



HEALTH AND SAFETY POLICY STATEMENT

HEALTH AND SAFETY POLICY STATEMENT: IN RELATION TO THE HEALTH AND SAFETY AT WORK ACT 1974

VENUE TO WHICH THIS POLICY APPLIES

Honbu Dojo: 1 Mill Lane, Barnstaple Devon EX31 1JQ

OUR STATEMENT OF GENERAL POLICY IS:-

- To provide adequate control of the health and safety risks arising from our training activities;
- To provide a training environment for our students which is as safe and healthy as is reasonably practicable
- To consult with our instructors on matters affecting their health and safety and that of their students
- To maintain safe equipment
- To provide information, instruction and supervision for students
- To ensure that all instructors are competent to do their tasks and to give them adequate training
- To take all reasonable steps to prevent accidents and injuries to students and visitors, including a review of accidents and injuries within the club
- To ensure that first aid kits are well maintained and appropriate first aid provision¹ is in place.
- To review and revise this policy as necessary
- To ensure that emergency procedures are appropriate and well communicated
- To ensure that areas of responsibility for the management of health and safety matters are clear and well publicised

All students and Users are reminded that they have a legal duty of care to themselves and to others, and that they should take every step, within the organisation and procedures listed below, to maintain the highest standards of safety.

¹ Please see separate section on Accidents and First Aid



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WHO IS RESPONSIBLE FOR YOUR SAFETY?

- 1) Overall responsibility for health and safety is that of **Brian Stockwell (Chief Instructor)**
- 2) Day-to-day responsibility for ensuring this policy is put into practise is delegated to the instructors present. The senior instructor will have General Health and Safety responsibility for all persons training as well as other persons in the area.
- 3) Please remember that **WE ARE ALL** responsible for our safety and that of those around us. Therefore **all students, visitors, spectators etc. must:**
 - Co-operate with instructors and other designated persons on health and safety matters
 - Follow all instructions during training sessions
 - Not interfere with anything provided to safeguard their health and safety
 - Take care of their own health and safety
 - Take care of the health and safety of those around them
 - Report all health and safety concerns to an appropriate person (e.g. Lead Instructor)

HEALTH AND SAFETY RISKS ARISING FROM OUR TRAINING ACTIVITIES

- Risk assessments will be undertaken by Colin Mills, Brian Stockwell and Sue Ward or another competent person so delegated.
- The findings of the risk assessments will be reported to Brian Stockwell
- Action required to remove/control risks will be approved by Brian Stockwell
- Brian Stockwell will be responsible for ensuring the action required is implemented
- Brian Stockwell will check that the implemented actions have removed/reduced the risks
- Risk Assessments will be reviewed annually, or when the training activity changes - whichever is the soonest
- Risk assessments will be made available on our web site and stored off site

CONSULTATION WITH STUDENTS/INSTRUCTORS

Consultation with students is provided as follows:

Policies and procedures publicised on the web site, through posters and notices in the building, induction and instruction of new students



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Consultation with Instructors is provided as follows:

Formal and ad hoc meetings are held throughout the year. We have a Closed/Secret Facebook group where information is posted and shared.

WORKING WITH SAFE EQUIPMENT AND IN A SAFE ENVIRONMENT

Any repairs or maintenance issues, regarding any piece of equipment, items relating to the fabric of the building or machinery, must immediately be reported to **Brian Stockwell**, who, after assessments of any risks involved will take appropriate action. Reports may be given verbally but should also be sent via email to brianstockwell@icloud.com

- **Brian Stockwell** will be responsible maintaining a logbook of reports
- **Brian Stockwell** be responsible for ensuring effective maintenance procedures are drawn up
- **Brian Stockwell** will be responsible for ensuring that all identified maintenance is implemented.
- **Brian Stockwell** will check that new equipment meets health and safety standards before it is purchased.
- When any new equipment is introduced, **Brian Stockwell or Colin Mills** will review it and ensure that appropriate safety risk assessments are carried out.

INFORMATION, INSTRUCTION AND SUPERVISION

The Club will communicate any new information or updates on health and safety matters through the normal organisational channels such as noticeboards, verbal communications, email, text and through membermojo. The principle route of communication will be through the instructors who will be responsible for passing on the information to all students. This will be reinforced, where necessary, by notices on the notice boards.

- Should you need Health and safety advice, you should contact **an instructor**, who will be able to help directly, or provide access to any information required.
- Supervision of young students will be arranged and undertaken by the **instructors** and will be monitored by **Brian Stockwell**

EMERGENCY PROCEDURES – FIRE AND EVACUATION

- **Brian Stockwell** is responsible for ensuring the fire risk assessment is undertaken and implemented.



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- Escape routes are checked weekly by **Brian Stockwell**.
- Smoke alarms and emergency lighting are tested monthly by **Brian Stockwell or person he so designates**
- Emergency evacuation will be organised and tested every 6 months by **Brian Stockwell** or a designated instructor.
- We have a separate Fire Risk Assessment plan and EAP.

ACCIDENTS AND FIRST AID

- The first aid box is located kept at the **Reception desk**. Instructors are to notify Brian Stockwell or Sue Ward when contents are used/need replenishing. This can be done in person, via the Facebook Instructor Group or by email/phone.
- Accidents and injuries are to be recorded in the accident book. And noted on the Day Sheet.
- All qualifying accidents and incidents must be recorded and reports to the Tenchi Ryu Insurance company. Sue Ward or Brian Stockwell will be responsible for doing this
- The accident book is located at reception. **Instructors/first aiders** will complete an accident report form and forward it to **Brian Stockwell** who will investigate and take the appropriate action.
- **Brian Stockwell** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- It is not a requirement that instructors are first aid qualified through the HSE. However, training to HSE standards will be arranged to ensure that appropriate provision is maintained.
- If in doubt, dial 999 and ask for the ambulance

MONITORING HEALTH AND SAFETY ISSUES

In order to check conditions at the Honbu Dojo, and to ensure safe training practices are being followed:

- **Brian Stockwell** will carry out ongoing health and safety checks, and will keep a logbook of events.
- **The Health and Safety Committee** will meet as required to discuss any matters arising
- **Instructors** will monitor safety matters as part of the day-to-day supervisory process.
- **Brian Stockwell**, together with the **Health and Safety Committee**, is responsible for investigating accidents.
- **Brian Stockwell** is responsible for acting on investigation findings to prevent a recurrence