

Health and Safety Policy

Introduction to the Policy

This policy applies to all instructors, volunteers, committee members and the general public.

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974.

The Instructor of the relevant club is aware that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain training conditions, which are safe, healthy and comply with all statutory requirements and codes of practice for all students, volunteers, committee members and the general public.

The Club Instructor will, so far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of equipment and systems of training and ensure they are in a fit and safe state
2. Involving and motivating staff and volunteers in health and safety matters
3. Controlling situations which may threaten life, health or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

The Procedure

The Club Instructor is responsible for safety within the training area. The Club Instructor will ensure that sufficient resources are available to provide any safety equipment, personal protective equipment and training in first aid where appropriate. Information and training for students and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

The Club Instructor, whose responsibilities covers maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. The Club Instructor, with a view to prevention of future occurrences of incidents, will carry out full investigations of accidents via the *Guidelines for Dealing with an Incident or Accident Policy*

The Club Instructor has responsibility to provide leadership and to promote responsible attitudes towards health and safety. Any instructors will ensure that all students and volunteers are made aware of the *Guidelines for Dealing with an Incident or Accident Policy* on induction to their training. All new students and volunteers will be shown the location of First Aid boxes, fire exit doors, and fire fighting equipment. Instructors will ensure good housekeeping standards. They will review periodically all new and existing equipment with reference to mechanical and operational safety, and carry out regular safety checks and audits

All instructors, students and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at their club. They are expected to follow the Hull Kung Fu Organisations procedures in particular, to report any incidents that have or may have led to injury or damage. All students and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their Club Instructor.

Violence in the training area

Violence in the training area can be defined as:

“any incident in which an student is abused, threatened or assaulted by a person in circumstances arising out of the course of his or her training” (The Health and Safety executive leaflet ‘Violence to Staff’, 1990).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within the Organisations Equal Opportunities policy, as well as any other threatening behaviour and physical attack.

The Club Instructor is committed to ensuring the personal safety of their students and volunteers while they are within the training environment. Therefore the Club Instructor will:

- Implement procedures that will be followed at all times to minimise risk and develop safe working practices (see *Guidelines for Dealing with an Incident or Accident Policy*)
- Provide safe training equipment
- Maintain a report/record system
- Provide up to date information and training on personal safety issues
- Review systems and procedures on a regular basis

Students and volunteers are required to:

- Follow the procedures set out with regard to personal safety
- Report any incident which comes under the definition above
- To report any incident where there was a feeling of threat
- To inform their Club Instructor of any new or increased risk in their training

Accidents

In the event of an accident all students and volunteers must report full details to their Club Instructor as soon as possible. Accidents will be reported to an inspecting authority as and when necessary. The Club Instructor will investigate all accidents. The Club Instructor will ensure that necessary action is taken to prevent recurrence and adjust Risk Assessment Policies as appropriate.

First Aid

During induction all students and volunteers will be shown the location of the nearest First Aid box. The First Aid box or boxes will be placed in appropriate place/places. First Aid training will be provided for named students or volunteers on a three yearly basis (funded by the student). Names of the First Aid qualified students are held on the RANKS page of the www.hullkungfu.co.uk website.

Fire

Fire exits must be kept clear from obstruction. Fire doors must be kept shut at all times. Fire regulations need to be displayed in relevant areas of the training building. This is the responsibility of the building owners.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

NEVER touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorisation has been given.

KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged.

ALWAYS switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported to the Club Instructor.

Risk Management

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management should be the responsibility of the Club Instructor.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely.

Manual Handling

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

Monitoring and Reviewing

The Club Instructor is committed to ensuring safe training conditions for all students and volunteers. The Club Instructor is responsible for monitoring these procedures on a regular basis.

Appendix One
Club Health and Safety Policy Statement

The club is committed to safeguarding the health and safety of all individuals who deliver or take part in our sport sessions by ensuring the below standards are adhered to at all times:

- The Club Instructor will comply with appropriate health and safety requirements.
- The Club Instructor will undertake a thorough health and safety risk assessment prior to a session commencing, including locating the nearest first aid box and fire alarm. This is to ensure sessions are delivered in a safe environment.
- The Club Instructor must ensure that any injuries or accidents that occur during the session are recorded. Parents must also be made aware.
- The Club Instructor will ensure that all students are provided with safe equipment that enables sessions to be delivered safely and at no risk to the Club Instructor or the participants.
- The Club Instructor has a responsibility to ensure only safe equipment is used in a session. The Club Instructor must check equipment prior to the session commencing and remove any unsuitable equipment from the training area.
- The Club Instructor must ensure that all equipment is stored away safely at the end of the session.
- The Club Instructor is required to hold an up to date safeguarding and first aid certificate which has incorporated cardiac pulmonary resuscitation training.