



SYDNEY HILLS GYMNASTICS SAFETY WITHIN CAR PARKS AND DRIVEWAY POLICY

POLICY NAME:	Sydney Hills Gymnastics Risk Management Policy
DATE OF ISSUE:	January 2014
POLICY COVERAGE:	Sydney Hills Gymnastics Management and Operations
DATE OF REVIEW:	January 2015
CONTROLLING BODY:	Sydney Hills Gymnastics – Managing Director

1. STATEMENT OF COMMITMENT

Sydney Hills Gymnastics Club is responsible for the overall management, coordination and direction of gymnastic activities within the club. This is achieved by providing a management structure that is capable of delivering a range of resources, services and products to a diverse delivery network.

SHG is committed to providing a sporting and working environment that is safe, stable and free of discrimination and harassment, where risks are minimised through proactive management. Accordingly, SHG accepts risk management as one of its prime responsibilities making it an integral part of all decision-making processes.

The SHG Risk Management Plan has been developed, and is in-line with the Australian Standards of Risk Management AS/NZS 4360:1999. Accordingly, all Risk Management activities will be carried out in-line with the principles and guidelines set out in this policy document.

2. POLICY APPLICATION

The policy applies to SHG management and day-to-day operations undertaken by the staff and all other volunteers. Adoption of the policy will ensure consistency in risk management principles and procedures. Patrons of the gymnasium, by adhering to the policy, ensure a safe and responsible environment.

3. POLICY COVERAGE

Safety within Car parks and Driveway's Policy refers to the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. All daily activities, competitions/events, Gymsport programs, membership programs and/or services are governed by the policy. All extra circular programs and entertainment activities provided by SHG are held under the policy.

4. SAFETY RESPONSIBILITIES FOR PARENTS AND CAREGIVERS

SHG's Safety Responsibilities for Parents and Caregivers is reliant upon a number of rules. Adherence to these principles will facilitate the emergence of a risk management culture that will be actively encouraged. These rules make the SHG Safety Responsibilities for Parents and Caregivers plan an effective tool that provides reliable information that SHG can use to improve its performance. These rules include:

1. Children under the age of 10 must be escorted into the gymnasium with a parent or caregiver, at all times. Sydney Hills Gymnastics will only accept a duty of care inside the building.
2. The safety and responsibility of all children is passed to parent/caregivers once the child/children are outside the building of Sydney Hills Gymnastics; this includes the car park and common driveways.
3. Parents are not to drop off children under the age of 10 at the front door of the gym. All parents must park and walk children into the premises.
4. Children under the age of 10 are not to exit the premises after class unless with an adult. Children are not to meet parents in the car park.
5. Children are not permitted to run or play within the car park or common driveway. Parents must pick up children, and immediately go to the car.
6. All children under the age of 10 must hold a parent's hand, bag or pram when walking to or from the gymnasium.
7. We ask that parents do not stand and talk with in the car park. If you wish do to so please do within the gym waiting room.
8. Parents are not to ever park in front of the roller/safety doors of other businesses.

5. SAFETY RESPONSIBILITIES FOR STAFF

- Leading by example in responding to rules.
- Responding promptly to any concerns.
- Trusting and empowering volunteers and paid staff to manage risks at all levels.
- Education and training.
- Ensuring the right values are instilled in young people.
- Acknowledging, rewarding and publicizing good risk management.
- Encouraging learning from unexpected results, both positive and negative.
- Observe any infringements of the rules and inform patrons of rules and requirements.
- Following all staff duties and requirements for car park supervision.

