency contact information remains current;
- follow club and venue safety instructions;
- ensure children are collected appropriately;
- not enter coaching areas or use gymnastics equipment unless authorised; and
- raise safety concerns with a coach or club official.

6. Risk assessment

Risk assessment is central to Aquila's approach to health and safety.

British Gymnastics describes risk assessment as identifying potential hazards, assessing the level of risk and putting safe practices in place to control that risk.

Aquila will maintain appropriate risk assessments for its activities.

These may include:

- normal trampoline training;
- equipment setup and dismantling;
- manual handling;
- use of the training area;
- young coaches or volunteers where applicable;
- first-aid and emergency arrangements;
- competitions and activities away from the normal venue; and
- specific activities or circumstances presenting additional risks.

Risk assessments will be reviewed:

- periodically;
- when activities or equipment change;
- following a significant accident or near miss;
- where a new hazard is identified; or
- where British Gymnastics guidance changes.

Coaches will also carry out **dynamic risk assessment** during sessions.

If circumstances change, for example an equipment problem, unexpected venue issue, excessive temperature, illness or inappropriate gymnast behaviour, coaches must reassess whether an activity remains safe.

7. Safe coaching

All gymnastics activity must be led or supervised by appropriately qualified coaches in accordance with current British Gymnastics requirements.

Coaches must:

- coach within the scope of their qualification;
- use appropriate skill progressions;
- consider the gymnast's physical and technical readiness;
- provide appropriate support or spotting where required;
- maintain suitable supervision;
- comply with applicable British Gymnastics coach-to-gymnast ratio guidance; and
- stop an activity where they believe it cannot be performed safely.

British Gymnastics identifies coach-to-gymnast ratios as an important means of controlling risks associated with gymnastics activities and equipment.

A gymnast should never be encouraged or pressured to perform a skill that the responsible coach considers unsafe or beyond the gymnast's current ability.

8. Coach qualifications and competence

Aquila will ensure that coaches hold appropriate British Gymnastics qualifications for the activities they deliver.

Coaches must work within the scope of their recognised qualification and should not teach skills beyond that scope unless operating legitimately under an applicable British Gymnastics development or supervised coaching arrangement.

Qualifications, safeguarding credentials and other requirements will be maintained in accordance with current British Gymnastics rules.

Being qualified does not remove the need for ongoing professional judgement. A coach must still assess whether a particular gymnast, on a particular day and in the circumstances present, can safely undertake an activity.

9. Equipment safety

Trampoline equipment must be appropriately installed, maintained and used.

Aquila will ensure that equipment under its control is subject to suitable inspection and that identified defects are addressed.

British Gymnastics currently recommends a **documented visual check of gymnastics equipment on a weekly basis**, including fixed and adjustable equipment, with defects identified and an appropriate course of action determined immediately.

In addition:

- coaches should visually assess equipment before and during use;
- equipment must be correctly positioned and secured;
- appropriate safety matting must be in place;
- equipment must only be used for its intended purpose unless an alternative use has been appropriately risk assessed;
- damaged equipment must be reported;
- equipment presenting an unacceptable risk must be taken out of use; and
- repairs must be undertaken appropriately before equipment is returned to service.

No pressure to continue a session should override the decision to remove unsafe equipment from use.

10. Setting up and dismantling trampolines

Trampoline equipment can be heavy and may create significant manual-handling and trapping risks.

Only people who have been shown how to safely set up, move or dismantle equipment should do so.

When equipment is being moved:

- appropriate numbers of people should be used;
- instructions from the responsible coach should be followed;
- gymnasts should remain clear unless specifically involved and appropriately supervised;
- particular care should be taken around folding mechanisms, frames, springs and wheels;
- safe lifting techniques should be used; and
- people should not attempt to lift or control loads beyond their capability.

British Gymnastics identifies manual handling as an important health-and-safety issue within gymnastics clubs.

11. Training environment

Before and during training, coaches should consider whether the environment remains appropriate for safe activity.

