

## **HEALTH & SAFETY GUIDANCE NOTES**

**These guidance notes have no legal force and are intended to give practical advice on the health and safety considerations relevant to the subject.**

Codes of practice may be issued by various bodies and associations. These are examples of good practice and are not legally binding.

Health & Safety legislation sets minimum standards which must be followed and are contained in laws such as The Health and Safety at Work Act (HASAWA)1974 and The Workplace (Health, Safety and Welfare) regulations 1992.

The law imposes a duty on responsible persons to ensure as is reasonably practicable the health safety and welfare of attending participants and visitors to their premises.

This includes providing:

- Safe conditions with safe access and egress.
- Safe systems and procedures.
- Information, instruction, training and supervision.
- Protection from unnecessary risk of injury.
- Safe environment with facilities for welfare.
- Prepare and revise a Health & Safety Policy.

The duties of participants is that they take reasonable care of their own health & safety and that of others who may be affected by their acts and to co-operate in observing the relevant rules.

A written Health & Safety Policy should be displayed in the premises which clearly sets out the following:

- Safety goals and objectives (statement of intent)
- Assignment of responsibilities. (organisation)
- The means of achieving those aims (arrangements)

The policy should be signed by the most senior member of the organisation and should include the date it was last revised.

Objectives for the policy should include that:

- The policy is communicated to all members.
- That it be reviewed regularly to ensure it remains relevant.
- It is commensurate with the scale and nature of the health & safety risks.

The policy should be site specific and not contain irrelevant material which may lead to confusion. For instance, being aware of vehicle movement when leaving the building may not apply to all clubs. Therefore the example given below also may not be relevant to all clubs. If you are unsure as to the required content you should seek further advice.

**EXAMPLE**

**HEALTH AND SAFETY POLICY**

**STATEMENT OF INTENT**

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Dowty Judo Club recognises it has an obligation to provide a safe & healthy environment so far as is reasonably practicable with regard to both the physical, mental and emotional needs of its members and recognises the link between these elements’.

The Club Committee undertake to ensure, so far as is reasonably practicable, the safety, health and welfare of all its members and visitors. The Club will provide and maintain safe premises, information, instruction and supervision in order to achieve the above objectives.

This Safety Policy is determined by the Committee members who have overall responsibility for the achievement of its health and safety objectives. The Safety Policy has been determined by reference to the appropriate legislation.

The policy will be maintained in an up to date manner at all times so that it takes account of changing circumstances. To ensure this, the policy and the way it has operated will be revised annually.

Peter Salter.  
Club Chairman.  
Date. 10<sup>th</sup> March 2004

**HEALTH & SAFETY POLICY**

**Responsibilities.**

Overall responsibility for Health, Safety at Dowty Judo Club is that of the Club Chairman.

Club Coaches have a joint responsibility to ensure so far as is reasonably practicable that all participants observe the club rules and refrain from participating in unsafe practices.

It shall be the duty of every member in attendance, to take reasonable care for the Health & Safety of him/herself and of other persons who may be affected by his/her actions and to co-operate with the club rules in all matters of Health & Safety to enable compliance with the law.

All Coaches and Committee members must familiarise themselves with this Safety Policy as they are responsible for its implementation.

Coaches and Committee members must be aware of the fire procedures, where to get first aid, the location of fire extinguishers, fire exits, and the Health & Safety Policy.

### **Risk Assessments.**

Appropriate risk assessments are completed for any activity which involves a foreseeable risk. These will be reviewed on a regular basis (bi-annually) or if there is addition or change to activities or in the event of any circumstance which might indicate a short coming in the assessment.

### **Health Declaration**

It is important that the coaches are aware of any potential risks associated with the Health & Safety of individuals. All members are required to complete a medical questionnaire which will be securely filed and remain confidential. In the interest of safety, if a club coach has concern over the content of the completed questionnaire, access to the mat area will be denied.

### **Medication.**

In the event of a member taking drugs or medication under the instruction of a Doctor, a Coach should be advised if there is a likelihood of this affecting his/her ability to participate in activities. If in the opinion of a representative of the club a member or visitor is considered to be under the influence of drink or drugs, then that person will not be allowed to take part in any activity.

### **Induction & Training.**

Coaches must ensure that every participant observes the club rules. In particular, novices, juniors and lower grades will be supervised at all times and be instructed as per the grading syllabus. Any observed unsafe practices will be stopped and the relevant persons informed and re-trained.

### **Accidents / First Aid.**

The First Aid cabinet is located behind the bar and is maintained by the Senior First Aider. A list of First Aiders is displayed on the notice board.

It is the responsibility of the First Aider to fill in the accident book and accident report after administering treatment.

In the event of a serious injury the First Aider decides whether the injured person should be sent to hospital. In the unlikely event of a qualified First Aider not being present the Senior Coach in attendance will be the appointed person to deal with emergencies.

Accidents and incidents reportable as per the regulations will be reported to the HSE using form F2508.

**Fire Safety.**

Fire extinguishers are checked regularly to ensure they are current. In the event of a fire extinguisher being used the contractors must be informed so that empty extinguisher's can be re-filled.

**Hazardous Substances (C.O.S.H.H.)**

There are no hazardous substances present at the premises. The committee is responsible for ensuring that any new substance brought into the premises will be accompanied by a hazard data sheet and the persons at risk informed.

**Traffic Regulations.**

Members are required to comply with the speed limits in force when entering and or leaving the social club. All members should be aware of site traffic when leaving the building and changing rooms.

**ADVICE AND CONSULTANCY.**

The Health & Safety Inspector covering the Dowty Judo Club is:

Health & Safety Executive  
Intercity House  
Bristol BS1 6AN            Tel 01179 290681.

**NEAREST HOSPITAL.**

Gloucester Royal Hospital  
Great Western Way  
Gloucester  
In an emergency dial 999 and ask for Ambulance.

Advice on Fire matters is available from:

Fire Safety Department.  
Fire and Rescue Services HQ  
Keynsham Road  
**Cheltenham GL53 7PY Tel 01242 512041.**

## **RISK ASSESSMENTS**

Risk assessments should be produced and all significant findings recorded.

A typical approach would be as follows:

Identify the hazards.  
Decide who may be harmed  
Evaluate the risk arising from the hazard  
Decide on and implement precautions  
Monitor and review the assessment

In the attached example you will see that the identified hazard, (Injury sustained during practice) could cause harm to participants.

The outcome (worst case scenario) could be bruises and/or broken bones.

Precautions in place include safety mats and adequate training and supervision.

The chance of an accident happening has been set at moderate.

If numbers participating in the given activity are limited to the availability of safety mats or additional mats purchased, the risk may be reduced to low.

It should be noted that two different persons carrying out assessments may arrive at different scores. This should make little difference as the main purpose is to reduce the risk to the lowest possible level.