



# KAIZEN MARTIAL ARTS ACADEMY

## HEALTH AND SAFETY POLICY

### PART ONE

#### General Statement of Policy, Duties & Responsibilities

##### 1.1 Policy Statement

Kaizen Martial Arts Academy recognises and accepts its health and safety duties for providing a safe and healthy training environment (as far as is reasonably practicable) for all its members and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Members apply to all registered students. Visitors apply to all parents, guardians and visitors throughout this statement.

It is the policy of Kaizen Martial Arts Academy to promote the health and safety of the members and visitors of the premises ("the Premises") and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate training conditions with proper facilities to safeguard the health and safety of members and visitors and to ensure that any training undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to cooperate with the owner, A J Reece, in all safety matters, in the identification of hazards which may exist and in reporting any condition that may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of safe plant, equipment and work systems.
- Maintain safe arrangements for using, handling, storing and transporting articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their safety and health.
- Make, as reasonably practicable, safe arrangements for protection against any risk to the health and safety of the public or other persons that may arise from Kaizen Martial Arts Academy activities.
- Make a suitable and sufficient assessment of the risks to the health and safety of members and visitors arising out of or in connection with the Academy's activities.
- Make specific assessments of risks for new or expectant mothers and young people under eighteen.
- Make specific assessments of risks for people with disabilities.
- Provide information to other employers about any risks to which those employer's workers

on Kaizen Martial Arts Academy premises may be exposed.

This policy statement and the procedures for its implementation may be altered at any time by A J Reece, the sole trader.

The owner will review the statement and the procedures in January of each year.

## **1.2 Statutory Duty of Kaizen Martial Arts Academy**

Kaizen Martial Arts Academy will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare of its members and visitors and, in general, to:

- Make the training environment safe and without health risks.
- Ensure machinery is safe and that safe work systems are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Give members and visitors the information, instruction, training and supervision necessary for their health and safety.

Kaizen Martial Arts Academy will:

- Assess the risks to its members' and visitors' health and safety.
- Arrange for implementing the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the health and safety measures arrangements.
- Draw up a health and safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of its members and visitors.
- Set up emergency procedures.
- Provide adequate first aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that training equipment is suitable for its intended use as far as health and safety is concerned and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Ensure that appropriate safety signs are provided and maintained.
- Report specific injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## **1.3 Statutory Duty of the Members and Visitors**

Members and visitors also have legal duties, and Kaizen Martial Arts Academy requests members and visitors to observe these. They include the following:

- To take reasonable care for their health and safety and that of other persons who may be affected by what they do or do not do.
- To co-operate with Kaizen Martial Arts Academy on health and safety.
- To use training items provided by Kaizen Martial Arts Academy correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.

- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Kaizen Martial Arts Academy

#### **1.4 Policy for Visitors and Contractors**

- On arrival, all visitors, including contractors and their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their departure time.

## **PART TWO**

### **Organisation of Health and Safety**

#### **2.1 Health and Safety Manager**

The owner will fulfil the following responsibilities:

- To have a broad overview of Health and Safety matters.
- To keep Kaizen Martial Arts Academy's Health and Safety policy and procedures under review.
- To conduct safety tours of the premises.
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations).
- To take such action as may be required to ensure that Kaizen Martial Arts Academy's responsibilities for Health and Safety are fulfilled.

#### **2.2 Safety Tours**

The owner shall conduct six-monthly tours and inspections of the premises and report to all members and visitors. All necessary actions resulting from the tour shall be implemented where reasonable and practicable.

#### **2.3 Health and Safety Rules**

All members and visitors must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and any further rules which Kaizen Martial Arts Academy may publish from time to time.

#### **2.4 Accident Forms and Book**

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor during the training or otherwise on Kaizen Martial Arts Academy premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by Kaizen Martial Arts Academy.

#### **2.5 Fire Precautions**

All members and visitors must familiarise themselves with fire escape routes and procedures and follow the directions of the instructor in charge concerning fire.

## **2.6 Equipment and Appliances**

No equipment or appliance may be used other than as provided by or expressly authorised by or on behalf of Kaizen Martial Arts Academy, and any directions for using such must be followed precisely.

## **2.7 Safety Clearways**

Corridors and doorways must be kept free of obstructions and adequately lit.

## **2.8 Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

## **2.9 Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of appropriately and in accordance with any special instructions relating to the material concerned.

## **2.10 Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of drugs (except under medical supervision) on the premises are always prohibited. The use of intoxicants (alcohol) is not permitted during training hours, and no member or visitor may undertake their duties if under the influence of alcohol or drugs (except under medical supervision).

## **PART THREE**

### **Arrangement and Procedures**

The owner is responsible for ensuring that the safety policy is carried out and that safety, health and welfare responsibilities are appropriately assigned and accepted at all levels. His details and contact number will be displayed on the Kaizen website and on all literature.

### **3.1 First Aid and Accident Reporting**

#### **First Aid**

The current First Aider(s) for the premises are displayed on the notice board in the reception area and on the notice board in dojo two.

First Aid Boxes are provided in the reception area.

#### **Accidents**

- In the event of an injury or illness, call for a staff member or ring for an ambulance directly. To contact an ambulance – dial 999 and ask for “ambulance”.
- All accidents must be reported to the senior instructor on duty immediately or as soon as practicable.
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents, as shown in part four, must be followed.
- The owner will investigate incidents and accidents, writing a detailed report to consider the actions necessary to prevent recurrence.

### **3.2 Fire Drills and Evacuation Procedures**

- All members and visitors must know the fire procedures, position of fire appliances and escape routes.
- The owner will arrange for fire drills and fire prevention checks to be carried out at least once every three months and entered in the log book. In addition, these drills will be carried out at different times and on different days so that all users/hirers know the procedures.
- The last person securing the premises will ensure fire prevention close-down checks are made of all parts of the premises at the end of a session.

#### **In the event of a fire**

- In case of fire, raise the alarm. Use break glass points if possible.
- The alarm is a loud, continuous tone.
- Leave by the nearest exit.
- Do not use lifts.
- Do not stop to collect belongings.
- Assemble in the car park.
- Do not re-enter the building until told to do so by the Fire Service
- Do not leave the assembly area without informing the Instructor in Charge

#### **INSTRUCTOR IN CHARGE**

- Call 999.
- Use a fire extinguisher for small, non-electrical fires.
- Ensure that everyone is out of the building.
- No one should leave the assembly point without permission of the instructor in charge.
- Carry out roll call at the assembly point.

- Inform the Fire Service of any missing persons.
- Contact Jim Reece – 07940 565046 if not already present.

### **Bomb Warnings**

If you receive a warning, try to find out from the caller:

- The approximate location of the bomb and likely time of detonation.
- Whether the police and fire brigade have been notified.
- Try to record exactly what is said.
- Notify the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but evacuate the building, taking into consideration any information from the bomb warning.
- Assemble in the car park unless the bomb warning implies otherwise.

### **GENERAL**

- All thoroughfares, exits and gates must be always left clear.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Hazards or suspected hazards or other health and safety matters should be reported to the owner or instructor in charge immediately or as soon as practicable so that action can be taken. If the hazard is serious, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

## **PART FOUR**

### **Definitions**

Some injuries may not be fully identified until the casualty visits the hospital. It is, therefore, essential that, if it is known that an individual has gone to hospital due to an accident, follow-up action is carried out.

#### **4.1 Definition of Specified Major Injuries or Conditions**

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  - Injury (including burns) either requiring immediate medical treatment or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  - Loss of consciousness resulting from lack of oxygen.
  - Either acute illness requiring treatment or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

**IF IN DOUBT, REPORT IT**