This includes:

- adequate space around equipment;
- suitable matting;
- safe access and exit routes;
- lighting;
- floor condition;
- obstructions;
- temperature and ventilation;
- water or other slip hazards;
- unexpected activity elsewhere in the venue; and
- any other condition that could affect safe participation.

Where an environmental risk cannot be adequately controlled, the relevant activity will be modified or stopped.

12. Temperature and environmental conditions

Aquila will use a risk-based approach where unusually hot, cold or otherwise uncomfortable environmental conditions could affect safe participation.

British Gymnastics advises clubs to dynamically assess factors such as temperature and humidity and consider whether gymnasts can complete activities without unsafe physical overexertion, whether activities can be modified and whether sufficient water is available.

Coaches may therefore:

- reduce training intensity;
- increase rest periods;
- encourage additional hydration;
- modify activities;
- restrict particular skills; or
- cancel or stop training where conditions create an unacceptable risk.

13. Medical conditions, injuries and safe participation

Parents, carers and adult gymnasts must provide Aquila with relevant information about:

- medical conditions;
- injuries;
- allergies;
- medication;
- disabilities;
- additional needs; or
- other circumstances that could affect safe participation.

This information is handled in accordance with Aquila's Privacy Notice.

A medical condition or disability does not automatically prevent participation.

Where reasonably possible, Aquila will consider appropriate adaptations or reasonable adjustments while ensuring that participation remains safe.

British Gymnastics advises clubs to risk assess activities and consider adaptations or additional progressions for gymnasts with relevant medical conditions or impairments.

In some circumstances, Aquila may ask for appropriate medical advice or clearance before permitting or resuming particular activities.

Coaches may restrict a gymnast's participation where there is a reasonable concern that continuing could cause harm.

14. Illness and fitness to participate

Gymnasts should not train where illness or injury means that they cannot participate safely.

A gymnast should tell their coach if they:

- feel unwell;
- are experiencing pain;
- feel dizzy or faint;
- have sustained an injury;
- are unusually fatigued; or
- have taken medication that may affect safe participation.

Parents and carers should notify the club of relevant circumstances before training where possible.

Coaches have the final decision on whether a gymnast may participate in a particular activity during an Aquila session.

15. Clothing, jewellery and personal items

Gymnasts must wear clothing suitable for safe trampoline participation.

Clothing should:

- allow safe movement;
- not create an entanglement risk;
- not obstruct a coach's ability to safely support a gymnast; and
- comply with applicable British Gymnastics guidance.

Jewellery and adornments must be managed in accordance with current British Gymnastics safety guidance.

British Gymnastics states that while individual needs concerning jewellery and adornments should be respected, **the safety of the individual and others is the overriding consideration** when participating in gymnastics.

Personal belongings should be kept away from trampoline and landing areas.

16. First aid

Aquila will maintain first-aid arrangements appropriate to its activities.

During organised training there must be access to:

- appropriate first-aid provision;
- a suitable first-aid kit;
- emergency contact information; and
- a means of contacting the emergency services.

Where an injury requires assistance beyond that which can appropriately be provided within the club, medical advice or emergency assistance will be sought.

Parents or carers will be informed of relevant injuries to junior gymnasts.

In an emergency, the need to protect life and prevent further harm takes priority.

17. Emergency contact and medical information

The Head Coach and Senior Coach have authorised access to relevant emergency and medical information through Aquila's secure ClubEngine system.

Other coaches can contact parents through established club communication arrangements where required.

Personal information should only be accessed or shared to the extent reasonably necessary for the situation.

Where emergency services require relevant information about a gymnast's health or circumstances, it may be shared where necessary to protect the gymnast.

18. Accidents and incidents

All significant accidents and relevant incidents must be handled appropriately.

Aquila maintains an official **paper accident logbook**, stored securely within the club's cupboard at Swindon Academy.

