



South Coast Choi Kwang Do (SCCKD)  
3. Health & Safety Policy

Policy Owner	Welfare Officer
School Owner	Mr Neil Cowie
School Owner	Mr David Storey
Version	3.0
Date	July 2015
Review	July 2017

## **3. Health & Safety Policy**

### **3.1 Policy Statement**

South Coast Choi Kwang Do (SCCKD) promotes a positive Health & Safety culture for its instructors, students and members of the public at every level. This policy identifies all necessary and reasonable actions to prevent personal injury to instructors, students and members of the public.

SCCKD has strived to identify all foreseeable hazards to ensure that instructors, students and members of the public participate in Choi Kwang Do (CKD) and its associated activities in a safe environment.

SCCKD recognises it has a responsibility to:

- Provide and maintain a safe and healthy training environment
- Provide suitable qualified instructors to enable students to train safely
- Ensure the use of appropriate protective equipment when necessary
- Maintain and promote a positive health and safety culture at all times
- Recognise equal opportunities, with no discrimination to age, gender, race or creed

All SCCKD instructors and students have a duty to assist in the operation of this policy by:

- Encouraging safe practices
- Using protective equipment when instructed
- Reporting any injuries or medical condition that may restrict them from participating in a training session
- Reporting incidents that have led to or have the potential to lead to injury or damage

### **3.2 Responsibilities**

It is the responsibility of all instructors/students including parents/carers of younger students, to ensure that they have familiarised themselves with the contents of this policy.

#### **General**

Everyone visiting a SCCKD training location are to familiarise themselves with the following:

- Fire exit routes, fire procedures and fire extinguishers if available
- First aid facilities
- Location of welfare facilities i.e. toilets/changing rooms
- Take notice of rules and regulations posted on notice boards of premises in use
- The location of telephones for use in an emergency

#### **Instructors**

SCCKD instructors will endeavour to:

- Familiarise themselves with the SCCKD Health & Safety policy
- Monitor all suggestions or complaints from students/parents/other instructors pertaining to Health & Safety matters, taking appropriate action and/or notifying the School Owner if deemed necessary
- Ensure that a record is maintained of any accidents/injuries in the SCCKD 'Accident Book'
- Ensure adequate provision of all students, paying particular attention to the monitoring needs of children/young people, inexperienced members and vulnerable adults
- Take any action necessary to ensure that legal safety obligations have been carried out by the owners/authority in charge of the premises i.e. unobstructed fire routes, working fire door mechanisms etc
- Ensure that any training equipment or safety equipment is in a safe, clean and serviceable condition

- Ensure that only authorised persons are placed in a position of supervising others
- Introduce control measures as deemed necessary in order to control any hazards
- Ensure that all instructors have suitable professional indemnity insurance and comply with any directives, which may be laid down by the insurers from time to time
- Be aware of any activity or condition that may be considered to be potentially dangerous and for associated exclusions to their personal or professional indemnity cover as a result of such practices

## **Students/Visitors**

It shall be the responsibility of each and every student and/or visitor whilst using the training premises to:

- Consider all aspects of Health & Safety with regard to themselves and of any other person or persons who may be affected by their actions
- Familiarise themselves with SCCKD Health & Safety policy
- Co-operate fully with instructions given by any SCCKD Instructor to ensure that health & safety is maintained at all times
- Report any concerns that may arise to any SCCKD instructor
- Be aware of any activity or condition that may be considered to be potentially dangerous and for associated exclusions to their personal indemnity cover as a result of such practices

## **3.3 Personal Safety Equipment**

There is a wide range of personal safety equipment available for the health and safety of not only the wearer, but also others engaged in activities with them. Certain types of protection may not be suitable and the School Owner / Instructors should advise students which items are appropriate for training.

## **3.4 First Aid**

- Under the Health & Safety Regulations 1981, SCCKD must have first aid provision
- Where applicable a qualified first aider (someone who has undertaken first aid training and obtained qualifications) or a responsible person (someone who is authorised or expected to take charge of a serious situation) shall be expected to maintain the first aid box
- All SCCKD instructors must have completed an approved first aid course, at the earliest opportunity, renewable every 3 years
- A record (Accident Book) must be maintained in conjunction with the first aid box, located within the admin bag

## **3.5 Risk Assessment**

It is the responsibility of the Chief/Head Instructor that is running the class to ensure that a suitable Risk Assessment is completed on all venues used for the participation of CKD, see Appendix G Risk Assessment form.

## **3.6 Monitoring and Reviewing the Policy**

The Welfare Officer and School Owner(s) will review the policy every 2 years, or sooner if there is a major change within the organisation of SCCKD or in relevant legislation.

### **3.7 Declaration**

On behalf of **South Coast Choi Kwang Do** we, the undersigned, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure that it is adhered to.

**Signature: [Original Signed]**

**Mr Neil Cowie  
School Owner / Chief Instructor**

**Date: 1<sup>st</sup> July 2015**

**Signature: [Original Signed]**

**Mr David Storey  
School Owner / Chief Instructor**

**Date: 1<sup>st</sup> July 2015**

**Signature: [Original Signed]**

**Mrs Helen Storey  
Welfare Officer**

**Date: 1<sup>st</sup> July 2015**