



Stars for the future

HEALTH & SAFETY POLICY

Statement of Policy

1. It is the policy of the club to ensure so far as is reasonably practicable, the safety health and welfare of :-
 - Members who train under the programmes it operates and compete in events it runs or participates in
 - Members of the public and others who attend the events it organises and to promote good health and safety practice in the coaching and training undertaken by its members.
2. This will be done by compliance with current UK health and safety laws, Codes of Practice and through the promotion and dissemination amongst its members of current best practice in Weightlifting, Powerlifting and weight training to ensure the health and safety of participants at all levels and in all capacities.
3. This will be achieved through continuing development, implementation, monitoring, review and where necessary revision of the framework, arrangements and procedures set out in this document.
4. This policy and any risk assessment required to fulfill legal obligations will be subject to updating as necessary. The policy will be subject to a mandatory comprehensive review not more than 3 years from the date of signature below.

Section 2

Arrangements For Managing And Implementing The Health & Safety Policy

Management at the club

It is the responsibility of the club to ensure that the club is discharging the legal health and safety duties placed upon it.

It will do this by:-

- Providing strategic direction to the club manager in respect of health and safety matters
- Ensuring the club manager has available the resources in terms of finance, time and people to implement any necessary actions to ensure that the club legal responsibilities are discharged.
- Reviewing progress of the club in achieving its strategic health and safety aims

It will do the above in discussion with the club manager who will assist the Board by providing a report on health and safety. This will be at such times as the Board require but will be at least annually, coincident with the presentation of club end of year financial report. The report will cover at least the following:-

- Accident profile for members for the year with details of major injuries & indications of trends.
- Accident profile for insurance claims (both for injury treatment and for civil liability) for the year with details of any major injuries (as specified in Supplement 1) and major claims with indications of trends.
- Information on any significant actions taken in respect of :

1. Ensuring health and safety of members.
 2. Members training at National and Regional Training Centre.
 3. Any events run by the club.
 4. Promotion of good health and safety practice amongst coaches, clubs and members.
- Information on any changes to health and safety legislation impacting on the club and its business and in outline how these have been dealt with (or may need to be dealt with).
 - Indication to the Boards of areas (if any) where further health and safety action may be required in the coming year (or years if a longer term programme is needed).

Management at the club Manager and members,

It is for the club manager and the voluntary members to ensure that attention is given to the club's strategic direction, and that health and safety arrangements agreed within the club are implemented and operated effectively.

To assist the voluntary members to do this, health and safety issues will be a standing agenda item at all Executive Board meetings.

At the meeting:

- The health and safety co-ordinator will update the club manager, who will update the voluntary members on those action discharged from the time of the last report and on any actions outstanding from previous reports.
- The health and safety co-ordinator will provide details of any legally reportable accidents in the previous trimester together with details of any significant health and safety actions taken in the trimester.
- Voluntary members will be asked to comment on any health and safety related issues that may have arisen in their area of responsibility during the previous trimester.
- The club manager and the voluntary members will agree on any areas of action to be pursued

Section 3 Specific Duties & Responsibilities For Health & Safety Within the club

The club manager

The club manager has overall day to day responsibility for health and safety matters within club and is the final arbiter on health and safety issues. The club manager will ensure that :-

- The club has in place policies & arrangements to ensure legal health and safety duties are met;
- Sufficient funding is made available by the club to discharge these duties;
- A health & safety co-ordinator, reporting directly to the club manager is appointed for the club.
- Health and safety conditions and performance within the club is monitored.
- Action is taken to deal with identified risks to health and safety.

CLUB Health and Safety Co-ordinator

The Health and Safety co-ordinator is required to:-

- Be familiar with the Associations health and safety policy, and support the club manager to ensure action is taken to ensure employees / volunteers are made aware of the Health and Safety policy and its requirements.
- Ensure Risk Assessments exist for significant activities undertaken by CLUB and that these are reviewed and updated as necessary.

