# Health and Safety Policy Statement

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Any Martial Art activity has the potential for accidents, serious injury or worse. Leadership Martial Arts (LMA) and its members are committed to conducting its affairs and business in a way that provides the greatest number of people in an environment that is safe and healthy as it is reasonably practicable to achieve.

The purpose of this document is to establish working guidelines for the operation of Martial Arts at Leadership Martial Arts (LMA) It identified areas of responsibility, procedures and plans that ensure Martial Art is undertaken in a safe and responsible manner.

It is for use by all of the LMA Membership including instructors and students who partake in or have a responsibility for Martial Arts within the LMA franchise structure. Failure by affiliated organisations including martial arts school, academies, instructors, students & clubs and students to comply with these standards and practises may be construed as negligence. Affiliated organisations including martial arts school, academies, instructors, students & clubs may find themselves facing fines, or even disciplinary procedures, termination of membership in line with LMA's company handbook.

This policy is applied for the benefit of members, students, visitors and all other persons on whom the activities of LMA and its members may have an effect.

LMA is also committed to discharging all the statutory obligations that current Health and Safety law requires of it. New statues are monitored as they are passed by Parliament, their applicability to LMA is assessed and the LMA Health and Safety policy and the arrangements by which it is implemented are revised to take account of them.

**Duty of Care and Negligence**

Duty of care is a legal obligation imposed on an individual requiring that they exercise a reasonable standard of care while performing any acts that could forseeably harm others

Negligence is a form of legal action which, in essence, amounts to a failure to take reasonable care. It is necessary to show that the situation was one where the common law of negligence imposed a duty, that duty was broken, and that damage was caused by the breach of duty.

All members and students are expected to:

- Demonstrate a commitment to Health and Safety in the areas in which they work/train.
- Take reasonable care for the Health and Safety of themselves, colleagues and others who may be affected by their activities.
- Observe safety rules.

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- Co-operate with management in measures designed to promote Health and Safety at work. Any person who either notices another person acting in a way which might adversely affect the health and safety of others or becomes aware of such a situation, should immediately report the matter to the Health and Safety Technical officer and LMA.

For visits to other establishments/organisations, the Health and Safety Regulations of the receiving organisation will apply.

The statement is revised and supplemented as appropriate to take account of new Health and Safety legislation and other relevant information as it becomes available.

**HOW IT AFFECTS YOU**

• Each of us owes a 'duty of care' to our 'neighbours', not to cause them injury by our negligent acts and omissions.

• In order to satisfy that duty of care you must behave as a `reasonable person' would. However your specific skills, knowledge and experience will be taken into account. For example, a reasonable non-medically qualified individual might be forgiven a medical mistake which a qualified paramedic would be expected not to make.

Your neighbours are those people whom might be injured by your negligent acts and omissions.

**For example: - Martial Arts Health and Safety**

a) When playing a team Martial Art at any club venue you would include:
- Any persons playing that Martial Art with you
- Referees or other officials
- Spectators
- Other persons playing Martial Arts in the vicinity
b) Anyone for whom you have accepted responsibility.

• The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

• In short, all of us owe a duty not to injure other people through our negligent acts and omissions. It is an individual duty which each of us owe all of the time to our neighbours.

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## HOW BEING A GROUP LEADER, INSTRUCTOR OF A CLUB OR OTHER ACTIVITY AFFECTS YOUR DUTY OF CARE

- As a group leader you have accepted the responsibility of leading others. You owe them a duty to ensure that they are not exposed to a foreseeable risk of injury as far as you reasonably can.

It should be noted that on any outing where a group leader has not been appointed, the most experienced and/or qualified person there must intervene and at least advise if a foreseeable risk of injury arises. For all LMA. schools, clubs, classes, lessons and teaching/training activities a group leader/instructor MUST be appointed.

## HOW ACCEPTING OFFICE IN A CLUB AFFECTS YOUR DUTY OF CARE

- If you accept a position of responsibility, you are likely to agree to carry out certain functions which may affect the safety of those both inside and outside the club. You are in a position of responsibility and you must fulfil your duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises.

For example: If you are in the position of equipment officer you must ensure that inspections are carried out at prescribed intervals by suitably qualified persons identified by LMA to ensure equipment is safe.

## Risk Assessments

Risk assessments form an important part of Martial Arts activities, minimising the risks to all participants. A copy of the risk assessment form can be found in the company operations manual. This should be completed at each individual location each time you run an activity. There may also be times when additional risk assessments need to be undertaken for certain activities. These will be identified by LMA. Risk assessments must be reviewed regularly and any changes in National Governing Bodies rules and regulations must also be incorporated.

## Reporting injuries

All accidents, incidents and assaults that occur on LMA or member premises that result in injury must be reported on a Accident form as soon as is reasonably practical after the event. Reports should be made by any responsible member of staff who is aware of the circumstances of the accident/occurrence. The LMA Instructor is responsible for ensuring that an appropriate person completes the report form and that it is filed in accordance with procedure in operations manual with due regard to the data protection act.

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More serious injuries should also be reported, in writing to the Technical officer (Health and Safety) at LMA immediately. At the same time he/she should be informed of the accident by telephone.

**Accident and Dangerous Occurrence Procedure**

In the event of an accident involving injury occurring on LMA or member's premises, or when students are in the charge of LMA or member at any other location , the person discovering the injury must immediately report it to the person in charge.

The person in charge must immediately ensure the safety of those in his/her care and then render first aid to the injured person, calling for assistance from a First Aider and emergency services where appropriate as soon as possible. Staff should be aware if who their local First Aiders are and how to contact them. For serious accidents or emergencies the help of more than one First Aider should be sought.

LMA must also be informed of the accident as soon as is reasonably practicable. On arrival, the recognised First Aider assumes responsibility for the well being and transfer of the casualty.

If an ambulance is needed the person in charge should call the emergency services direct, giving details of the address of the centre, the location of the injured person and the nature of his/her injuries. Persons in control of the site should also be informed.

When a person is taken or sent to hospital s/he should be accompanied there by either a colleague if the person is a member of staff or by a fellow student if the person is a student. They should take their personal belongings with them.

When a patient has gone to hospital or is too unwell to travel home by themselves, attempts should be made to contact family or friends of the injured/sick person in order to:

- Inform them of the circumstances
- Make arrangements for the person to be accompanied home.

**First Aid**

LMA First Aid arrangements comply with the Health and Safety (First Aid) Regulations 1981. There are trained First Aiders on all sites. They are all trained by an accredited trainer and have current First Aid Certificate. LMA needs are

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constantly under review. It is the aim of LMA for every individual member instructor to qualify as a First Aider.

First Aid materials are kept in First Aid boxes and are available from any good supplier for minimal cost. LMA are promoting that each member instructor and/or club has possession of a box, and that they are kept in locations where they are easily accessible. Each one should also have a person who is responsible for maintaining its contents.

Local First Aid information should be displayed on each centres notice board and elsewhere at the discretion of the centre.

**Training and Coaching**
Within LMA there are specific guidelines to both the requirements and monitoring of Martial Arts Instructors. It ensures that instructors not only have the correct competency to train their organisations members but also abide by set insurance and safety standards set by LMA. Where employed/qualified coaches are not available those who are leading sessions must complete a set competency assessment. All coaches, martial arts instructors and their clubs will be evaluated throughout the year.

**Travel**
Martial Arts teams that have to travel to any of their activities must follow responsible procedures. This includes areas such as minibus law, driver testing, driving in adverse conditions and booking procedures.

**Insurance**
On no account must Instructors with LMA participate in activities without the appropriate level of insurance.

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