

Dragonfoot Boxing & Martial Arts Centre - Health & Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Dragonfoot Boxing & Martial Arts Centre
Dragonfoot Boxing & Martial Arts Centre
Jon Green

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Jon Green	To ensure safe and suitable environment for martial arts training to take place. Along with adequate and qualified staff and relative insurances.
To provide adequate training to ensure staff are competent to do their work	Jon Green	Employ suitably qualified staff and ensure all staff CPD is scheduled and carried out.
To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health	Jon Green	Review all current premises and policies to ensure suitable and adequate for use.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Jon Green	Liaise with staff and implement fire evacuation procedure.

To maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage.	Jon Green	Liaise with staff & suppliers of all equipment to ensure suitably maintained and safe storage is available, carry out pre-use checks to ensure all equipment safe for use.
---	-----------	--

Health and safety law poster is displayed:	Dragonfoot Boxing & Martial Arts Centre
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Responsibility of Jon Green

Signed:		Date:	10/20/2020
Subject to review, monitoring and revision by:	Jon Green	Every:	Year Or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Dragonfoot Boxing & Martial Arts Centre - Risk Assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Business name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff, Members & Supporters may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately,	Ensure housekeeping is kept in check	All staff, supervisor to monitor	Ongoing	
Electrical equipment and installation Sound systems, lighting,	Staff, Members & Supporters could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires	Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables or switches are promptly reported Any faulty electrical equipment is promptly taken out of use. Staff know where the fuse box is and how to safely turn off the electricity in an emergency Safety checks of the electrical equipment and installation are carried out to make sure it continues to be safe. Where necessary this is done by a competent electrician	Make sure all that all new staff/ temporary staff understand basic electrical safety	All staff, supervisor to monitor	Ongoing	
Fire Faulty electrics,	If trapped Staff, Members & Supporters could suffer fatal injuries from smoke inhalation or burns.	Fire risk assessment has been done and there are regular checks to make sure all control measures are in place	Make sure all that all new staff/ temporary staff are instructed in basic fire safety	All staff, supervisor to monitor	Ongoing	
Noise	Staff, Members & Supporters might suffer temporary or permanent hearing damage from long-term exposure to loud music.	There is a noise limiter fitted to the sound system There are regular checks of the sound systems to ensure balance/proper control Staff duties are rotated between quiet and noisy areas.	Make sure that protection of staff from excessive noise is in place and monitored	All staff, supervisor to monitor	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Threat of robbery and violence Verbal abuse, assault	Staff may suffer stress and/or injury from assaults, threats or abuse from members of the public. Staff and members of the public may also be injured if they get caught up in fighting.	Staff know how to manage difficult customers and avoid confrontation Cashing up is done regularly, and out of customer's sight, to reduce amount of money in tills Staff are trained in procedures for dealing with violence Information is shared with police and other licensed premises in the area	Ensure security in place if and where applicable	All staff, supervisor to monitor	On going	
Manual handling Lifting and moving heavy objects or objects that are difficult to grasp	Staff risk injuries or back pain from handling heavy/bulky objects, eg boxing ring, tables and chairs	Trolleys and sack trucks are available and used wherever possible for moving heavy loads Only authorised staff who are trained in manual handling	Ensure all access and egress is clear at all times and that suitable lifting equipment is available where needed, and that manual handling techniques are used at all times	All staff, supervisor to monitor	On going	
Injury to Members	Staff, Members & Supporters Cuts, bruises, broken bones, concussion and all impact types of injury	First aid trained instructors present & first aid box maintained. All members to wear suitable protective gear, all members to hold valid license and liability waivers to be signed were applicable.	Make sure all that all new staff/ temporary staff are instructed in basic health & safety, all accidents and injuries and recorded and reported	All staff, supervisor to monitor	On going	
Covid-19 (Corona Virus)	Staff, Members & Supporters catch infection from, coming into contact with infected person or surface. Or breathing in infectious particles/droplets	Follow government guidelines, screen staff & members for symptoms, Enforcing social distancing rules of 2 metres, designated and spaced out waiting area, cashless pre booking, limited class sizes, marked out training areas, shortened classes, hand sanitisers. PPE, face shields (coaches), gloves & masks where applicable (if applicable). Disinfect before and after classes, place signage.	Ensure staff, members & family members understand the government guidelines/restrictions required in line with Covid-19. Ensure all persons adhere H&S requirements Maintain hygiene of surfaces & equipment Screen members to identify potential infections to enable tracking & tracing	All staff, supervisor to monitor	On going	

Employers with five or more employees must have a written health and safety policy and risk assessment.
It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to http://www.hse.gov.uk/risk/casestudies/Combined_risk_assessment_and_policy_template_published_by_the_Health_and_Safety_Executive_11/11