



Health and Safety Policy

Our Health and Safety management system provides us with the means to manage health and safety in an efficient and effective manner.

At West Oxon Boxing and Fitness Club, it is our policy to ensure, as far as reasonably practicable, the health and safety of all our employees, members and anyone else involved in the activities associated with club.

General Arrangements – Incident/Accident Reporting.

All incidents/accidents, must be reported to the member of staff in charge. This information must be provided to all staff, members and anyone else involved with the club during their induction phase. This enables West Oxon Boxing and Fitness to investigate and determine the cause of any incident and put in place any preventative measures required. If there is an accident within the club, the accident book must be completed immediately.

General Arrangements – First Aid.

West Oxon Boxing and Fitness Club have trained first aiders on site during operational hours. First Aid is exactly that, we will give initial help such as support with a cut or a bleed. If the incident or accident is of a serious nature, a member of staff will advise on the appropriate steps to take, such as attending hospital or seeing a doctor. The club will not issue any medication such as paracetamol or ibuprofen. The first aid box is located at the front desk.

Advice to First Aiders on Blood Borne Viruses (BBV)

There are many blood-borne viruses, all of which should be considered as risks to human health. However, they are a risk only if a virus enters the blood stream of the recipient. BBV are transmitted from one person to another via unprotected sexual intercourse; blood-to-blood contact (e.g. injecting drug use) mother-to-baby transmission. BBV are not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or wash room.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is

open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis B Virus (HBV) and Hepatitis C (HCV) Virus are BBV. They cause liver disease. Symptoms range from flu-like in mild cases through to severe liver damage.

BBV can be transmitted where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals particularly where the blood or bodily fluids can enter through an open wound. The use by First Aiders of the simple precautions listed below eliminates the risk of transmission.

- Cover all cuts, sores, chapped skin or other open wounds with waterproof dressing.
- When giving first aid wear disposable sterile surgical gloves.
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels.
- Do not use teeth when putting on / removing gloves.
- Pull off gloves so that they are inside out.
- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier.
- Hands must be washed with soap before and after applying dressings.
- Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- When spillages of blood or other bodily fluids (with the exception of urine) occur, these must be cleaned up immediately using paper towels using a solution of one part bleach to ten parts water.
- **DO NOT** use bleach on urine spillages. Use soap and water.
- If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids they must be washed with clean cold water and medical advice sought.

General Arrangements – Housekeeping.

Good housekeeping is an essential part of our safety programme and all staff, members and anyone else involved with the club, co-operate with us in maintaining excellent standards.

If there is a spillage, clean it up.

Bottles and water containers must be kept and used in a way as not to cause a spillage or slip, trip or fall hazard. It is the responsibility of everyone to maintain this process.

Gym bags are not permitted within the general area of the club and must be stored away from the general area

General Arrangements – Maintenance.

It is the responsibility of management to ensure all facilities are maintained to an excellent standard. All defective equipment will be withdrawn from use until the equipment is repaired and declared fit for use again. It is the responsibility of all staff, members, and anyone else associated with the club to report any defective equipment to an appropriate member of staff.

General Arrangements – Safety Inspections of Equipment and Facilities.

Safety Inspections will be conducted periodically and at least annually by a competent person. Safety Inspections will be recorded on the Safety Inspection Record document. PAT testing will be conducted annually.

General Arrangements – Risk Assessments.

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities, equipment, and premises. We recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Our aim is to:

- identify significant hazards to health and safety;
- identify all persons at risk from the hazards identified;
- ensure that controls are sufficient to reduce risks to acceptable levels;
- where necessary to ensure that risks are controlled adequately, action further controls;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid.

Implementation of the Policy.

Our policies will be implemented by:-

- Taking health and safety into account when planning all activities;
- Providing and maintaining equipment and systems of work that are carefully designed and monitored;
- Ensuring that employees, members and others that are associated with the club are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to exercise safely;
- Ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- Ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- Ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- Ensuring that all employees, members, subcontractors and others associated with the club comply with relevant legislation and co-operate with those responsible for enforcing it;
- Maintaining a system for the recording and investigation of all incidents;

- Ensuring that the responsibilities of employees, members, subcontractors and anyone else associated with the club with regard to health and safety are clearly communicated in a way that is clear and understood.

Fire and Emergency Evacuation Procedure.

On Discovering a Fire –

- Blow the whistles located at the exits or alert all people present with the words “FIRE – YOU MUST EVACUATE THE BUILDING”
- Evacuate everyone from the building in a calm, organised manner to the fire assembly point.
- The person discovering the fire should telephone the emergency services by calling 999.
- When the operator asks which service, say fire.
- When connected to the Fire Service – state the location West Oxon Boxing and Fitness Club.

This is:

Unit 12 C

Crawley Mill Industrial Estate

Dry Lane

Crawley

Witney

OX29,9TJ

Responsibilities of Employees and Volunteers.

West Oxon Boxing and Fitness takes seriously the health, safety and welfare of all our employees, volunteers, members and anyone that could be affected by our work activities. We have set high standards which are described in this policy. These standards will not be achieved easily but we are committed to providing the resources necessary to do so.

Achieving the standards we have set for ourselves also requires the co-operation of all involved with the club.

Employees and volunteers who supervise activity within the club must ensure all members are sufficiently trained, instructed and informed, to enable them to do their exercise safely and to avoid risks to their health.

Where necessary, you will need to provide supervision, particularly in the case of inexperienced or vulnerable members.

All employees and volunteers must follow the arrangements described in our policies, procedures, and safe systems of work.

We may want employees and volunteers to be involved in our risk assessment programme. If so, we would ask them to co-operate with those leading the process.

We remind employees and volunteers that they have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:-

- Take reasonable care of their own health and safety and that of anyone affected by what they do;
- Co-operate with their employer to enable them to comply with their statutory duties;
- Refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety, and welfare.

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

Responsibilities of the Management and Board of Trustees

- Overseeing the effective application of our Safety Policy with the aim of preventing accidents and reducing hazards.
- Carrying out an annual review of the policy and implementing changes.
- Initiating our policy for the prevention of injury and damage.
- Directing ALL STAFF that our safety policy is to be implemented at all times.
- Ensuring co-operation between all parties in fulfilling the aims of the Safety Policy.
- Understanding the requirements of the Act and supporting regulations and ensuring that these are observed.
- Ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained.
- Carrying out risk assessments in those areas under your control, to identify all hazardous activities and the risks associated with such activities.
- Bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments.
- Ensuring that risk assessments are undertaken on any new or proposed activities or processes.
- Ensuring that risk assessments are reviewed regularly and at least annually.
- Ensuring that all levels of staff receive adequate and appropriate training.
- Co-operation in releasing employees and volunteers for training courses.
- Ensuring that employees are effectively instructed in safe systems of work and that records of instruction are kept.
- Ensuring that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.

- Ensuring that all safety rules are observed and protective equipment is worn or used when appropriate.
- Maintaining good housekeeping standards.
- Controlling all sub-contractors to ensure that they comply with our Safety Policy.
- Ensuring that all visitors are made aware of and comply with all aspects of Health and Safety legislation.
- Completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible after the incident.

This policy will be reviewed annually.

Name: Sharon Turner

Signed: _____

Date: / /