



## **1) Health & Safety Policy Statement**

Bury Defence Academy is committed to encouraging our service users to participate in and excel at Sport, but the health, well-being, and safety of everyone is always our utmost concern.

We recommend levels of training dependent on age and ability and expect our athletes and instructors to participate within these boundaries.

## **2) Health & Safety Policy**

Bury Defence Academy acknowledges it is obliged to:

- comply with the Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, HSE Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections;
- comply with all relevant fire safety regulations including the Reform (Fire Safety) Order 2005 and to cooperate with any local authority or Fire Service recommendations;
- consider and comply with the Equality Act 2010 and the need to make reasonable adjustments to avoid placing someone with a disability or an older person at a substantial disadvantage.
- encourage the consideration of safety matters within our organisation and promote a culture of discussion and engagement on such matters;
- ensure the provision and maintenance of safe equipment and the control of health risks in the handling, use, storage and transportation of any hazardous materials and substances;
- ensure the operations of our charity do not cause injury or damage to any person or adjacent property;
- identify and provide adequate information, instruction, training and supervision to employees and others to ensure their health and safety;
- provide adequate facilities for the welfare of employees and others such as the provision of adequate appointed OR trained first aiders as required; and
- conduct appropriate risk assessments and ensure proper procedures as necessary to ensure the health and safety of employees and other persons in line with all statutory and regulatory requirements.

## **3) Bury Defence Academy Trustees / Management**

Trustees / Management commit to upholding the following responsibilities:

- a) Undertake regular, recorded risk assessments of the premises and all activities undertaken by Bury Defence Academy.
- b) Create a safe environment by putting H&S measures in place as identified by the assessment. (eliminate hazards and minimise risk where possible).
- c) Ensure that all staff are aware of, understand and follow the H&S policy.
- d) Appoint a competent H&S Officer to be accountable for and assist with health and safety policy implementation.
- e) Ensure that normal operating procedures and emergency operating procedures are in place and known by all staff.



- f) Make the H&S Policy publicly available for all members to view.
- g) Provide access to adequate first aid kits, a defibrillator, a telephone for emergencies and a qualified first aider at all times.
- h) Report any injuries or accidents sustained during any activity or whilst on the premises in our incident report book.
- i) Provide and maintain safe equipment.
- j) Ensure that the implementation of the H&S policy is reviewed regularly and monitored for effectiveness.
- k) Prevent any unauthorised sparring.
- l) Ensure any authorised sparring takes place with adequate safety protocols in place such as use of Headguards, Gum Shields, Gloves and mandatory Instructor supervision.
- m) Make an informed judgement regarding class suitability for new members where significant health / well-being conditions have been disclosed on the disclaimer.

#### **4) Bury Defence Academy Members**

Gym members have a duty to:

- a) Take reasonable care for their own health and safety and that of others who may be affected by what they do or not do.
- b) Co-operate with management on health and safety issues and follow all gym rules and instructions.
- c) Correctly use all equipment provided.
- d) Not interfere with or misuse anything provided for your health, safety or welfare.
- e) If participating in back-to- back classes; ensure you are adequately fed / hydrated. Children will only be permitted to participate in back to back classes if management / gym staff are satisfied that they have a snack / drink with them or the means to purchase one.

#### **5) Bury Defence Academy Instructors**

All instructors have a duty to:

- a) Take reasonable care for their own health and safety and that of others who maybe affected what they do or do not do.
- b) Co-operate with management on health and safety issues and comply with all gym rules.
- c) A duty of care to their students.
- d) Pair up athletes with comparable ability level athletes for all combat sports and competitions.
- e) Not push an athlete so far that their health or well-being is damaged.
- f) Begin classes with a warm up and take reasonable precautions to prevent injuries.
- g) Ensure that all members are given the appropriate level of training for their age / ability level.
- h) Ensure any authorised sparring takes place with adequate safety protocols in place; such as use of Headguards, Gum Shields, Gloves and mandatory Instructor supervision.