Following an accident, appropriate steps may include:

1. making the area safe;
2. providing first aid;
3. contacting emergency services where necessary;
4. informing the parent or carer;
5. recording what happened;
6. notifying senior club personnel;
7. reporting the incident to British Gymnastics where required;
8. considering any insurance or statutory reporting requirements; and
9. reviewing whether risk assessments or working practices should change.

British Gymnastics states that recording and reporting accidents is important in improving club safety and protecting users.

19. Serious injuries and reporting to British Gymnastics

Accidents and incidents will be reported to British Gymnastics where required under current British Gymnastics procedures.

Aquila will follow the current BG accident-reporting and insurance arrangements rather than relying solely on the club accident book.

Where an accident indicates a previously unidentified or insufficiently controlled risk, the relevant activity and risk assessment will be reviewed before continuing as normal.

20. RIDDOR

Some serious workplace accidents, occupational diseases and dangerous occurrences are reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

Not every gymnastics injury is reportable under RIDDOR.

Where an incident may fall within the regulations, Aquila will obtain appropriate advice and ensure that the responsible organisation makes any required report.

British Gymnastics includes specific RIDDOR guidance within its Health and Safety resources for clubs.

21. Near misses

A serious injury does not need to occur before action is taken.

Coaches and club officials should report significant **near misses**, equipment problems and unsafe conditions so that lessons can be learned.

Where appropriate, Aquila will:

- record the issue;
- identify why it occurred;
- review existing controls;
- amend risk assessments; and
- communicate relevant lessons to coaches.

22. Fire and evacuation

Aquila will follow Swindon Academy's fire and emergency arrangements while using the premises.

Coaches and appropriate club officials should understand:

- the relevant emergency exits;
- evacuation arrangements;
- where gymnasts should assemble;
- how to account for gymnasts following an evacuation; and
- how to contact emergency services.

British Gymnastics states that clubs and affiliated organisations must remain vigilant regarding fire safety.

As Aquila does not own the premises, building fire-risk assessments, alarms and fixed fire-safety systems remain the responsibility of the venue provider unless otherwise agreed.

Aquila remains responsible for ensuring its gymnasts and workforce respond appropriately to an evacuation.

23. Supervision during an evacuation

If an evacuation occurs:

- coaches should stop activity immediately where safe to do so;
- gymnasts should follow instructions and leave equipment safely;
- the group should evacuate by the appropriate route;
- coaches should take responsibility for the gymnasts in their session;
- attendance information should be used to help account for gymnasts; and
- nobody should return until authorised.

Parents present at the venue must follow school and club evacuation instructions and should not remove a child from the assembly arrangements without informing the responsible coach.

24. Children arriving and leaving

Parents and carers are responsible for ensuring children arrive and leave in accordance with Aquila's session arrangements.

Junior gymnasts should not use trampoline equipment before their session begins or after their session finishes unless specifically authorised and supervised.

Where collection arrangements cause a safeguarding or safety concern, the responsible coach will act in accordance with Aquila's Safeguarding and Welfare Policy.

25. Behaviour affecting safety

Unsafe behaviour will not be permitted.

Examples include:

- using equipment without permission;
- running through active training areas;
- deliberately distracting a gymnast while they are performing;
- interfering with equipment;
- ignoring safety instructions;
- attempting unauthorised skills;
- horseplay around trampolines; or
- behaviour placing another person at risk.

Coaches may remove a gymnast temporarily from an activity where necessary to maintain safety.

Persistent or serious unsafe behaviour may also be dealt with under Aquila's Codes of Conduct.

26. Physical support and spotting

Appropriate physical support may form part of safe trampoline coaching.

Support must:

- be provided by an appropriately competent coach;
- have a legitimate coaching or safety purpose;
- use suitable technique;
- be appropriate to the skill and gymnast;
- respect the gymnast's dignity; and
- comply with British Gymnastics coaching and safeguarding requirements.

The safeguarding aspects of physical contact are addressed further in Aquila's Safeguarding and Welfare Policy.

27. Welfare and wellbeing within training

Safe participation includes consideration of a gymnast's broader welfare.

