

Health & Safety Policy

Teaching Qualifications / Reformer Pilates Groups / 1-to-1 Training / YMCA Awards Collaboration



1. Policy Statement

Isle of Wight Pilates ("IOW Pilates"), under the leadership of Emma Wharton (Manager and Owner), is committed to providing a safe, healthy, and supportive environment for learners, staff, and clients.

We aim to prevent accidents, provide safe equipment and facilities, and comply with UK health and safety legislation including the Health and Safety at Work Act 1974.

2. Scope

This Policy applies to teaching qualifications, Reformer Pilates group classes, one-to-one sessions, and collaborations with YMCA Awards.

It applies to all staff, contractors, learners, visitors, and clients in IOW Pilates facilities.

3. Responsibilities

Organisation (IOW Pilates): maintain safe equipment, provide training, carry out risk assessments, implement emergency procedures, and review annually under the oversight of Emma Wharton.

Manager (Emma Wharton): act as Health & Safety Officer, take overall responsibility for safety, ensure compliance, investigate incidents, keep records, and liaise with YMCA Awards Staff, Tutors, and Assessors: support Emma Wharton by taking reasonable care, following safety procedures, using equipment correctly, and reporting hazards or incidents immediately.

Learners and Clients: follow instructions given by Emma Wharton and tutors, use equipment safely, declare health conditions, and report unsafe practices promptly.

4. Safe Practices in Reformer Pilates & Training

Equipment Safety: Regular inspection and supervised use of Reformers.

Environment: Studios kept clean, hazard-free, ventilated, with non-slip floors.

Personal Safety: Appropriate clothing, footwear, and removal of hazardous jewellery.

Warm-up & Technique: Sessions include warm-up/cool-down and focus on correct posture.

First Aid: A trained first aider and stocked first aid kit must be available.

5. Risk Assessment

Written risk assessments cover equipment use, fire safety, manual handling, infection control, and special needs.

Control measures will be documented and monitored by Emma Wharton.

6. Incident Reporting

All accidents, near misses, and unsafe conditions must be reported immediately to Emma Wharton.

Accident Report Forms will be completed and stored securely.

Serious incidents will be reported in line with RIDDOR regulations.

7. Fire & Emergency Procedures

Fire exits must be clearly marked and unobstructed.

Staff and learners must be briefed on evacuation procedures.

Fire alarms and extinguishers will be tested regularly.

Emergency contact numbers and procedures must be displayed.

8. Collaboration with YMCA Awards

Shared sessions/venues will comply with both organisations' policies.

Joint risk assessments will be carried out where applicable.

Responsibilities for safety will be documented in writing and overseen by Emma Wharton.

9. Training & Awareness

Staff and tutors receive health and safety induction training.

Learners and clients are briefed on safety at the start of their programme or class.

Refresher training is provided annually or as required.

10. Monitoring & Review

This Policy will be reviewed annually by Emma Wharton (Manager / Owner).

Feedback will be used to improve practices.

Updates will be shared with staff, learners, and YMCA Awards partners.

11. Acknowledgement

By reading this document, I have understood and agree to comply with the Health & Safety Policy of Isle of Wight Pilates, under the direction of Emma Wharton and YMCA awards when joining any IOW pilates course or class.

Version: 1.0

Effective Date: 01/09/2025

Manager / Owner: Emma Wharton