

SPARTA GYMNASTICS SAFETY WITHIN CAR PARKS AND DRIVEWAY PROCEDURES

PROCEDURE NAME: Sparta Gymnastics Risk Management Procedures

DATE OF ISSUE: January 2023

PROCEDURE COVERAGE: Sparta Gymnastics Management and Operations

DATE OF REVIEW: January 2024

CONTROLLING BODY: Sparta Gymnastics – Managing Director

STATEMENT OF COMMITMENT

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

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

The Sparta Gymnastics Risk Management Plan has been developed 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 procedure document.

PROCEDURE APPLICATION

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

PROCEDURE COVERAGE

The Safety within Car Parks and Driveway procedure refers to the culture, processes, and structures directed toward 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 procedure. All extracurricular programs and entertainment activities provided by Sparta Gymnastics are held under the procedure.

SAFETY RESPONSIBILITIES FOR PARENTS AND CAREGIVERS

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

- Children under the age of 16 must always be escorted into the gymnasium by a parent or caregiver. Sparta Gymnastics will only accept a duty of care inside the building.

- The safety and responsibility of all children are passed to parents/caregivers once the child/children are outside the building of Sparta Gymnastics, including the car park and common driveways.
- Parents must not drop off children under the age of 16 at the front door of the gym. All parents must park and walk children into the premises.
- Children under the age of 16 are not to exit the premises after class unless with an adult. Children are not to meet parents in the car park.
- Children are not permitted to run or play within the car park or common driveway. Parents must pick up children and immediately proceed to the car.
- All children under the age of 12 must hold a parent's hand, bag, or pram when walking to or from the gymnasium.
- Parents are kindly asked not to stand and talk in the car park. If you wish to do so, please use the gym waiting room.
- Parents must not park in front of the roller/safety doors of other businesses.

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.
- Observing any infringements of the rules and informing patrons of the requirements.
- Following all staff duties and requirements for car park supervision.

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 minimized. However, the Managing Director has the ultimate responsibility for the successful implementation of the Safety within Car Parks and Driveway Procedure, taking day-to-day responsibility for the process.

Managing Director

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

General Manager (or Managing Director if absent)

- Ensure all sections of the Club engage in the Safety within Car Parks and Driveway Procedure.
- Actively encourage the reporting of risks and ensure appropriate action is taken to minimize them.
- Ensure that, when implementing actions related to the Safety within Car Parks and Driveway Procedure, other related Club procedures are also adhered to.
- Assume day-to-day responsibility for the Safety within Car Parks and Driveway Procedure within the Club Office.
- Provide appropriate induction on the Safety within Car Parks and Driveway Procedure, and other associated procedures, to new board members, staff, and volunteers.
- Alert the Director to any new high-impact risks or other matters requiring attention outside the usual process.

Staff & Volunteers

- Distribute information on the Safety within Car Parks and Driveway Procedure throughout networks, as required.
- Adopt and implement appropriate behavior in accordance with the procedure.
- Report risks, real or potential, and ensure appropriate action is taken to minimize them.
- Ensure proper documentation of the procedure.

REVIEWS AND IMPLEMENTATION

The regular monitoring and review of the Safety within Car Parks and Driveway Procedure is an integral part of Sparta Gymnastics' operations. The procedure will be reviewed annually in January to ensure new risks are identified, managed, and action plans are implemented. The General Manager will conduct regular reviews and meet with those responsible for managing specific tasks.

ADDITIONS AND CHANGES TO PROCEDURE

Recommended changes to the procedure may be submitted to Sparta Gymnastics Management for consideration. If accepted, the procedure will be updated, dated, and circulated to all relevant stakeholders. Procedures are reviewed annually.

COMMITMENT

Patrons and staff of Sparta Gymnastics consent and commit to the requirements of the Safety within Car Parks and Driveway Procedure. By adhering to the rules, they help ensure the safety of all participants, caregivers, and neighboring businesses.

RESPONSIBILITIES

- Children under 16 must always be escorted into the gymnasium by a parent or caregiver.
- Responsibility for children is passed to parents/caregivers once outside the building.
- Parents must not drop off children under 16 at the front door.
- Children under 16 must not exit the premises unless accompanied by an adult.
- Children must not run or play in the car park or driveways.
- Children under 12 must hold a parent's hand, bag, or pram when walking to/from the gymnasium.
- Parents must not stand and talk in the car park.

PROCESS

The implementation of the procedure, along with all associated rules and requirements, ensures that the procedure serves the best interests of all patrons. Staff members are also required to adhere to the procedure.

MONITORING AND REVIEW

The Director will monitor and review the implementation of the Safety within Car Parks and Driveways Procedure. The General Manager will facilitate the development of common rules and ensure consistent application by:

- Implementing the Safety within Car Parks and Driveways Procedure;
- Sharing relevant information with the board;
- Reporting on progress.

FURTHER INFORMATION

For further details, contact the Managing Director:

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ACKNOWLEDGEMENT

The Sparta Gymnastics Safety within Car Parks and Driveways Procedure and related guidelines are modeled on the recommendations of Gymnastics Victoria and Gymnastics Australia.

