

# Safety Statement



**Strike-Zone Ltd**  
**45-48 Croft St**  
**Lincoln**  
**LN2 5AZ**

## Principal Activity of the Undertaking

**Martial arts**

# SAFETY STATEMENT

## Policy statement

The Health & Safety at Work Act 1974 imposes statutory duties on employers and employees to ensure a safe place of work.

It is the policy of this company, acting through its management to ensure so far as is reasonably practicable that health & safety is assigned, accepted and fulfilled at all levels of the company.

It is also the policy of the company to ensure the health, safety & welfare of all employees and visitors to the premises or operations under our control.

### **It is the intention of the company to ensure that:**

- a) The provision and maintenance of plant and systems of work are safe and without risks to health.
- b) Arrangements for use, handling, storage and transport of substances for use at work are safe and without risks to health.
- c) Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risks to health.
- d) The provision of information, instruction, training and supervision as is necessary to ensure the health & safety of all employees.
- e) With regard to any premises under our control or operations on which we are working, the maintenance of all plant, machinery and equipment so that they are safe.
- f) The working environment is safe and without risks to health and that adequate provision is made for facilities and welfare at work.

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- g) The Health & Safety Policy is reviewed and updated as necessary.  
Communication of any changes will be made to all employees.

**It is the duty of every employee at work to:**

- a) Take care of their own health & safety and any person who may be affected by their acts or omissions.
- b) To co-operate with the employer in all health & safety matters.
- c) Not to deliberately interfere with any provision made for their safety.

This policy is subject to review annually or if any significant change to the business or its operation occurs that would make the old policy out of date.

Signed:



Position: Director

Date: 17/03/21

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# SAFETY STATEMENT

Health and Safety function(s) responsibility (ies)

Name/Job Title

H & S Competent Person

N.Singleton  
Owner

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# SAFETY STATEMENT

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# SAFETY STATEMENT

## Accidents & Dangerous Occurrences

(See Organisation section for persons responsible)

How work related accidents, dangerous occurrences and diseases are dealt with:

All accidents must be recorded in Company accident book which is kept in the wall mounted 1<sup>st</sup> aid cabinet

Completed accident records shall be kept secure according to the Data Protection Act guidelines.

The company will report all accidents covered by RIDDOR.

RIDDOR should be reported to RIDDOR online at <http://www.hse.gov.uk/riddor/report.htm>

All major accidents/incidents will be investigated by N. Singleton

All trainers must report accidents/incidents whether onsite or offsite to Mr. Nigel Singleton

Any visitors or trainees on the company's property must report accidents to Mr. Nigel Singleton

If any student or trainee whilst being trained at Strike-Zone Ltd, injures themselves, then the trainer in charge of that training shall make an official report to N. Singleton.

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# SAFETY STATEMENT

## **CCTV & Data protection**

**(See Organisation section for persons responsible)**

How health and safety information, instruction and training is ensured:

CCTV images are recorded for security purposes at Strike-Zone Ltd, 45-48 Croft St, Lincoln. LN2 5AZ.

CCTV images will be stored on a hard drive for up to 1 month or until they are overwritten by the recording device

The images remain the property of Strike-Zone Ltd and no external person or body shall view the images unless a formal request is presented to Nigel Singleton. Requests for release of CCTV images will only be considered if it is deemed necessary for security or upon request by the police.

All sensitive information shall be protected at all times either by lock and key for the paper records or computer passwords for the electronic information.

No sensitive information shall be released to any third party without the express permission of Nigel Singleton.

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# SAFETY STATEMENT

## Contractors/Visitors

(See Organisation section for persons responsible)

How safety and health of contractors/visitors on the premises is ensured:

In the event of an evacuation the member of staff responsible for the visitor shall ensure that they are evacuated safely.

In the event of an evacuation the trainer of any class shall be responsible for ensuring the safe evacuation of all trainees and ensuring any missing persons are reported to the emergency services on their arrival.

Certificates of competency shall be requested from all contractors prior to work beginning.

Where contractors may be engaged in dangerous activities the company shall request a risk assessment or safe system of work from the contractor before work may commence.

All contractors or visitors must take time to check on the company safety procedures in place before commencing work.

All safety rules shall be brought to the attention of visitors and contractors on entering the building.

All non-course visitors who may be left on their own should be made aware of the emergency evacuation procedures located around the building.

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# SAFETY STATEMENT

## Electrical Equipment

(See Organisation section for persons responsible)

How safety of electrical equipment is ensured:

All electrical equipment should be visually checked by the operator before use.

The Company shall ensure that all class 1 electrical equipment shall be inspected and tested by a competent person on a regular basis.

A register of electrical equipment shall be held at Singleton's head office Health and Safety file, and also in the electric file.

