

Washi Do Karate Health and Safety Statement

1. Introduction

This safety statement is designed to set out control measures that Washi Do Karate has in place to reduce the risk associated with its activities to the minimum that is reasonably practicable.

The document sets out the role of the Executive Committee with respect to safety. Officers have overall responsibility for ensuring safety standards are high and that members are aware of these standards. Officers should bring this document to the attention of members and explain to them the basic safety rules that all members must adhere to when participating in Washi Do Karate activities.

1.1 Role of the Chairperson of the Executive Committee

The Chairperson's role with respect to safety involves the following;

- Ensuring that everyone is familiar with the Safety Statement
- That there are first aiders and first aid equipment available
- That Instructors are suitably experienced
- Ensuring the safety of novice students
- That relevant training is provided where necessary

1.2 Role of a Washi Do Karate Member

- Washi Do Karate endeavors to offer their members a safe environment in which to participate in karate activities. The Officers will, to the best of their abilities, bring to the attention of Members the risks associated with the activities. However Members are expected to make themselves aware of hazards and to be responsible for their own health and safety.
- They must not jeopardize the health and safety of other members through their own actions.
- Members are expected to follow instructions given by Committee members and also the Instructor or any experienced Adult Member teaching the class.
- Members should inform Committee members of any relevant medical conditions that might impinge on their ability to participate or that might affect emergency first aid treatment (stated clearly on their membership form)
- Members are responsible for obtaining as much information as possible about any planned activity, so as to be able to make an informed decision as to whether it is a suitable activity for them.

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1.3 Communicating the contents of the Health and Safety Statement

The Health and Safety Statement will be made available for members to access at any time (i.e. on the Washi Do website).

2. Reporting of accidents

- Accidents that occur as a result of the Washi Do Karate Clubs activities or while a member is participating in the club's activities must be investigated, recorded by the primary Instructor of the club, and a copy of the record sent to the Executive Committee.
- The incident must be reported at the time the accident happened to the Instructor take the class. Incident reports made at a later date will not be entertained.
- Accidents are defined as incidents were a person is injured to such an extent that they require first aid or other medical treatment (doctor, nurse, hospital visit).

3. First aid

The Instructor of a Washi Do Karate Club must maintain a suitable first aid kit. The Instructor must also be a trained first aider. It is the duty Instructor to ensure there is a first aid kit available at each training session and venue where students are participating. In the event the club does not have a first aider, contact the Chairperson to arrange a first aid course. The first aid kit must be brought on trips away.

3.1 First Aid Kit contents checklist

- Adhesive Plasters x12
- Individually wrapped Triangular bandages x2
- Safety Pins x2
- Large Individually wrapped sterile Unmedicated Wound Dressing (approx. 13x9cms) x1
- Individually Wrapped Wipes x8
- Paramedic Shears/scissors x1
- Pairs of Latex Gloves x1
- Additionally, where there is no clear running water, Sterile Eye Wash x1

4. Hiring of transport

When hiring minibuses or other vehicles for club outings only those named as drivers (with the appropriate drivers license) are insured to drive the vehicle. Other club

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members must not drive. Where possible only minibuses fitted with seat belts should be hired, check with the hire company beforehand.

5. Purchase of services

Should Washi Do Karate need to use facilities or equipment from an external service provider; the Executive Committee must ensure that the service provider has public liability insurance. A copy of the certificate of insurance should be obtained by the Instructor of the club prior to the use of any external venue or equipment. A copy of the insurance certificate must be given to the Hon. Secretary of the Executive Committee. Ensure that the insurance policy wording does not exclude any of the activities that the club will be participating in. If the service provider cannot provide a certificate then the club should use an alternative service provider.

6. Safety checks on equipment.

- To ensure the safety of users, the Executive Committee requires Instructors are to carry out visual checks on all equipment whose use could have implications for health and safety, i.e. if the equipment was faulty or in poor condition it may adversely affect the health and safety of users.
- The Instructor must ensure all equipment is fit for its purpose before using.

7. Loaning of equipment

Equipment belonging to Washi Do Karate must not be loaned to third parties without the written permission of the Executive Committee. A club member must not borrow equipment for use by third parties even if the club member is present or in the group using the equipment.

8. Manual handling

Moving equipment (for example mats) necessitates some manual handling which if done incorrectly could lead to injury. Members should be aware of their capabilities and no one should be required to lift beyond their capacity. Members should test the weight before lifting and get assistance if required.

Good handling technique for lifting

- Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? For a long lift, consider resting the load midway on a table or bench to change grip.
- Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a

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close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

- Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make movement difficult.
- Get a good hold. Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
- Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, get help.
- Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

9. Footwear

The wearing of footwear on club mats is not permitted. No member is permitted to train whilst wearing footwear.

10. Annual Review of Health and Safety Statement

The Executive Committee will endeavour to redraft the Health and Safety statement on an annual basis. If a Washi Do Karate Club intends to participate in additional activities that may have safety implications, the Executive Committee must review this policy to state how the club is going to minimize the risk associated with those activities.