

## Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

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

Self Defence Course Delivery

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.		Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.) Dynamic risk assessments and location / activity specific risk assessments in place prior to commencement of any off-site training delivery.
To provide adequate training to ensure employees are competent to do their work.		Health and safety and instructor training programme with all competencies tested and recorded. Operational Procedures: <ul style="list-style-type: none"> <li>Assessing for injuries prior to training (recorded on health questionnaire)</li> <li>Warming up a class safely</li> <li>Size of group – instructor ratio no more than 1 – 15</li> <li>Safe sanctioned training activities to be carried out</li> <li>Level of contact and control to be maintained</li> <li>Any injuries to be recorded</li> </ul>
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.		Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.		Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain, equipment and PPE, and ensure safe storage/use.		Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained to carry out dynamic risk assessment specific to the operational location.



# Health and safety policy

Health and Safety  
Executive

Health and safety poster is displayed:	At reception unless working off-site			
First-aid box and accident book are located: Accidents and ill health at work reported under relevant regulatory body:	At reception or in possession of instructors on the day in the case of off-site instruction			
Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:		Every:	12	Months or sooner if work activity changes