6. ROLES AND RESPONSIBILITIES

All employees, volunteers and members are responsible for ensuring that risks to themselves, others, the Club and the sport of Gymnastics, are minimised. The Managing Director however, has the ultimate responsibility for successful Safety within Car Parks and Driveway Policy with taking

day-to-day responsibility for the process. This section specifies the responsibilities of all parties involved in Safety within Car Parks and Driveway Policy within Gymnastics:

Managing Director

- Ensure that the context of the policy is communicated to all levels, via the distribution of the Club's Safety within Car Parks and Driveway Policy Statement.
- Ensure Safety within Car Parks and Driveway Policy practices, in-line with the SHG Risk Management plan, are implemented at all levels.
- Ensure that appropriate training is provided, so that risk is actively minimized.
- Provide appropriate resources to ensure that risk is minimized.
- Ensure that Safety within Car Parks and Driveway Policy is an intrinsic part of deliberations and those decisions are made in line with the policy.

General Manager (if there is one at time, if not duties delegated to Managing Director)

- Ensure that all sections of the Club have the opportunity to engage in Safety within Car Parks and Driveway Policy
- Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimize such risk.
- Ensure that, when implementing Safety within Car Parks and Driveway Policy actions, other related Club policies are also adhered to.
- Assume day-to-day responsibility for Safety within Car Parks and Driveway Policy within the Club Office.
- Ensure appropriate and up-to-date documentation of Safety within Car Parks and Driveway Policy.
- Provide appropriate induction on Safety within Car Parks and Driveway Policy and all other associated policies to new board members, staff and volunteers holding key positions.
- Alert the Director of any new high-impact risks, or any other matters requiring attention outside the usual process.

Staff & Volunteers

- Distribute information on Safety within Car Parks and Driveway Policy throughout networks, as required.
- Adopt and implement appropriate Safety within Car Parks and Driveway Policy behaviour in all aspects of work.
- Report risk, real or potential, and ensure appropriate action is taken to minimize such risk.
- Ensure appropriate and up-to-date documentation of Safety within Car Parks and Driveway Policy.

Everyone

Successful Safety within Car Parks and Driveway Policy also relies on the personal knowledge, perception and behaviour of all involved in the sport of Gymnastics.

7. REVIEWS AND IMPLEMENTATION

The regular monitoring and review of the Safety within Car Parks and Driveway Policy is an integral part of SHG business. The Safety within Car Parks and Driveway Policy will be reviewed in January each year. The process will ensure new risks are detected and managed and that action plans are implemented and progressed effectively.

In addition, the General Manager will regularly review the **Safety within Car Parks and Driveway Policy** and meet with those responsible for managing specific tasks.

8. ADDITIONS AND CHANGES TO POLICY

Recommended changes to the policy may be submitted to the SHG Management for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

SHG is committed to ensuring all policies are current. To facilitate this reviews are conducted annually. The next date of review is detailed at the commencement of each policy.



SYDNEY HILLS GYMNASTICS

Safety within Car Parks and Driveway Policy Statement, Consent Form and Parking Map.

COMMITMENT

Patrons and staff of SHG, consent and commit to the requirements of the Safety within Car Parks and Driveways Policy. By adhering to the rules of the policy, they to ensure the safety and wellbeing of all participants, caregivers and neighboring businesses of SHG.

RESPONSIBILITIES

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PROCESS

An implementation of the policy and all rules and requirements regarding the policy, ensure that the policy is provided within the best interest of all patrons of SHG. Staff members are also required to adhere to the requirements of the policy.

MONITORING AND REVIEW

Director will monitor and review the implementation of the SHG the Safety within Car Parks and Driveways Policy.

The General Manager will facilitate the development of a common set of rules regarding the Safety within Car Parks and Driveways Policy and their approach across all areas by:-

- Implementing the Safety within Car Parks and Driveways Policy;
- Sharing information with board applicability across all areas;
- Reporting on the progress of implementing the Safety within Car Parks and Driveways Policy.

FURTHER INFORMATION

For further information on the policy and the corresponding procedures, please contact the Managing Director:-

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ACKNOWLEDGEMENT

The SHG Gymnastics Safety within Car Parks and Driveways Policy and Procedures are modeled on the Gymnastics NSW and Gymnastics Australia Safety within Car Parks and Driveways recommendations.