



Safety Checklists for Gym Owners and Coaches

TWO CHECKLISTS

1. Overall Safety Checklist (for Gym Owners)

- ✓ Indemnity form
- ✓ Membership form and payment policy
- ✓ Medical history of participant and Consent to First Aid/Ambulance
- ✓ Screening and training of employees
- ✓ Safe coaching policies: supervision, technically correct instruction
- ✓ Proper & safe use of equipment & apparatus
- ✓ First Aid Box and Fire-Fighting equipment
- ✓ Signage
- ✓ Standard Operating Procedures
 - SOP: Drop off and pick up policy
 - SOP: Medical Emergency Plan and Accident/Incident Reports
 - SOP: Fire/Disaster Action Plan
 - SOP: Hygiene and cleaning
 - SOP: Facility: inspection, repair and maintenance
 - SOP: Apparatus & equipment: storage, inspection, repair, maintenance & replacement
- ✓ Make all staff and participants (where applicable) aware of SOP's
- ✓ Insurance
- ✓ Social media and data privacy



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2. Checklist for Daily Use at the Gym (for Coaches)

- To mark before the beginning of each shift
- To sign off at the end of each shift
- We suggest this be printed at the back of the Register.

- ✓ **Remove any hazardous objects**

- ✓ **Equipment Check**

- ✓ **Safety Rules mentioned in Class**

- ✓ **Exits clear**

- ✓ **Fire Hydrant visible and up to date**

- ✓ **First Aid Box available, and contents replenished**

- ✓ **Register with alternative contact number available**

- ✓ **Emergency numbers on hand**

- ✓ **Ice available**

- ✓ **Floors Dry**

- ✓ **Temporary indemnity forms on hand**

ON CLOSING/AFTER CLASS:

- ✓ **Lights off**

- ✓ **Toilets flushed**

- ✓ **Alarm set (if applicable) and lock up**

- ✓ **Children all safe, home/collected by guardians**



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INCIDENTS LOG:

Incidents:

Examples could be:

Coach not arriving for shift

Child not arriving for correct class

Mom late in fetching

Injury

Coach injury

Accident before or after class

External event e.g. electricity shortage, bomb scare, water shortage, fire

Random visitor/lurker

Angry client

Epileptic fit/ diabetic event

Bullying incident

Child locked in toilet

Child leaving premises unattended

Sick coach or inadequate coaching

Coach report to superior that inadvertently touched child in private area during spotting

Child in extreme distress for any reason

This list is by no means exhaustive – it just provides examples to get you thinking!

Disclaimer:

The information contained in this Module is of a general nature and is not intended as legal advice. The reader is advised to consult a professional adviser for further assistance and information, and for guidance on new and existing legislation which may affect the gymnastics business owner in South Africa.

All references to the masculine gender shall include the feminine (and vice versa).

While every care has been taken in the compilation of this Module, no responsibility of any nature whatsoever shall be accepted for any inaccuracies, errors or omissions.

LET'S STAY CONNECTED

I hope you have enjoyed this **Safety Checklist** and can use it in your Gym Business.

If you like what you've read, and you haven't already connected with me personally or joined my circle, I'd like to invite you to connect **with me personally** in my private [Kids Sports](#)

[Entrepreneur Facebook Group](#)



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Here you can ask questions and get support from me personally, as well from other Kids Sports Entrepreneurs who are also on this journey!

Join the Kids Sports Entrepreneurs Group

It's only a click away and totally free.

Use **GWA2025** as the passcode for access.



OR if you'd prefer a one-to-one discussion, **my amazing Team does 1 to 2 calls a week to help the kind of person who is really wanting to make a change in their business and take it to the next level.**

The call is to help you discover what the best way forward is for your Gym business.

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Hope to see you there.

Tania

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