Coaches should not encourage gymnasts to continue training where:

- they are clearly injured;
- illness creates an unacceptable risk;
- fatigue is affecting safe performance;
- emotional distress prevents safe participation; or
- another circumstance makes continued training inappropriate.

Training methods should be proportionate, appropriate and consistent with current British Gymnastics Safe & Fair Sport requirements.

A health-and-safety concern that also suggests inappropriate coaching behaviour should be referred through Aquila's safeguarding arrangements.

28. Coaches and workforce wellbeing

Aquila recognises that coaches and volunteers also require a safe working environment.

Coaches should:

- report injuries and health concerns relevant to their work;
- use safe manual-handling practices;
- not undertake activities beyond their physical capability;
- take reasonable rest and hydration;
- report hazards; and
- speak to senior club personnel where workload, injury or another issue may compromise safe coaching.

British Gymnastics advises clubs to embed health and safety for their workforce within club policies and procedures.

29. Alcohol, drugs and impairment

No coach, official or volunteer should deliver or supervise gymnastics while impaired by:

- alcohol;
- illegal drugs;
- medication affecting their ability to work safely;
- extreme fatigue; or
- another condition materially affecting judgement or physical capability.

Gymnasts must also be fit to participate safely.

Any immediate concern should be raised with the senior coach responsible for the session.

Safeguarding action may also be required depending on the circumstances.

30. Equipment storage

Equipment will be stored, so far as reasonably practicable, in a manner that:

- reduces the risk of unauthorised use;
- avoids creating trip or falling-object hazards;
- protects equipment from unnecessary damage;
- allows safe movement around storage areas; and
- reduces manual-handling risks when equipment is retrieved.
- Access to stored gymnastics equipment should be controlled appropriately.

31. Competitions and activities at other venues

When Aquila attends competitions or other organised activities away from Swindon Academy, we will:

- follow the relevant venue and event safety rules;
- comply with applicable British Gymnastics competition requirements;
- ensure gymnasts are appropriately supervised;
- ensure coaches are suitably qualified;
- consider risks specific to the event or venue;
- maintain emergency contact arrangements; and
- respond to accidents appropriately.

Responsibility may be shared between Aquila and the event organiser according to who controls the relevant activity.

32. Insurance

Aquila will maintain the insurance required for a British Gymnastics registered club and ensure members and coaches hold appropriate British Gymnastics membership where required for participation.

British Gymnastics provides insurance arrangements for registered clubs, coaches, members and officials as part of its membership framework.

Any accident that may result in an insurance claim will be reported in accordance with applicable requirements.

33. Defects and hazards

Any person who identifies a significant hazard or equipment defect should inform a coach immediately.

The responsible coach will determine whether:

- the hazard can be corrected immediately;
- the relevant area or equipment should be isolated;
- the activity should be modified;
- the equipment should be removed from use;
- the venue provider needs to be informed; or
- the session needs to be stopped.

Where there is doubt, safety will take priority over continuing training.

34. Authority to stop activity

Every Aquila coach has the authority to stop an activity where they reasonably believe there is an immediate safety risk.

The Head Coach or senior coach responsible for a session may stop all or part of a session where necessary.

Examples could include:

- unsafe equipment;
- insufficient appropriate coaching cover;
- a serious medical emergency;
- unsafe temperature or venue conditions;
- fire or evacuation;
- loss of lighting;
- contamination or a significant slip hazard; or
- behaviour making safe coaching impossible.

A decision to stop training on genuine safety grounds will be supported by the club.

35. Safeguarding and health-and-safety incidents

Some incidents may need to be considered both as health-and-safety matters and safeguarding matters.

For example:

- repeated unsafe coaching practice;
- forcing a gymnast to continue despite an injury;
- deliberately withholding appropriate medical assistance;
- reckless behaviour towards gymnasts; or
- a pattern of practices presenting an unreasonable risk.

In such circumstances, the matter must also be referred in accordance with Aquila's **Safeguarding and Welfare Policy**.