- Ensure that staff who have health and safety roles within the CLUB (e.g. fire roll-call officers) know and understand their safety duties, and are aware of the procedures to be followed (e.g. in the reporting of hazards, carrying out checks etc.).
- Ensure, where necessary in discussion with the club manager, voluntary employees, that action is taken in respect of reported hazards or identified risks.
- Ensure that good housekeeping standards are maintained within the Association's offices.

Employees / Volunteers

All employees / volunteers are required to co-operate to ensure health and safety of colleagues, visitors, and members of the CLUB.

In particular employees / volunteers are required to:

- Be aware of the CLUB's health and safety policy and safe working procedures and arrangements and in particular those that apply to their areas of work.
- Bring to the attention of club manager any equipment with defects that constitute a risk to health and safety.
- Ensure that visitors are made aware of unavoidable risks.

Section 4 Health and Safety Supplements

Health and Safety Supplements provide detailed information about the club health and safety policies and the health and safety actions that are to be followed by the club employees and volunteers in respect of areas of the British Weight Lifting activities where health and safety is considered paramount.

These are:

1. Accident reporting and recording arrangements to be followed within the club.
2. Health, safety and welfare arrangements for members training at National and Regional Training Centres and clubs under the club national coaches.
3. Health and safety arrangements for the club delegations travelling and participating in competitions
4. Health and safety arrangements for the inspection and checking of the club equipment used by members training at National and Regional Training Centres and clubs under the club national coaches.
5. the club Major Incident Policy for National and Regional Training Centres and clubs.
6. Health and safety arrangements for staff driving in the course of work on the club business
7. Health and safety arrangements for Displayed Screen Equipment users
8. Health and safety checklist for 'Home event' competitions
9. Health, welfare and safety policy for coaches and clubs

Supplement 1

Accident reporting, recording and investigation arrangements to be followed within the club.

National Accident reporting centres Phone No. 08453009923

Accident / incident reporting at the club Health and Safety Co-ordinator

1. All incidents in which anyone associated with the activities of the club (that is, employees, coaches, lifters in training, volunteers, visitors) has an accident (however minor) must be reported immediately or at the latest within 24 hours to the club Health and Safety Co-coordinator for recording in the club accident book and accident database.
2. Any incident / accident resulting in a member of staff being unable to do their normal job for more than 3 consecutive days must be reported to the club Health and Safety Coordinator no later than the 4th day after the incident .
3. Accident / incident reporting forms are available from the club office.

Legal reporting of accidents and incidents

Accidents to the club employees:

1. the club is the 'responsible person' for reporting to the Health and Safety Executive (HSE) accidents suffered by its employees.
2. Any accident / incident resulting in any of the following consequences for a member of CLUB staff must be reported by the club to the HSE by the quickest practicable means (phone).
 - Any death.
 - Any fracture (NOT fractured fingers or toes).
 - Dislocation of the shoulder, hip, knee or spine.
 - Loss of sight (whether temporary or permanent).
 - Chemical or hot metal burn to the eye or any penetrating injury to the eye.
 - Any injury resulting from electrical shock leading to unconsciousness OR...
 - Admittance to hospital for more than 24 hours.
 - Any other injury:
 - a) Leading to hypothermia, heat induced illness or unconsciousness.
 - b) Requiring resuscitation.
 - c) Requiring admittance to hospital for more than 24 hours.
 - Loss of consciousness caused by asphyxia /exposure to a harmful substance/ biological agent either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin
 - a) Acute illness requiring medical treatment OR
 - b) loss of consciousness
 - Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
3. A copy of the accident/incident report should be sent to LNSC indicating that a report has already been made to HSE
4. Where a member of staff is unable to do their normal job for more than 3 consecutive days as a result of an accident / incident at work this will be reported to HSE within 10 days by the club Reporting Officer.

Accidents to members in competitions and training:

1. All injuries to members in the course of competitions and training which require treatment (e.g. by attendance at hospital, by a doctor or by a physiotherapist) must be reported immediately or at the latest within 24 hours to the club Health and Safety Coordinator for recording in the club accident book and accident database.
2. Any accident/incident which results in a member being taken to hospital for treatment must be reported immediately or at the latest within 24 hours to the club Health and Safety Coordinator. On receipt of a report the club Health and Safety Coordinator will immediately provide the club manager with details so that they can make a report to the Health and Safety Executive.

Monitoring of accidents and incidents:

1. Every 2 months the club Reporting Officer will prepare for the Management Team a brief report giving details of accidents and incidents reported under this procedure and indicate those (if any) which were formally reported to HSE.

Investigation of accidents and incidents:

1. Any incident resulting in injury to an employee of the type set out under Para 4(i) above (i.e. a legally reportable Major Injury) or any comparable injury to a member in competition and training, will be the subject of an internal CLUB accident investigation.
2. The club manager will appoint a person (or persons) to conduct the investigation with a view to establishing how the accident occurred, what lessons can be learned and to recommend any improvements that can be made to prevent (or minimise the likelihood) of reoccurrence.
3. the club members will consider the findings of such investigations at the next Board meeting after conclusion of the investigation.

Supplement 2 Accident & Incident Records

NB: For each person involved, use a separate sheet and store securely (Data Protection requirement)

Supplement 3 Health and safety arrangements for CLUB delegations travelling to and participating in competitions or CLUB events.

Full details of CLUB policy and procedures to be followed are set out in the Document:-

'British Weight Lifting Standard Operating Procedures for British Weight Lifting Delegations'

The Head of Delegation Pack

This document should be referred to for all health and safety issues relating to delegations.

Supplement 4 Health & Safety Arrangements for the inspection and checking of equipment used by members at the club Centres.

Equipment Checking

All weightlifting equipment provided and used at Training Centres for weightlifting, powerlifting and weight training and competitions will be subject to the following regime of inspection and examination.

Inspection by Coaches

At each session of use the national or regional coach must be satisfied that the equipment is fit to use. This will be by visual checking of the apparatus.

Unfit equipment

If a coach considers equipment unfit for use he/she will mark the equipment as not to be used

and report the matter immediately at the conclusion of the training session to the CLUB National Coach. The National Coach will arrange for the equipment to be secured against further use and for either the relevant repairs to be carried out OR for the equipment to be disposed of. The National Coach must inform the CLUB offices so the equipment is removed from the CLUB Assets register.

Confirmation of continued suitability for use

where such examinations of equipment or apparatus are carried out the club Equipment Registrar must obtain copies of reports from the National or Regional Coach and obtain confirmation that any maintenance or repairs identified as necessary by the equipment manufacturer or supplier have been carried out. Where there is a period between identification of maintenance and repair needed and carrying out of the work the club National Coach must ensure that the equipment has been secured against further use.

Supplement 5 Major Incident Policy for Training Centres

Purpose

This policy is designed to provide guidance to coaches and other volunteers working in Training Centres in dealing with a "Major Incident".

Definition

A "**Major Incident**" is defined as a serious, potentially debilitating or life threatening accident which occurs to a member or coach that requires emergency medical assistance. An example would be where a lifter is hit by the descending bar on the head or back of the neck. This policy is not intended to deal with minor accidents such as a sprained ankle.

Procedure

When a Major Incident occurs the Coach in charge of the session must do the following:

- Ask another member of staff to stop all activity in the lifting centre.
- You must leave the member in the position they fall unless you suspect that the member is not breathing or that further injury will occur due to the position of the member.
- Talk to the member to reassure them that you are in control of the situation & that medical help is coming.
- Use a telephone (mobile if necessary) to request an ambulance.
- Send another member of staff to the main reception to request the assistance
- Request that a volunteer waits on the approaches to the Centre for the arrival of the ambulance.
- When the ambulance arrives follow all the instructions of the paramedics.
- Decide who will accompany the member to hospital. This should be someone who knows and is trusted by the member. Ideally that person should have witnessed the accident.
- When the member has been transferred to hospital you must make every effort to inform the next of kin of what has happened.

Once the incident is over you must immediately complete an accident report form, which can be obtained from Championship Manager or National Coach Pack.

Once completed the form should be forwarded to the CLUB Health and Safety Coordinator who will inform the club manager and provide the necessary details.