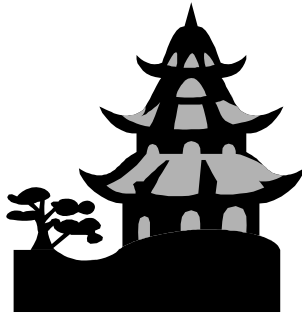


ISAMI RYU



MARTIAL ARTS ACADEMY

Health and Safety Policy

Version 2 - 2012

1. Introduction

With regard to this document Isami Ryu Martial Arts Academy is herein referred to as IRMAA

IRMAA has a duty of care to provide so far as is reasonably practical, safe methods of training within a healthy environment while assessing the risks inherent in training and developing within the various styles of Martial Arts.

This policy will be reviewed at an interval of not more than 14 months.

2. Aims and objectives

To provide proper Health and Safety arrangements with regard to planning, organisation, leadership, control, monitoring, review and reporting

To ensure that all members, instructors and other officials of IRMAA are fully aware of any legal requirements which may impinge in some way on the practise of their art

To establish right and proper procedure for and emergency, injury or other serious event which may occur in the course of Martial Arts

3. Requirements

The Chief Instructor or other responsible person nominated by the Chief Instructor must undertake a risk assessment of the premises used and activities undertaken (an example of a suitable risk assessment is available for all IRMAA instructors)

The Chief Instructor must be ensure that at all times Martial Arts is being taught or practiced that a qualified first aider is on hand.

That all those involved in teaching are appropriately insured, qualified, CRB checked and otherwise proficient in what is being practiced under their remit.

4. Specifics within the dojo and passing on of information

4.1 All students within a learning environment must be made fully aware of the following:

- Fire exits, procedures and assembly points
- The need to report all accidents and incidents to the instructor
- The need to report any spillages or hazards to the instructor
The need to report any injuries or feelings of being unwell to the instructor immediately
- The reporting to the instructor immediately of any individual not recognised on the premises at any time

4.2 The Chief Instructor should at all times be aware of his her responsibility with regard to:

- The passing on of information as above
- Best practice as regards warming up for classes
- Numbers within the dojo with regard to space, ratio of student to teacher and any other factors in this regard
- The need to keep abreast of the latest information both legal and professional in regard to Martial Arts
- The need to keep accurate up to date records of all students including medical conditions and contact details
- Ensure that any qualifications and insurances are fully up to date
- Ensure that any student taught has a minimum of member-to-member insurance
- To ensure safe access to and from all dojo venues
- To keep an up to date record of any accidents, incidents or dangerous occurrences long with action taken
- That when teaching or in contact with children or vulnerable adults that they are fully aware of the IRMAA Child Protection Policy

5. Reporting of incidents, accidents and dangerous occurrences

Ensure that any instances of injury, accident or dangerous occurrence are reported immediately to the Chief Instructor or if

not available to one of the instructor team, failure to do so may invalidate any insurance in this respect

Report any dangerous occurrences or Health and Safety breaches to the Chief Instructor or if not available to one of the instructor team who will advise of any further action that may need to be taken

6. Guidelines for dealing with an incident/accident

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying
- If the injury is minor, alert your first aider to take appropriate action
- If the injury requires specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries - wait for the emergency services
- Contact the injured person's parent / carer
- Complete an incident / accident report form

This information is a guide only and has been taken from the St Johns Ambulance Approved Code of Practice. There is no mandatory list of materials that should be kept on a First Aid container but the Approved Code of Practice gives guidance on the minimum content that should be made available where no special risks are involved.

- A guidance leaflet
- 20 adhesive dressings (individually wrapped and assorted sizes)
- 2 sterile eye pads
- 6 triangular bandages (individually wrapped and sterile)
- 6 medium sterile wound dressings (individually wrapped and un-medicated)
- 2 large sterile wound dressings (individually wrapped and un-medicated)
- 6 safety pins
- Disposable gloves

In addition St John Ambulance recommends eyewash, burns treatment, resuscitation masks, and cold packs as possible additions. Note – no creams, lotions, medicines or tablets are permitted.

First aid containers

- Keep clean and free from dust
- Protect contents from damp
- If possible make accessible, preferably located near to hand washing facilities
- Should be green with a white cross
- Examine regularly and restock after use
- Discard out of date items
- Keep a sufficient supply

Don't forget to record any accident/incident in the accident/incident book. This should be completed in full and then passed on to the Chief Instructor to ensure it is officially recorded and any necessary action is taken.

Accident/emergency contact information

All club members upon registration are required to provide an emergency contact name and number, any medical issues and permission to seek emergency treatment or first aid if required..

For advice about injuries or accidents of a less severe nature, please call:

NHS Direct 0845 4647

On witnessing an accident or emergency, please ensure you complete an accident report book.

David Clare

David Clare
1st April 2012