

Facility Safety Policy

Effective October 2026 · Applies to the Apex gym and every program, class, party and event in it · Reviewed every year at renewal

Apex Gymnastics, LLC ("Apex") runs gymnastics, ninja, cheer and dance in one indoor gym. Safe equipment and a safe floor prevent many injuries. This policy says who checks the gym, what they check, and what happens when something is wrong.

1. Daily opening check

The first staff member to open the gym each day walks the gym **before any athlete uses the equipment** and checks:

- **Mats:** in place under and around every piece of equipment, with no tears, holes or flat spots.
- **Matting seams:** mats pushed tight together, with no gaps, and hook-and-loop strips closed.
- **Equipment:** bars, beams, vault, rings, trampolines, ninja obstacles and cheer equipment are stable. Pins, bolts and clips are in and locked. Cables, chains and straps are tight and not frayed.
- **Floor:** dry and clean, with nothing to trip on.
- **Exits:** every exit is clear and unlocked from the inside. Exit signs and emergency lights work.
- **First aid kit and ice packs** are stocked.

Coaches also look over their own equipment before each class, and after any equipment is moved or adjusted.

2. Damaged or unsafe equipment

If it is not safe, nobody uses it. Any staff member who finds damaged or unsafe equipment takes it out of use at once: they move it away, block it off, or tag it **"DO NOT USE"**. They tell the Owner the same day.

- The tag stays on until the Owner, or a person the Owner chooses, fixes or replaces the equipment and checks that it is safe.
- Only the Owner removes a "DO NOT USE" tag or decides that equipment is safe again.
- Equipment is set up and adjusted only by staff, following the maker's instructions. Athletes and parents do not move or adjust equipment.

3. Wet floors and spills

- Any spill, leak, tracked-in snow or water is cleaned up at once by the staff member who sees it.
- Until it is dry, the area is blocked off or marked with a wet floor sign.
- No food or open drinks on the mats. Water bottles have lids.
- In winter, entry mats are kept at the doors and the entry is checked during every session.

4. Rules that keep the gym safe

- No athlete uses equipment without a coach present.
- Parents, siblings and visitors stay in the lobby or viewing area (see the Code of Conduct).
- The parking lot and walkways are kept clear. Snow and ice are removed and salted before sessions.

5. Injuries and incidents

- Staff give first aid and call 911 for any serious injury.
- The coach calls the parent or guardian right away.
- The coach writes an **incident report** the same day and gives it to the Owner. The report says what happened, where, which equipment was involved, and what was done.
- If equipment or the floor played a part, it is taken out of use (section 2) until the Owner checks it.
- The Owner notifies Apex's insurer when required.

6. Who fixes what

- The Owner is responsible for the building and equipment, arranges every repair, and decides when equipment is safe again.
- The Owner inspects all equipment closely at least every three months and keeps a record of each inspection and repair.

7. Review

Every staff member goes through this policy at the staff meeting each year. This policy is reviewed every year at renewal.

Alex Gold, Owner, Apex Gymnastics, LLC

Date