No employee shall engage in any work or repair on electrical equipment unless competent to do so.

The electric meter and switch panel for Strike-Zone Ltd is located down the side of the disabled toilet. Only Strike-Zone Ltd employees may enter these areas. Only competent, trained employees may alter the consumer panel.

No employee shall engage in any work on live electrical equipment.

Under no circumstances shall faulty electrical equipment be used. If a trainer notices faulty equipment they should immediately stop using it and label it as out of use.

Any faults in equipment or mains supply shall be reported immediately to N. Singleton.

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# SAFETY STATEMENT

## Fire

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

All Smoke detectors shall be checked annually by a competent person.

All fire extinguishers shall be checked monthly by Strike-Zone Ltd staff.

The fire alarm system shall be serviced as needed by Lindum Fire.

Any faults other than low voltage batteries in smoke detectors shall be reported to N Singleton at the earliest opportunity.

Fire extinguishers are located at:

Top room: 1 x water  
Next to exit door

Bottom room: 1 x water  
Next to exit 1 x CO2

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# SAFETY STATEMENT

## First Aid

(See Organisation section for persons responsible)

How first aid cover at work is provided and ensured:

First aid supplies shall be kept in the first aid box fixed to the wall. Additional portable boxes are located on the cupboard down stair and the shelving unit upstairs.

Mr. Nigel Singleton is responsible for ensuring the boxes are fully stocked and in date.

The first aid boxes shall contain at least the following supplies:

- 1 – 1<sup>st</sup> aid book
- 20 – Self adhesive, sterile, individually wrapped plasters
- 2 – Triangular bandages
- 2 – Small sterile unmedicated dressings
- 2 – Medium sterile unmedicated dressings
- 2 – Large sterile unmedicated dressings
- 2 – Eye pads
- 1 – Scissors
- 6 – Antiseptic wipes
- 2 – Pairs of gloves

At all times there will be at least one trained first aider at Strike-Zone Ltd when martial arts classes are being run.

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## Hazardous Substances

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

COSHH data sheets shall be held at head office for all chemicals having a Haz-Chem or CLP symbol.

COSHH risks assessments shall be conducted and recorded on all items having a Haz-Chem or CLP symbol.

No employee shall use any chemical unless it has been assessed first.

Trainers should read the risk assessments before using a chemical for the first time.

All trainers shall handle and store all chemicals used by the company according to the guidelines laid down in the COSHH data sheets.

No contractor is allowed to bring COSHH assessable substances onto the company premises without the express permission of Strike-Zone Ltd. All such substances shall be accompanied by a COSHH risk assessment and data sheet.

The company has been assessed for the likelihood of Legionella infection. The results are that no header tank, evaporator or any other sort of cooling system currently exists on site, so the risk is negligible.

The company has been assessed for lead at work. No lead could be found in the building, all drinking water pipes are copper or plastic; therefore there is no risk from lead at work.

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# SAFETY STATEMENT

## **Housekeeping and Environmental** (See Organisation section for persons responsible)

How general cleanliness and tidiness of the workplace is maintained:

Floors and access routes shall be kept clear at all times.

Fire exits must be unlocked at the start of training, and kept clear at all times.

Dust and debris should not be allowed to accumulate to a level that poses fire risk.

All Rubbish shall be removed from the building weekly.

Any defect with the building or its contents must be reported to N. Singleton as soon as possible.

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# SAFETY STATEMENT

## • Information, Instruction, Training

(See Organisation section for persons responsible)

How health and safety information, instruction and training is ensured:

All trainers must be familiar with health and safety rules.

It is expected that at least one trainer from each club has the following training.

1. Basic health and safety
2. First aid
3. Fire
4. Manual Handling
5. Safeguarding

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# SAFETY STATEMENT

## Manual Handling

(See Organisation section for persons responsible)

How manual handling operations are dealt with:

All trainers should be aware that poor manual handling may cause significant injury.

Strike-Zone Ltd shall conduct manual handling risk assessments as required on large or heavy items prior to handling.

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# SAFETY STATEMENT

## Medical Emergency

(See Organisation section for persons responsible)

How serious accidents or health conditions are dealt with:

In the event of a serious accident or health condition the lead trainer will phone for the emergency services immediately, the first aider should assist as necessary at the scene.

For less serious medical situations, the 1<sup>st</sup> aider on duty should assess the nature and extent of the emergency and take the appropriate action.

In the event of a member of staff or visitor requiring hospital treatment, they should be accompanied to hospital wherever possible.

Any Accident to a non employee whilst on the premises that requires medical treatment at hospital must be reported under RIDDOR. To enable this to happen any such accident should be reported to N Singleton without delay.

