Health and safety policy

Part 1: Statement of intent

Health and Safety at Work (NI) Order 1978

This is the health and safety policy statement of

ACS DESIGN & LEISURE / ACS MAGFA

(name of company)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities
- to consult with our students/clients on matters affecting their health and safety
- to consult with other coaches and ACS MAGFA personnel
- to ensure all coaches/personnel are competent to do their tasks
- to ensure all coaches/personnel are suitably qualified
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed

[Signature]

Print

DC BROWN

(employer)

01/01/2017

Date
Part 2: Responsibilities

1. Overall and final responsibility for health and safety is that of

   David Brown (lead coach and business owner)

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

   N/A

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Brown</td>
<td>training area, building fabric, access and exit</td>
</tr>
<tr>
<td>Andrew Morey</td>
<td>training area</td>
</tr>
<tr>
<td>Denis O’Shea</td>
<td>training area</td>
</tr>
<tr>
<td>John Dykes</td>
<td>training area</td>
</tr>
<tr>
<td>James Goldsboro</td>
<td>training area</td>
</tr>
<tr>
<td>Kiran Sharma</td>
<td>training area</td>
</tr>
</tbody>
</table>

4. All personnel have to:
   - not to interfere with anything provided to safeguard their health and safety;
   - take reasonable care of their own health and safety; and
   - report all health and safety concerns to an appropriate person (as detailed)
Risk assessments

Risk assessments will be undertaken by

- Coaches at the beginning of each session

The findings of the risk assessments will be reported to

- David Brown or Kiran Sharma

Action required to remove/control risks will be approved by

- David Brown or Kiran Sharma

will be responsible for ensuring the action required is implemented

- David Brown or Kiran Sharma

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every

- David Brown or Kiran Sharma

or when the work activity changes, whichever is sooner
Competency for tasks and training

Induction training will be provided for all employees by

N/A

Job specific training will be provided by

Governing body or governing body representative

Specific jobs requiring specific training are

N/A

Training records are kept at/by

Original qualifications kept by owner copies on file

Training will be identified, arranged and monitored by

David Brown (as necessary)
Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

N/A

Health surveillance will be arranged by

N/A

Health surveillance records will be kept by/at

N/A

First aid box(es) is/are kept at

First Aid trolley situated in ground floor training room (martial arts dojo)

The appointed person(s) / first aider(s) is/are

All coaches and grades green belt and above

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

Above ground floor first aid trolley

Coach in attendance or delegated to another non teaching coach is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority
Emergency procedures - fire and evacuation

David Brown

is responsible for ensuring the fire risk assessment is undertaken and implemented

Escape routes are checked by/every

David Brown or caoch in session

Fire extinguishers are checked and maintained by/every

6 monthly check by TVF UK Limited

Alarms are tested by/every

Weekly call point tests by David Brown / 6 monthly full fire alarm test TVF UK Ltd

Emergency evacuation will be tested every

4 Weeks