

# Denmark Gymnastics Club

## Equipment Policy

<b>Policy Title:</b>	Equipment Policy
<b>Date of Issue:</b>	April 2022
<b>Controlling Body:</b>	Denmark Gymnastics Club Committee

### 1. Introduction

Denmark Gymnastics is responsible for ensuring a safe environment is provided for all members involved in the activities that the club offers. In carrying out our duty of care, one of the key areas that attention is given to is the area of facilities and equipment.

### 2. Purpose/Scope

This policy applies to all equipment and facilities utilised by Denmark Gymnastics for any of its activities; including general class training, conducting of competitions/events, promotions of the club or associated administration tasks.

This policy covers all equipment and facilities 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.

### 3. Policy compliance

Denmark Gymnastics is committed to providing a safe environment through ensuring all facilities and equipment utilised is safe, well maintained and used according to their design, purpose and manufacture specifications. This will be achieved through:

- Carrying out regular equipment checks.
- Implementation of a daily (pre-session) equipment check and monthly equipment and facility check.
- Maintaining a maintenance record sheet and regular attendance of gym equipment/facility maintenance by appointed officer.
- Providing appropriate training to staff, volunteers and members with respect to set up, use and storage of equipment.

### 4. Responsibilities

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

#### **Denmark Gymnastics Committee:**

- 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.
- Ensure that regular equipment safety checks are carried out (see daily and monthly equipment checklists).

- Alert the maintenance coordinator of any equipment requiring maintenance/replacement using communication and maintenance record sheet.
- Monitor the day-to-day use of equipment by all staff and members.
- Provide appropriate induction on appropriate usage of equipment and club facilities.

#### **Head Coach/Coach:**

- As above.
- Alert the Denmark Gymnastics committee of any equipment requiring maintenance/replacement.
- Educate and empower members to use equipment in appropriate manner.

### **5. Policy breaches**

In the instance of breaching of rules and duties stated in this policy by any staff member, volunteer, visitor or not fully fulfilling duties described by this policy, considering the nature of the breach and previous occurrences, the consequences will be:

- Apology for minor breaching for staff member, volunteer or visitor.
- Apology for serious breach for volunteers and visitors.
- Suspension for 3 shifts for a staff member if it is serious breaching or for third reoccurrence of minor breaching.
- Education of use of equipment by means of the management in any occurrence of breaching of the rules.

### **6. Confidentiality and reporting**

Breaches of this policy must be reported to the Denmark Gymnastics management committee within 24 hours of any occurrence.

Breaches of this policy must be kept confidential and disclosure to any party beyond the club's management is not permitted.

### **7. Related documents**

DG Maintenance record sheet  
 DG Daily equipment checklist  
 DG Monthly equipment checklist  
 DG Manual Handling Risk Assessment document  
 DG Manual Handling Policy

Equipment Policy

Responsible Officer: President – Denmark Gymnastics

Date of first issue: March 2022

Date of last review: March 2022

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Prepared by: Jenni Welsh

Signed: 

Date:

Approved by:

Signed:

Date: