

AMATEUR MARTIAL
ASSOCIATION



**A.M.A Ltd
Health
And
Safety
Policy**

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

A.M.A Ltd

(name of company)

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cause of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed

(Employer)

Date

09/03/14

Review date

09/03/15

Responsibilities



AMATEUR MARTIAL
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1 Overall and final responsibility for health and safety is that of

Christine Pullan (on behalf of the AMA)

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

Club Chief Instructors

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

Name

Responsibility

Club Chief Instructors

4 All employees have to:

- Co-operate with supervisor and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable carer of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

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- Risk assessments will be undertaken by
- The finding of the risk assessment will be reported to
- Action required to remove / control risk will be approved by
- will be responsible for ensuring the action required is implemented.
- Will check that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

Consultation with employees



● Employee representative(s) are

● Consultation with employees is provided by

Club Chief Instructor

Or Christine Pullan

Safe plant and equipment



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- Club Instructors

will be responsible for identifying all equipment / plant needing maintenance.

- Club Chief Instructor

will be responsible for ensuring effective maintenance procedures are drawn up.

- Club Chief Instructor

will be responsible for ensuring that all identified maintenance is implemented.

- Any problems found with plant / equipment should be reported to

- Club Chief Instructor

- Club Chief Instructor

will check that new plant and equipment meets health and safety standards before it is purchased.

Safe Handling and use of substances



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- Club Instructor

will be responsible for identifying all substances which need a COSHH assessment.

- Club Chief Instructor

will be responsible for undertaking COSHH assessments.

- Club Chief Instructor

will be responsible for ensuring that all actions identified in the assessments are implemented.

- Club Chief Instructor

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

- Club Chief Instructor

will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every

Year

or when the work activity changes, whichever is the soonest.

Information, instruction and supervision



- The Health and Safety Law poster is displayed at / leaflets are issued by

- Health and safety advice is available from

Christine Pullan (contact details on
AMA office)

- Supervision of young workers / trainees will be arranged / undertaken / monitored by

Club Chief Instructor

- Club Chief Instructor

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training



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- Induction training will be provided for all employees by

Club Instructors

- Job specific training will be provided by

Club Chief Instructor

- Specific jobs requiring special training are ...

Manual Handling (moving of mats,
kick bags etc.)

- Training records are kept at / by

- Training will be identified, arranged and monitored by

Club Chief Instructor

Accidents, first aid and work-related ill health



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- Health surveillance is required for employees doing the following jobs

- Health surveillance will be arranged by

Club Chief Instructor

- Health surveillance records will be kept by / at

Club chief Instructor

- The first aid box(es) is / are kept at

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

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

- Club Chief Instructor/ Christine Paullan

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

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- To check our working conditions, and ensure our safe working practices are being followed. we will

Attend all relevant courses

- Club Chief Instructor/ Christine Pullan

is responsible for investigating accidents.

- Club Chief Instructor

is responsible for investigating work-related causes of sickness absences.

- Club Chief Instructor

is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures - fire and evacuation

● Club Chief Instructor

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

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● Escape routes are checked by / every

Club Chief Instructor/ Every
Session

● Fire extinguishers are maintained and checked by /
every

● Alarms are tested by / every

● Emergency evacuation will be tested every

6 Months

Some key areas of risk

- Asbestos
- Chemicals
- Confined spaces
- Display screen equipment (VDUs)
- Electricity
- Excavation
- Falling objects / collapsing structures
- Fire and explosions
- Machinery (including guarding)
- Manual handling
- Noise
- Pressure systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume etc)
- Temperatures
- Transport (including carrying dangerous substances, and pedestrians in the workplace)
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your workplace to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

You can find more information on risk assessments and the key areas of risk in HSE's:

- *Essentials of health and safety at work;*
- *Health and safety in small firms: An introduction to health and safety;*
- *Good Health in Good Business: Employers' guide; and*
- *Five steps to risk assessments.*

See 'Where can I get more information?' for details on these publications.

Where can I get more Information?

If you still need advice on specific points, check first in the guidance referred to in the notes or listed below.

HSE priced publications

Essentials of health and safety at work
HSE Books 1994 ISBN 0 7176 0716 X

Health risk management – A practical guide for managers in small and medium-sized enterprises
HSG137 HSE Books 1995 ISBN 0 7176 0905 7

Management of health and safety at work:
Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and guidance L21 (Second edition)
HSE Books 2000 ISBN 0 7176 2488 9

HSE free leaflets

An introduction to health and safety:
Health and safety in small firms
INDG259 HSE Books 1998

Good Health is Good Business: Employers' guide
MISC 136 HSE Book 1999

Managing health and safety: five steps to success
INDG275 HSE Books 1998

Consulting employees on health and safety:
A guide to the law
INDG232 HSE Books 1996

RIDDOR explained. Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995
HSE 31(rev1) HSE Books 1999
Also available in priced packs; ISBN 0 7176 2441 2

Five steps to information, instruction and training
INDG213 HSE Books 1996
Also available in priced packs; ISBN 0 7176 1235 X

Five steps to risk assessment
INDG163 (rev1) HSE Books 1998
Also available in priced packs; ISBN 0 7176 1565 0

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

