

MOICHIDO ENGLAND ASSOCIATION

Health and Safety Policy

About this Policy It is the policy of **MOICHIDO ENGLAND ASSOCIATION**

(We, Our, Us), including all and any trading names connected with them, to pursue and promote at all levels of employment within our workforce measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with our operations including:

CUSTOMERS, CLIENTS, INSTRUCTORS VISITORS, SPECTATORS, WORKMEN, GUESTS,

This policy applies to all our employees and all: CONSULTANTS...CASUAL WORKERS. (Staff Members)

Status of this Policy

This policy does not form part of any contract of employment, or any other contract for work or services.

We have consulted with staff members in respect of the creation and implementation of this policy.

Our Health and Safety Standards

The implementation of this policy will fulfil all and any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all Staff Members while at work.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable.
- That sufficient measures are implemented by us to prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace.
- Provision of clear and adequate information, instructions and training to all Staff Members to ensure that they are competent to carry out their work in a responsible and safe manner.
- Our engagement with and consultation of Staff Members on a regular and appropriate basis in relation to the health and safety conditions of their work for us.
- Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of Staff Members and others.

-That we maintain safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for Staff Members to carry out the duties of their role with us.

- This policy shall also ensure:

MINIMISATION OF ANY POTENTIAL INJURY IN AN ENVIRONMENT OF PHYSICAL CONTACT

Health and Safety Information

Health and Safety Officer

The person who has the overall responsibility for overseeing our health and safety duties is: **COLIN PARKER (CHIEF INSTRUCTOR).**

Risk Assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed. This shall be the responsibility of: **MICHAEL LYNCH /COLIN PARKER (SENIOR INSTRUCTOR).**

Training

Staff Members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. We will ensure that suitable training and relevant arrangements are in place to cover Staff Members engaged in work that is remote from our main site.

This shall be the responsibility of: **COLIN PARKER (CHIEF INSTRUCTOR).**

Fire Safety

All Staff Members and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed at: THE MOICHIDO CENTRE, HORTON COUNTRY PARK HORTON LANE EPSOM SURREY KT19 9UU.

We shall ensure that all Staff Members receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place every: YEAR.

All relevant and necessary signage and fire equipment for the protection and safety of Staff Members and any other persons entering and present on our premises will be displayed clearly and updated/maintained as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our fire safety risk assessment is kept up to date regularly.

The person with overall responsibility for fire safety is: **COLIN PARKER (CHIEF INSTRUCTOR).**

First-Aid and Accidents

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

Our accident book is located at: OUTSIDE OFFICE.

First-aid boxes can be located at: dojo, weights room, physio room, kitchenette, office

Our first-aid notice contains relevant information in relation to first-aid. The first-aid notice is located: RECEPTION.

The person who has been appointed with the responsibility of all first-aid arrangements is: **COLIN PARKER SARAH LUSTED (COMMITTEE MEMBER)**

All accidents or workplace injuries should be reported to the above named person as soon as is reasonably practicable.

Public Health Emergencies and Infectious Diseases

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated.

Staff Members are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases.

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

Our Covid-19 policy can be located at: OFFICE.

All matters relating to the prevention of infectious diseases any public health emergency shall be the responsibility of: **COLIN PARKER (DIRECTOR)**

Screens and Computers

All Staff Members who use computer screens and other forms of screens as a significant part of their role:

- Are encouraged to take regular breaks.
- Shall receive training and information to reduce the risks posed by regular use of screens.
- Are entitled to a workstation assessment in order to reduce any risks which may be present. This may be required from the person listed below.
- Shall be entitled to eyesight tests at our expense.

All issues relating to the use of screens is the responsibility of: **COLIN PARKER (DIRECTOR)**

Facilities

All relevant facilities such as:

toilets
kitchenette, drinking water, hand sanitizers

shall be provided and maintained by us. We shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found. This shall be the responsibility of: **COLIN PARKER (DIRECTOR)**.

Equipment and Machinery

Implementation of systematic inspections and testing of our equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. All faults should be reported to the person listed below as soon as they are discovered.

The person responsible for the safe and proper functioning of equipment and machinery is: **COLIN PARKER (DIRECTOR)**.

Additional Actions

Other relevant actions that shall be taken are: class registration sheets, visitor sign in book

These shall be the responsibility of: **COLIN PARKER (director)**. All instructors

Duties of Staff Members

All Staff Members have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environment. All Staff Members have a duty to:

- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
- Use any machinery, equipment goods, tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.
- Report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.
- Use any personal protective equipment that has been provided by us for the personal safety reasons under the requirements of the law. All staff members should ensure that they follow the relevant training, signage or wearing of personal protective equipment.

We pledge that we are committed to ensuring that all Staff Members are able to raise any health and concerns with the relevant person and that all concerns raised shall be treated seriously.

General Health and Safety Information

The approved health and safety poster is displayed at:

reception

Updates to this Policy Policy to be reviewed annually & updated where appropriate.

SIGNED ON BEHALF OF MOICHIDO ENGLAND ASSOCIATION

Signed:_____ (COLIN PARKER, CHIEF INSTRUCTOR)

Date: 31st May 2023