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# SAFETY STATEMENT

## Monitoring and Review

(See Organisation section for persons responsible)

How health and safety performance is monitored and reviewed:

This policy shall be reviewed annually or following any significant change.

Nigel Singleton shall be responsible for reviewing the ongoing arrangements.

Following any significant accident or incident the Company shall conduct an accident investigation to prevent the situation re-occurring.

An annual general risk assessment shall be conducted and brought to the attention of all staff.

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## **Noise at Work**

**(See Organisation section for persons responsible)**

How compliance with statutory requirement is ensured:

Noise levels have been assessed and do not exceed any statutory limits.

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# SAFETY STATEMENT

## Protection of Children

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

This policy applies to all staff, including the company owner, volunteers and freelance, agency staff, students or anyone working on behalf of Strike-Zone Ltd.

**The purpose of this policy:**

- The Children's Act 2004 defines a child as a person under the age of 18.
- To protect children and young people who receive Strike-Zone Ltd services. This includes the children of adults who use our services.
- To provide staff and volunteers with the principles that guide our approach to child protection.
- Strike-Zone Ltd believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them.

**We recognise that:**

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

- Valuing them, listening to and respecting them.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all DBS checks are completed.
- Sharing concerns with agencies who need to know and involving parents and children appropriately.

**We are committed to reviewing our policy and good practice annually.**

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# SAFETY STATEMENT

## **Personal Protective Equipment (PPE)**

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The Company will provide all necessary PPE free of charge.

All trainers shall wear PPE provided whenever required  
– failure to wear PPE is a criminal offence –

Any faulty PPE should be reported immediately to Nigel Singleton.

Trainers should take reasonable care of PPE, keep it clean  
and store it correctly.

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## Risk Assessment

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The following risk assessments shall be completed by the company.

1. Fire risk assessment – annually.
2. COSHH risk assessments
3. General site safety audit – annually
4. Working at heights (roof access)
5. Martial arts training – before starting
6. Covid-19 – as required

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# SAFETY STATEMENT

## Safe Systems of Work

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

Whilst working on the company premises all trainers will follow the prescribed safe way of working. All trainers shall be instructed in safe systems of work upon first starting.

All trainers are reminded of their duty under Section 3 of the Health & Safety at Work Act 1974 to ensure the safety of non employees. If a trainer assesses that a candidate is unfit in any way to commence or undertake a physical exercise on any training course; then the trainer should not allow such an individual to participate in the physical exercise and this matter should be reported to N. Singleton and also the manager of the client's site.

Trainers are reminded of their legal obligation under Section 7 of the Health & Safety at Work Act 1974 which states that they must take reasonable care of their own safety and co-operate with the employer at all times to allow the employer to fulfil his legal requirements.

Any trainer who deliberately fails to ensure their own safety or affects the safety of others may be subject to removal of the right to train at Strike-Zone Ltd.

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## **Serious & Imminent Danger** (See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

All trainers shall as far as is possible prevent situations arising that could cause harm to themselves or others.

In the event of an trainer being in a position of danger, they are expected to remove themselves from such danger and report the problem immediately.

Trainers are reminded of section 7 of the Health & Safety At Work Act 1974, this requires trainers never to place themselves in a position of danger. Trainers knowingly working in unsafe conditions may be subject to removal of the right to train at Strike-Zone Ltd.

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# SAFETY STATEMENT

## **Violence, Bullying & Discrimination** (See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The company is committed to a policy of equality to all trainers, customers and students.

Violence or bullying by any trainer will be considered to be a serious matter and may be subject to removal of the right to train at Strike-Zone Ltd.

The company is also committed to a policy of non discrimination both in training.

Any instance of discrimination on any grounds of race, age, gender, religion, ethnic group or any other sector may be subject to removal of the right to train at Strike-Zone Ltd.

It is expected that all trainers comply with all elements of this section of the policy in all their dealings with other trainers, trainees and customers.

As far as is reasonable and practical, Strike-zone Ltd shall comply with the Equality Act, and shall take every measure to allow free and equal access to all of its services and training.

To achieve this Strike-Zone ltd have been assessed for disability access and reasonable adjustments have been made which include the provision of disabled toilets and disabled access staircase.

This policy shall be reviewed regularly in light of changes to the Disability Regulations.

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# SAFETY STATEMENT

## Workplace & Welfare

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The company shall provide facilities that are suitable and sufficient.

Unisex toilets are available, and it is expected that trainers should keep the facilities clean at all times.

The company operates a no smoking policy within the building itself. All smoking must take place outside of the building. This is not designed to discriminate against smokers but is to prevent the risk of fire and protect the health of non smokers.

The use of E-cigarettes is not permitted in the training.

Drinking water is available from the tap in the middle of the dojo.

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