



Accident & Incident Process

(March 2025)

At Elevate Acro, our coaches are insured under Scottish Gymnastics. As a club we take every measure we can to ensure the safety of our gymnasts and protect them from harm.

We have completed risk assessments for the facilities that we use and operate from, and all areas used within our facility, including the gym, toilets and reception. These assessments are regularly reviewed to ensure adequate measures are in place to minimise risk. We complete safety checks prior to the arrival of the gymnasts.

The majority of our coaches are first aid trained by an approved trainer and we ensure there is at least one first aider within the gym or accompanying gymnasts at competitions at all times. This training is refreshed every 3 years.

First aiders can administer basic first aid and keep a first aid box within the gym locations which is clearly labelled. The contents of the first aid box and kit are checked monthly, and items replaced as required. Emergency contact details for all gymnasts are kept securely on the clubs computer system.

Despite all these safety precautions, unfortunately accidents can still happen. We have therefore written the following procedure on how we will deal with such a situation:

In the event of an accident or incident, we will:

- Comfort and reassure the injured gymnast whilst making sure any other gymnasts within the gym are safe
- Assess the extent of any injuries and where necessary call for medical support/an ambulance
- Use our knowledge of first aid and carry out any first aid procedures that are necessary and that coaches have been trained to do
- Contact the child's emergency contact as soon as possible to inform them of the accident and if necessary, ask them to return to collect and care for their child or to meet the coach at the hospital

Should a coach be required to accompany an injured child to hospital, they will ensure there is adequate cover within the gym to care for the other gymnasts. We will do our best to make sure gymnasts are safe, reassured and kept calm.

Accident & Incident Reporting

After every accident, however minor the coach will complete a report on the club's accident form which will include:

- the date, time and location of the accident / incident
- the names and dates of birth of all children involved
- the circumstances leading to and a description of the accident
- what immediate action was taken
- details of any injuries sustained, and First Aid administered
- any follow up action required
- If required, the names and contact numbers of any witnesses to the accident / incident

Guardians of the gymnast concerned will have access to this report on request.

The coaches and Safeguarding Officer will review these reports regularly and identify any actions that could be taken to potentially reduce future similar incidents.

In the event of a serious accident or incident, where medical treatment is required, the club's Safeguarding officer will inform Scottish Gymnastics within 24 hours.

Please Note: It is extremely important that you inform the club of any accident your child may have had prior to arriving at the gym, particularly if they have bumped their head.

Should you be contacted to collect your child following an accident, please keep the club informed regarding your child's condition and if you have sought medical advice.