## **6) Bury Defence Academy Gym Staff**

All Gym staff will be adequately trained to eliminate hazards, minimise risk and are expected to be health and safety conscious at all times. We expect gym staff to uphold the following health and safety responsibilities:

- a) Report any health and safety concerns as soon as possible to the designated health and safety officer.
- b) Record any injuries or accidents sustained during any activity or whilst on the premises in our incident report book.
- c) Eliminate trip hazards e.g. walkways will be cleared of bags, shoes and other obstructive items by all staff. (staff will regularly use the speaker system to remind service users to store belongings in the changing room or lockers).
- d) Eliminate slip hazards e.g. if a liquid is dropped on the floor, it will be mopped immediately and a wet floor sign will be put in place.
- e) Prevent children under the age of 11 from using Cardio gym equipment or the Weight lifting machine. (A crowd control barrier will be used by staff to prevent use of cardio equipment during children's classes).
- f) Prevent children from accessing hazardous items such as knives in the kitchen area or sanitiser (these will be placed in a locked cupboard and only be accessible by staff).
- g) The storage room on the 2<sup>nd</sup> Floor is for staff use only and will remain closed and inaccessible for members of the public.
- h) Any equipment that is found to be faulty will have an out of use sign placed over it as soon as possible until it is either repaired or replaced.
- i) Fire exits will be unobstructed during class times.
- j) Prevent unauthorised sparring.
- k) Prevent children from accessing adult classes and vice versa (seek authorisation if unsure).
- l) When handling disclaimers or enquiries for new members with health / medical conditions; seek advice and authorisation from the health and safety lead.

## **7) Training and supervision**

Bury Defence Academy is committed to ensuring all staff members are provided with adequate training and supervision to enable them to do their job.

All staff will receive a health and safety induction and be provided with appropriate safety training, such as hazard awareness, minimum age criteria for use of certain gym equipment, rules regarding combat sports, how to report an incident, first aid, safe use of cleaning equipment and child safety (this list is not exhaustive).

## **8) Accidents and first aid**

Three First Aid Boxes are available on site and are publicly displayed. The names of all trained first aiders are displayed on the notice board at the top of the stairs. Our lead first aider is responsible for ensuring that first aid kits are regularly checked and replenished.

All accidents and injuries at the premises, however minor, should be properly recorded in the Incident report book, which is kept in the office drawer and any major incidents must be reported to the health and safety officer as soon as possible.

A defibrillator is also available on site in the secure cabinet at the top of the stairs. The code for the cabinet is on display in the office.



## 9) Fire safety and emergency procedures

All staff should familiarise themselves with Bury Defence Academy's fire safety and emergency procedures, which are displayed on noticeboards and near fire exits.

## 10) Reporting concerns

Staff are encouraged to make further suggestions in relation to Bury Defence Academy's health and safety and working procedures or other initiatives we could undertake. If staff have a suggestion, they should contact the Health and Safety lead.

Bury Defence Academy is fully committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, and in accordance with our Complaints and Whistleblowing policy, Bury Defence Academy encourages any staff member who has serious concerns about health and safety issues, to voice those concerns openly as described above. Alternatively, our complaints policy can be found on the website: [www.buryacademy.co.uk](http://www.buryacademy.co.uk)

## 11) Review

Bury Defence Academy is committed to ensuring our policy remains effective. As part of our ongoing commitment, this policy is reviewed by Ifti Ahmed (Chairman) and one other trustee at least annually, to verify it is in effective operation. Records of the reviews are maintained, and any necessary amendments are made to the policy as appropriate.

### Health & Safety Officers:

**Ifti Ahmed and Shizada Javid**

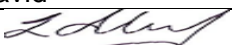
### FIRST AID: Location of first aid facilities:

1. 3 x First Aid Boxes in main Hall
2. 1 x First Aid Box in the kitchen in classroom area.
3. Defibrillator (in security cabinet at top of stairs. Code for cabinet is on the office wall).

Location of telephones: BDA Mobile phone is located in the office and contact number is 07787 852892

### QUALIFIED FIRST AIDERS<sup>1</sup>:

1. Shizada Javid
2. Ifti Ahmed
3. Hamzah Qureshi

Approval / Renewal Date	Approved By:
01/04/2022	Shizada Javid
01/04/2023	Ifti Ahmed 

---