

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b>		<b>Unite Inflatables</b>	
<b>Master Daniel Thomas</b>		<b>has overall and final responsibility for health and safety</b>	
<b>Master Daniel Thomas</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>	
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	D Thomas	To conduct risk assessment before starting class To maintain at least 2 meters from students Ensure first aid kit is well stocked and accident book is accompanied	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	D Thomas	Full training given before starting out door classes	
Engage and consult with employees on day-to-day health and safety conditions	D Thomas	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	D Thomas	Not applicable for open spaces, but should you be in doors they should leave the building at once and call for help.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	D Thomas	Equipment will be safely stored away and walk ways clear	
Signed:	D Thomas	Date:	20/1/2020

You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	In reception
Accident book is located:	In reception

# Risk assessment

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

**Company name: Unite Martial Arts Academy**

**Date of risk assessment: 01/06/2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Inflatable moving from location	Staff and visitors may be injured if they are near inflatable	All rope ties are fix to anchors. Ground pins in secure in place	Communicate with event organizers should anything is spotted.	All staff, supervisor to monitor Manager	Straight away	On the day
Inflatable deflating	Blower disconnecting, Power cut	Staff ready to e reconnect blower / power source.	Safety instructions will be given to each and every participant	All staff, supervisor to monitor Manager	Straight away	On the day

<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• All members of the public</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you</li> </ul>	<p><b>Hand Sanitizer</b></p> <ul style="list-style-type: none"> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Students and staff members to be reminded to sanitize before and after each class. Also to wash their hands for 20 seconds with water and soap on a regular basis and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance program  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	<p>All staff</p>	<p>Straight away</p>	<p>On the day</p>
		<p><b>Temperature Check</b>  <b>Anyone with a high temperature will be asked to leave the building straight away.</b></p>	<p>To ensure everyone entering the building is below 38 degrees Celsius</p>	<p>All staff</p>	<p>Straight away</p>	<p>On the day</p>
		<p><b>Cleaning</b>  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>All staff, supervisor to monitor Manager</p>	<p>Straight away</p>	<p>On the day</p>

		<p><b><u>One way system</u></b> When entering the building members of the public will be required to follow the one way system via the arrows</p>	<p>Once in the building all members of the public are to follow the one-way system towards the back of the building.</p> <p>One way in, one way out.</p>	All staff	Straight away	On the day
		<p><b><u>Social Distancing</u></b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Coaches to maintain 4 meters distance from closest student at all times.</p> <p>To restrict student numbers to no more than 5 in a class unless shielded by a building or piece of glass.</p> <p>Students to lined up at least 2 meters apart in a staggered pattern to allow greater airflow between students</p> <p>To ensure coaches arrive at their training location 20 minutes before class to set up and avoid close contact with students and parents.</p> <p>Zoom classes to run at the same time as face to face classes to reduce the total number to students training</p> <p>Management checks to ensure this is adhered to.</p>			

		<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
		<p><b>Parking at your work place</b></p> <p>Staff arriving into work will be advised on safe time to park and enter the building should they be requested too.</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>			

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)