



## **Report by Alun McMillan for AGM dated 19<sup>th</sup> July 2022**

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I submit this report for information at the AGM of Aspire Gymnastics Club being held on the 19<sup>th</sup> of May 2022.

Since our last AGM, I have continued to act as the club's COVID-19 Responsible person, helping to oversee the Club reduce its COVID-19 protocols and procedures (*in line with Government and British Gymnastics guidance*), resulting in the club returning to normal operating on the 14<sup>th</sup> of March 2022. I would like to take this opportunity to offer my utmost thanks to every single one of you, for the support and cooperation you have shown during these changes, it is massively appreciated and without it, we would not have been able to remain open.

As part of my role, I continue to ensure our Fire Alarm System remains fully functional, by continued regular recorded tests of the Fire Alarm system via activation of the alarm from a different Fire Alarm call point. I have also made sure that the required annual Fire System and Extinguishers checks/services have been completed this February, with any required remedial work stated having been completed. Part of this role also includes continued regular inspection of the Fire escape routes, Fire Extinguishers, Emergency lighting etc. to ensure there is no damage or defects to them and safeguard the safety of the Club's staff and members.

I have continued to undertake regular checks of the building to ensure any safety concerns are identified and resolved, whilst also ensuring that the required inspection/service of our gas appliances was undertaken in March 2022 and the inspection of the electrical installation of the building and testing of portable appliance (*PAT Testing*) was completed in April 2022.

A further part of my role is to conduct monthly recorded checks of all the equipment within the gym, ensuring any broken or faulty equipment is removed from use until either repaired, replacement parts order and fitted or outside contractor attended to rectify.

To ensure that Aspire Gymnastics Club remains GDPR compliant, I continue to volunteer in the roles of Data Protection Lead and Information Security Manager within the GDPR Project Team.

Further to my volunteer roles, I continue to be employed full-time by the Club, in the role of Club Operations Administrator/Coach, which in part involves the continued review of Health and Safety procedure and policies and the implementation of any improvements and training were needed, together with administration of the Club's management system (*LoveAdmin.com*), managing the Club's website and being part of the team who deal with the Club's social media presents (*Instagram, Facebook, and Twitter*).

In submitting this report, I put myself forward for continuance in the role of Health and Safety Officer (*Building and Equipment*) to the Club in the forthcoming year, should the clubs membership wish me to do so.

Alun McMillan