STARS GYM CLUB

GYMNASTICS AND TRAMPOLINING FACILITY
HEALTH AND SAFETY CHECKLIST

Venue: _____

Assessed by: _____ Date: _____

Health and Safety legislation places an obligation on Facility Managers to ensure a responsible attitude to managing the health and safety of all who use a facility.

An authorised person must carry out this audit on a regular basis.

		YES	NO	N/A
1	**Health and safety responsibilities**			
1.1	Have all staff, including volunteers been informed of their health and safety responsibilities?			
1.2	Have health and safety matters been considered in the last six months?			
1.3	Has a fire risk assessment been carried out?			
2	**Emergency and accident procedures**			
2.1	Is the emergency procedure clearly laid out and distributed to all staff and volunteers?			
2.2	Are the emergency exits free from obstruction and not locked when persons are in the building?			
2.3	Are the fire fighting appliances easily accessible and have they been examined in the last twelve months?			
2.4	Are all the fire doors kept closed and free from obstruction?			
2.5	Has there been a fire evacuation within the last 6 months?			
2.6	Are fire alarms tested?			
2.7	Do a sufficient number of staff know how to operate fire fighting equipment?			
2.8	Are all fire exits and routes adequately signed and emergency instructions displayed?			
2.9	Is there a separate bomb search or power failure procedure?			
3	**Accidents and first aid**			
3.1	Are there notices displayed listing first-aiders and the location of the first aid boxes?			
3.2	Are the first aid boxes complete according to the contents list and are all wrappings undamaged?			
3.3	Are all staff aware of their responsibilities to report all accidents/incidents?			
3.4	Are the accident recording forms readily accessible?			
3.5	Have accidents/incidents been recorded and investigated?			

YES	NO	N/A

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	nable working temperature achieved and maintained ach area? (at least 16°C)			
4.2	Has adequate provision been made for ventilating each area?			
5	**Lighting**			
5.1	Is suitable lighting provided in each training area and any office and changing area/?			
5.2	Is suitable lighting provided for any detailed work?			
5.3	Are light fittings, particularly fluorescent tubes quickly replaced when necessary?			
5.4	Do the diffusers covering lights need to be cleaned?			
6	**Electrical safety and work equipment**			
6.1	Is all electrical equipment and work equipment in good working order?			
6.2	Where appropriate, have staff been trained in the use of office equipment?			
6.3	Has all electrical equipment and systems been tested according to best practice?			
7	**Gymnastics equipment and facility**			
7.1	Has the gymnastics equipment been regularly inspected for damage and correctly assembly?			
7.2	Have all personnel been instructed on the correct procedures for moving, assembling and adjusting equipment?			
7.3	Are potential hazards and walkways clearly identified and protected where possible?			
7.4	Are all walkways and run-ups free from obstruction?			
7.5	Is all equipment stored safely and securely?			
7.6	Is there suitable access for people with disabilities?			
8	**Good coaching practice**			
8.1	Are all coaches suitably qualified to coach the participants?			
8.2	Have all staff and volunteers been provided with basic health and safety training?			
8.3	Have all staff signed up to the British Gymnastics Code of Conduct and Ethical Code?			
8.4	Do all staff adhere to the British Gymnastics Child Protection Policy?			
8.5	Have all staff been verified as being suitable for working with children and vulnerable adults?			

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		YES	NO	N/A
9	**Certificates, registers and licences**			
9.1	Is there a recent apparatus / equipment inspection certificate?			
9.2	Is there a certificate of adequate insurance cover for the facility and the participants?			
9.3	Is there a certificate of the facility/club being registered/ affiliated to British Gymnastics?			
10	**Housekeeping and health matters**			
10.1	Has suitable storage been provided for any dangerous substances, such as cleaning fluids?			
10.2	Are containers for dangerous substances clearly marked to indicate the content?			
10.3	Are adequate changing and toilet facilities provided?			
10.4	Are changing and toilet facilities regularly cleaned?			
10.5	Are soap and drying facilities provided?			
10.6	Is an adequate supply of fresh drinking water provided?			