



## SAFETY WITHIN CAR PARKS AND DRIVEWAY POLICY

Balance Brisbane 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. Balance Brisbane 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, Balance Brisbane accepts risk management as one of its prime responsibilities making it an integral part of all decision-making processes.

By adhering to the policy, patrons of the Club contribute to a safe and responsible environment.

Safety within Car parks and Driveways Policy refers to the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. All daily activities, Gymsport programs, membership programs and/or services are governed by the policy.

All extra-curricular programs and entertainment activities provided by Balance Brisbane are held under the policy.

## SAFETY RESPONSIBILITIES FOR PARENTS AND CAREGIVERS

Safety is reliant upon a number of rules.

Adherence to these rules and principles will facilitate the emergence of a risk management culture that will be actively encouraged.

The rules include:

- 1.Children under the age of 10 must be escorted into the gymnasium with a parent or caregiver, at all times. Balance Brisbane 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 Balance Brisbane; this includes the carpark and common driveways.
- 3.Parents are not to drop off children under the age of 10 at the front door of the gym, except for the drop,kiss and go roller door.They need to watch that their child has entered the building.
- 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 area.
- 8.Parents are not to ever 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.

Observe any infringements of the rules and inform patrons of rules and 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 minimised.

The General Manager however, has the ultimate responsibility for successful Safety within Car Parks and Driveway Policy.

This section specifies the responsibilities of all parties involved in Safety within Car Parks and Driveway Policy within Gymnastics:

### General Manager

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 Balance Brisbane 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.

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.

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 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.

## REVIEWS AND IMPLEMENTATION

The regular monitoring and review of the Safety within Car Parks and Driveway Policy is an integral part of Balance Brisbane business operations.

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.

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