



## College Park Gymnastic Academy

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## EQUIPMENT SAFETY POLICY

**Policy Name:** Equipment Safety Policy

**Date of Issue:** May 2005

**Last Reviewed:** February 2011

**Date of Review:** February 2012

**Controlling Body:** Club Owner / Administrator



## 1. STATEMENT OF COMMITMENT

The Management of College Park Gymnastic Academy is committed to providing a safe environment through ensuring all facilities and equipment utilised are safe, well maintained and used according to their design, purpose and manufacture specifications. This will be achieved through:-

- Carrying out regular equipment safety checks
- Implementation of an annual equipment acquisition, maintenance, replacement scheme
- Providing appropriate training to staff, volunteers and members with respect to the set-up, use and storage of equipment

## 2. POLICY APPLICATION

This policy applies to all equipment and facilities utilised by College Park Gymnastic Academy for all activities associated with the club.

Core activities include:

- Administration
- General class training
- Conduct of competitions/events
- Holiday and school clinics
- Working bees
- Fundraising

## 3. POLICY COVERAGE

Equipment and facilities includes those that are owned, leased, hired or borrowed by the club to carry out its activities regardless of the program, participant level and location of equipment or whether those involved are staff, members, volunteers or visitors.

## 4. ROLES AND RESPONSIBILITIES

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

### **Administrator**

- Ensure that appropriate equipment safety procedures are implemented
- Ensure that all staff / volunteers are provided with appropriate training
- Ensure that equipment maintenance / replacement is considered within the annual budget
- Provide appropriate induction to staff and volunteers on appropriate usage of equipment and club facilities



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- Monitor the day to day use of office equipment by all staff and members
  - Check for safety prior to using any office equipment
  - Remove any unsafe office equipment and organise the replacement or maintenance of any faulty equipment.

### **Head Coach**

- Ensure that regular gymnastic equipment safety checks (see Equipment Safety Checklist) are carried out monthly
- Monitor the day to day use of gymnastic equipment by all staff and members
- Check for safety prior to using any gymnastic equipment
- Remove any unsafe gymnastic equipment and alert the Administrator of any equipment requiring maintenance/replacement

### **Senior Coach**

- Monitor the day to day use of gymnastic equipment by coaching staff and members
- Check for safety prior to using any gymnastic equipment
- Remove any unsafe gymnastic equipment and alert the Head Coach or Administrator of any equipment requiring maintenance/replacement

### **Coach**

- Monitor the day to day use of gymnastic equipment by members
- Check for safety prior to using any gymnastic equipment
- Remove any unsafe gymnastic equipment and alert the Head Coach or Administrator of any equipment requiring maintenance/replacement
- Educate and empower members to utilise equipment in an appropriate manner

### **Athletes/Volunteers/Visitors**

- Observe and comply with all health and safety standards and rules produced. This includes any safety signage or warnings, or instruction given by any club official whilst on our premises.

## **5. REPORTING**

Any unsafe equipment or equipment in need of repair will be reported to the Administrator immediately as indicated in the Equipment Procedures document.