Health and safety policy

All societies must conduct a Health and Safety Policy and update it every year.

This is the statement of general policy and arrangements for:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role Description</th>
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</thead>
<tbody>
<tr>
<td>Julian Festing</td>
<td>has overall and final responsibility for health and safety</td>
</tr>
<tr>
<td>Rajesh Singh</td>
<td>has day-to-day responsibility for ensuring this policy is put into practice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement of general policy</th>
<th>Responsibility of:</th>
<th>Action/Arrangements (What are you going to do?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevent accidents and cases of society-related ill health by managing the health and safety risks in the society so far as reasonably practicable.</td>
<td>Instructor + President</td>
<td>Ensure that participants are wearing suitable clothing and footwear. Give clear instructions and demonstrations. Make sure each session starts with a warm up to prevent muscle related injuries.</td>
</tr>
<tr>
<td>Provide clear instructions and information, and adequate training, to ensure members are competent to do the activity.</td>
<td>Instructor</td>
<td>Ensure that each member starts the course from the beginning and proceeds at their own pace. Provide demonstrations of the activities to go with the instructions and then provide personal support to members during practice.</td>
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<tr>
<td>Engage and consult with members on day-to-day health and safety conditions.</td>
<td>Instructor</td>
<td>Begin each class with a briefing to provide awareness of all safety hazards.</td>
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<td>Implement emergency procedures – evacuation in case of fire or other significant incident.</td>
<td>Instructor</td>
<td>Cease practice and calmly evacuate building making sure that everyone stays together. Once outside do a headcount to make sure everyone is accounted for.</td>
</tr>
<tr>
<td>Maintain safe and healthy member conditions, provide and maintain equipment for activities so far as reasonably practicable.</td>
<td>Instructor + President</td>
<td>Ensure that all classes are taken in the safe union building and make sure that room is properly tidied and set up before each class. Do regular equipment checks to ensure that equipment quality is up to standard.</td>
</tr>
</tbody>
</table>

Signed: * President                                                                                                                    Date:           19/09/2019
Signed: * Treasurer                                                                                                                   Date:           23/09/2019
Risk Assessment

Why bother?

Those running the society have a legal duty of care to ensure the safety of its members and any other people who may be affected by its activities and events. A risk assessment is not just a box ticking exercise, it is a useful checklist of what might go wrong and how your society and committee can reduce the risk. In the event of an incident you will need to produce your risk assessment as part of proving the committee fulfilled their legal duty of care.

How do I assess risk?

For every hazard, you need to ask yourself how severe it is and how likely it is to happen. Severity and likelihood are each given a value, which are multiplied together to give you the risk factor. The tables below are useful for deciding what numbers to assign severity and likelihood.

<table>
<thead>
<tr>
<th>Severity of Harm</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High (3)</td>
<td>Major injury or death; loss of limb or life-threatening conditions.</td>
</tr>
<tr>
<td>Medium (2)</td>
<td>Moderate injuries</td>
</tr>
<tr>
<td>Low (1)</td>
<td>Minor/insignificant injuries.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High (3)</td>
<td>Will probably occur in most circumstances</td>
</tr>
<tr>
<td>Medium (2)</td>
<td>Might occur, but uncommon</td>
</tr>
<tr>
<td>Low (1)</td>
<td>Rare, only occurs in exceptional circumstances</td>
</tr>
</tbody>
</table>
**What do I do?**

For risk scores of 3 or less, simply follow existing practices. Scores of 4 or more will require you to think of, and implement, some additional preventative measures to reduce risk before continuing the activity. For risk scores of 9, avoid the activity and seek an alternative.

For example: if a risk is of medium severity and low likelihood, it would get a risk score of 2.

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### Risk assessment

**All societies must conduct a general risk assessment and update it every year.**

Please see the example below and fill the table out in the same format:

<table>
<thead>
<tr>
<th>#</th>
<th>Perceived Hazard</th>
<th>Persons affected</th>
<th>Control Measures</th>
<th>Severity</th>
<th>Likely</th>
<th>Risk Score</th>
<th>Action By</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inadequate space causing students to bump into each other</td>
<td>Participants</td>
<td>The meeting rooms in the Union are adequate size for 10-20 students undertaking physical skill activity. GIAG’s would require a training area of approximately 60 – 100 square meters of training area, room 6 would be adequate size.</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Any committee member</td>
<td>19/09/2019</td>
</tr>
<tr>
<td>2</td>
<td>spillage’s, leaks, loose fittings, foreign objects (broken bits of glass, wood,</td>
<td>Everyone present</td>
<td>Ensure all spillages are wiped up, warning signs are displayed and that the either the area is dry prior to commencement of training or is avoided. Make sure that it is</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>instructor</td>
<td>19/09/2019</td>
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<tr>
<td>No.</td>
<td>Section</td>
<td>Responsible Parties</td>
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<tr>
<td>1</td>
<td>Ducts, metal etc), bare electrical wiring, etc.</td>
<td>Continually checked for reoccurrence of the problem. All foreign objects are removed and disposed of, floor swept and cleaned. All electrical faults are reported to the venue management for repair. If still not safe ask for a new venue to be provided.</td>
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<td>2</td>
<td>Is the temperature too hot or too cold?</td>
<td>Everyone present</td>
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<td>Students will warm up during physical training and cool down after. Turn the Air con / heating up or down as required and improve ventilation by opening and closing windows as required.</td>
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<td>3</td>
<td>lighting</td>
<td>Everyone</td>
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<td>Ensure that all lights are working. Any that are not should be reported to the Union for replacing prior to the session commencing.</td>
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<tr>
<td>4</td>
<td>fire</td>
<td>Everyone</td>
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<td></td>
<td>Ensure the fire exits clearly marked, accessible and useable. Ensure that there adequate fire extinguishers in the venue. Brief all participants on what to do in the event of a fire. Call the Duty Manager to request an ambulance as per the terms and conditions.</td>
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<td>5</td>
<td>Unauthorised persons entering the training area.</td>
<td>Participants</td>
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<td>Place signs on the outside of the doors. Lock doors when the room is not in use. Report any suspicious people</td>
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<tr>
<td>6</td>
<td>Horseplay and taking unnecessary risks leading to injury</td>
<td>Participants</td>
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<td></td>
<td>Give participants a thorough safety brief prior to course commencing each session.</td>
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<td>7</td>
<td>Physical condition of participants. (Are all participants fit enough to undertake the training?)</td>
<td>Participants</td>
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<td>Ensure that all participants complete fitness questionnaire upon signing up and given in membership welcome pack. Have spare questionnaires with you. Check the questionnaires for any injury or illness that you feel may create an increased risk to the participant or anyone else on the course. If such an injury is apparent remove the</td>
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<td></td>
<td>Participant from the course immediately.</td>
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<td>9</td>
<td>Undisclosed or new injuries?</td>
<td>everyone</td>
<td>Each time prior to training commencing– ask the group if anyone has any injuries. If injuries have occurred during the training enter them in the accident book. If a previously undeclared injury is now declared follow the control methods as for point 3 above.</td>
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<td></td>
<td>Committee members + instructor</td>
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<td>19/09/2019</td>
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<td>10</td>
<td>Are they adequately dressed for the activity they are about to undertake?</td>
<td>participants</td>
<td>Provide details of dress requirements prior to the sessions commencing. Send participants inappropriately dressed away to dress in the required clothing. Omit the participant from taking part in that particular activity.</td>
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<td>Committee members + instructor</td>
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<td>11</td>
<td>Injury from jewellery including watches, bracelets and necklaces, been removed?</td>
<td>All present</td>
<td>Have all participants remove such unnecessary items prior to training? Discourage participants from wearing such items during course attendance.</td>
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<td>Committee members</td>
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<td>12</td>
<td>Participants under the influence of alcohol or drugs?</td>
<td>All present</td>
<td>Send out details of the course criteria prior to the course commencing. Ensure that all participants are aware of the fact that no one is allowed to train whilst under the influence of drink and / or drugs. Remove the participant from the course/session.</td>
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<td>Committee members + instructor</td>
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<td>19/09/2019</td>
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<td>13</td>
<td>Health Problems</td>
<td>The ones with health problems</td>
<td>Allowance should be made for any health problem of which the instructor could reasonably be expected to be aware and which might have a bearing on the ability to carry out the activity in safety. All participants to complete individual medical questionnaires prior to the commencement of training. If there is good reason to suspect that an individual’s state of health might</td>
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<td>14</td>
<td>Improper Supervision</td>
<td>participants</td>
<td>Lack of adequate and proper supervision can result in unnecessary injury occurring during training. Ensure that the correct number of suitably qualified instructors are available on each course to provide competent supervision of the participant group.</td>
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<td>Committee members + instructor</td>
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<td>15</td>
<td>Health Risk: Pregnancy</td>
<td>Pregnant individual</td>
<td>[Manual Handling Regulations 1992 4(1)(b)(i)]. Women who have returned to work should not be expected to undertake physical activity for a minimum of three months after childbirth and only on receipt of medical assurance from a medical professional that they are fit to undertake such physical activity as self-defence training.</td>
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<td>1</td>
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<td>Committee members + instructor</td>
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<td>16</td>
<td>Use of Wooden dummy (1.6m x 1.0. x 0.70m) for training / demonstration</td>
<td>Participants</td>
<td>Lack of adequate and proper supervision can result in injury occurring during training. Ensure the post is secured in the base and is held stable with correct fixes with pegs before use.</td>
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<td>Instructor</td>
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You should review your risk assessment if you think it might no longer be valid (eg following an accident in the society or if there are any significant changes to hazards, such as new equipment or activities)