Aquila's Welfare Officer is:

Helen Fiander

welfare@aquila-tc.co.uk

36. Records and confidentiality

Health-and-safety records will be retained appropriately.

These may include:

- risk assessments;
- equipment inspection records;
- accident records;
- incident reports;
- relevant correspondence;
- first-aid information; and
- records of actions taken following identified hazards.

Personal information contained within those records will be handled in accordance with Aquila's **Privacy Notice**.

Access will be limited to people who have a legitimate reason to receive the information.

37. Learning from accidents and incidents

The purpose of recording accidents is not simply administrative.

Aquila will use relevant accidents, incidents and near misses to consider whether improvements are required.

This may include:

- modifying a risk assessment;
- changing an equipment arrangement;
- repairing or replacing equipment;
- changing a coaching practice;
- providing additional guidance to coaches;
- discussing an issue with Swindon Academy; or
- seeking advice from British Gymnastics.

The aim is to reduce the likelihood of the same problem happening again.

38. Review of equipment and procedures

Aquila will periodically review:

- equipment condition;
- equipment inspection arrangements;
- risk assessments;
- accident records;
- coaching practices;
- emergency procedures;
- first-aid arrangements; and
- this policy.

A significant change or incident will trigger an earlier review where appropriate.

39. Raising a health-and-safety concern

Gymnasts, parents, coaches and volunteers are encouraged to raise safety concerns.

An immediate safety concern should be brought to the attention of the coach responsible for the session.

Other concerns can be raised through:

Aquila Trampoline Club

Email: info@aquila-tc.co.uk

Where the issue also relates to safeguarding or welfare, it can be raised with:

Helen Fiander – Welfare Officer

Email: welfare@aquila-tc.co.uk

Helen is regularly present during training and can also be approached for a private conversation.

40. British Gymnastics guidance

As a registered British Gymnastics club, Aquila follows applicable current British Gymnastics health-and-safety requirements and guidance.

British Gymnastics Club Hub currently provides guidance covering areas including:

- health-and-safety management;
- risk assessment;
- accident reporting;
- RIDDOR;
- manual handling;
- fire safety;
- equipment;
- coaching practice;
- coach-to-gymnast ratios;
- clothing;
- jewellery and adornments; and
- workforce health and safety.

Aquila will refer to current British Gymnastics guidance rather than reproduce detailed technical requirements within this policy where those requirements may change over time.

41. Related Aquila documents

This policy should be read alongside:

- **Safeguarding and Welfare Policy**
- **Privacy Notice**
- **Code of Conduct – Gymnasts**
- **Code of Conduct – Parents and Carers**
- **Code of Conduct – Coaches, Officials and Volunteers**
- **Photography and Video Policy**
- **Complaints Procedure**
- relevant risk assessments;
- equipment inspection records; and
- accident and incident procedures.

42. Policy review

This policy will be reviewed at least annually.

It will also be reviewed where appropriate following:

- a serious accident or incident;
- a significant near miss;
- a material change to equipment or activities;
- a change of venue;
- changes to British Gymnastics requirements;
- significant changes to relevant law or guidance; or
- identification of an important new risk.

The current version will be made available through Aquila Trampoline Club.

Key contacts

General health-and-safety enquiries

Aquila Trampoline Club

info@aquila-tc.co.uk

Safeguarding and welfare concerns

Helen Fiander – Welfare Officer

welfare@aquila-tc.co.uk

Helen can also be contacted by selecting “**Welfare Officer**” through the Aquila website contact form or approached privately when she is present at training.

Emergency

Where somebody is in immediate danger or requires urgent medical assistance, call **999**.

Policy statement

Everyone involved with Aquila has a role in maintaining a safe environment.

Good health and safety is not about preventing gymnasts from challenging themselves or progressing. It is about ensuring that challenge takes place through appropriate coaching, suitable progression, well-maintained equipment and sensible management of risk.

Aquila will always support a coach, gymnast or other person who stops an activity or raises a genuine concern because they believe something is unsafe.