



Report by Alun McMillan for A.G.M. dated 25 April 2018

I submit this report for information at the AGM of Aspire Gymnastics Club being held on the 25 April 2018.

Part of my role as Health and Safety Officer (*Building*) is to conduct regular recorded test of the Fire Alarm system, via activation of the alarm from a different Fire Alarm Call points each week, this being done to ensure that the Fire Alarm System remains fully functional. Further to this, I conduct regular recorded inspection of the Fire Doors and Fire Extinguishers to ensure there is no damage or defects to them, to safeguard the safety of the Club's staff and members.

I further ensured that the annual Fire System and Extinguishers checks/service are completed, with the last 6 monthly inspection of the Fire System has been undertaken on the 9 April 2019, with no faults reported. It was advised as part of this inspection, that the zonal fire alarm map next the Fire Panel should have the areas colour coded for each separate area, which has now been completed and displayed to comply with Fire Regulations. I also undertake regular checks of the Building to ensure any safety concerns are identified and resolved.

Further to my role as Health and Safety Officer, as of the 1st April 2019 I commenced full-time employment with the Club in the role of Club Operations Administrator/Coach. This new role includes the review of Health and Safety procedure and policies and the implementation of any improvements were needed, together with administration of the Club's management system – LoveAdmin.com.

I have also continued to manage the Club's website and be part of the team who deal with the Club's social media presents (*Facebook, Twitter and now Instagram*).

To ensure that Aspire Gymnastics Club remain GDPR compliant, I have continued to volunteer in the roles of Data Protection Lead and Information Security Manager within the GDPR Project Team and would like to take this opportunity to thank you all for your support and cooperation during the changes implemented to our systems.

In submitting this report, I put myself forward for continuance in the role of Health and Safety Officer (*Building*) and to undertake the further role of Health and Safety Office (*Equipment*) to the Club in the forthcoming year.

Alun McMillan