

TEK HEALTH & SAFETY POLICY

TEAM ELITE KICKBOXING LIMITED T/A TEK KICKBOXING IS A COMPANY LIMITED BY SHARES, REGISTERED IN ENGLAND & WALES UNDER NUMBER 13693213; ITS REGISTERED ADDRESS IS 71 STATION ROAD, BEESTON, NOTTINGHAM, UNITED KINGDOM, NG9 2AW; ITS TRADING ADDRESS IS 71 STATION ROAD, BEESTON, NOTTINGHAM, UNITED KINGDOM NG9 2AW ITS VAT NUMBER IS 402159925; ITS EMAIL ADDRESS IS INFO@TEAMELITEKICKBOXING.ORG AND TELEPHONE NUMBER IS +44 (0) 7766836153.

FOREWORD

TEAM ELITE KICKBOXING (TEK) PUTS THE HEALTH AND SAFETY OF ITS MEMBERS AS ITS HIGHEST PRIORITY. TEK'S OBJECTIVE IS THAT NO ONE WILL BE HURT THROUGH PARTICIPATION IN KICKBOXING.

AS HEALTH AND SAFETY IS SUCH A KEY PRIORITY, THIS DOCUMENT IS WRITTEN IN A MANNER THAT CAN BE CLEARLY AND EASILY UNDERSTOOD BY ALL ITS OFFICIALS, COACHES, INSTRUCTORS AND MEMBERS ALIKE TO ENSURE FULL COMPLIANCE BY EVERYONE CONCERNED.

KICKBOXING IS A MARTIAL ART AND A CONTACT COMBAT SPORT AND THEREFORE, BY ITS VERY NATURE, THERE IS ALWAYS A RISK OF SOME MINOR INJURY. THE TEK POLICY AND PROCEDURES ARE BASED UPON ELIMINATING ANY SERIOUS INJURIES, AS FAR AS REASONABLY PRACTICAL, TOGETHER WITH AN ON-GOING COMMITMENT TO CONTINUALLY WORK TO REDUCE RISKS.

THE TEK HEALTH AND SAFETY POLICY AND PROCEDURES COMPLY WITH THE REQUIREMENTS OF THE HEALTH AND SAFETY AT WORK ACT 1974 AS ISSUED BY THE UK HEALTH AND SAFETY EXECUTIVE (HSE) AND WHILST NOT SEEKING EXTERNAL ACCREDITATION OR CERTIFICATION, IT ALSO COMPLIES WITH THE INTENT AND MANY OF THE REQUIREMENTS OF A HEALTH AND SAFETY MANAGEMENT SYSTEM UNDER INTERNATIONAL STANDARD ISO45001:2018.

THE TEK HEALTH AND SAFETY MANAGEMENT SYSTEM DETAILS THE PROCESSES NECESSARY IN ORDER TO MEET ITS OBJECTIVES. THIS MANAGEMENT SYSTEM SHOULD BRING MANY BENEFITS INCLUDING:

- ASSURE COMPLIANCE WITH LEGISLATION
- CONTINUAL IMPROVEMENT
- IMPROVED RISK MANAGEMENT
- INCREASED USER SATISFACTION
- MORE EFFICIENT USE OF RESOURCES

THE HSE PROMOTES A MODEL OF MANAGING HEALTH AND SAFETY BASED ON 'PLAN-DO-CHECK-ACT'. TEK HAS ADOPTED THIS APPROACH WITHIN ITS H&S MANAGEMENT SYSTEM.

THE PLAN, DO, CHECK, ACT MODEL ACHIEVES A BETTER BALANCE BETWEEN THE SYSTEMS AND BEHAVIOURAL ASPECTS OF TEK MANAGEMENT. IT ALSO TREATS HEALTH AND SAFETY MANAGEMENT AS AN INTEGRAL PART OF GOOD MANAGEMENT GENERALLY, RATHER THAN AS A STAND-ALONE SYSTEM.

THE HSE HIGH-LEVEL SUMMARY OF THE ACTIONS INVOLVED IN DELIVERING EFFECTIVE ARRANGEMENTS AND HOW THEY ARE FREQUENTLY DESCRIBED IS GIVEN BELOW, UNDER THE HEADINGS OF PLAN, DO, CHECK, ACT. TEK RESPONDED TO THESE ACTIONS THROUGH A VARIETY OF H&S MANAGEMENT PROCESSES AS DETAILED BELOW: -

PLAN, DO, CHECK, ACT	HSE CONVENTIONAL H&S MANAGEMENT APPROACH	TEK H&S MANAGEMENT PROCESSES
PLAN	DETERMINE YOUR POLICY/ PLAN FOR IMPLEMENTATION	POLICY STATEMENT SAFETY RULES IMPROVEMENT PLAN
DO	PROFILE THE RISKS/ORGANISE FOR HEALTH AND SAFETY / IMPLEMENT YOUR PLANS	MANAGEMENT/ORGANISATION VENUE RISK ASSESSMENT RISK CATEGORISATION ACTIVITY SPECIFIC RISK ASSESSMENTS FIRST AID REQUIREMENTS HEALTH GUIDANCE COACH TRAINING
CHECK	MEASURE PERFORMANCE (MONITOR BEFORE EVENTS, INVESTIGATE AFTER EVENTS)	ACCIDENT REPORT ACCIDENT INVESTIGATION
ACT	REVIEW PERFORMANCE/ACT ON LESSONS LEARNED	REVIEW AND AUDIT LESSONS LEARNT

STUDENT HEALTH AND SAFETY POLICY STATEMENT

TEK ACKNOWLEDGES THAT KICKBOXING, BY ITS NATURE, MAY PRESENT RISKS AS A MARTIAL ART AND CONTACT SPORT INVOLVING THE TEACHING AND LEARNING OF POTENTIALLY HAZARDOUS TECHNIQUES USING THE FEET AND HANDS TO STRIKE OR DEFEND AGAINST AN OPPONENT.

THE TEK HEALTH & SAFETY POLICY AND PROCEDURES ARE IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ACT 1974 REQUIRING TEK TO DO WHATEVER IS 'REASONABLY PRACTICABLE' TO UNDERSTAND THE RISKS OF KICKBOXING, TO CONTROL THESE RISKS AND ENSURE THE CONTROLS ARE COMMUNICATED AND IMPLEMENTED.

TEK HAS THEREFORE IMPLEMENTED THE FOLLOWING ACTIONS SO AS TO REDUCE ANY POTENTIAL RISKS AND IMPACTS TO MEMBERS AS FOLLOWS: -

IMPLEMENT A HEALTH AND SAFETY MANAGEMENT SYSTEM WHICH COMPLIES WITH UK LEGISLATION AND OTHER REQUIREMENTS.

- ENSURE , AS FAR AS REASONABLY PRACTICABLE, THAT ALL TEK REGISTERED MEMBERS ARE NOT EXPOSED TO UNNECESSARY RISKS/HAZARDS WHILST PRACTICING KICKBOXING.
- MAKE THE NECESSARY RESOURCES AVAILABLE FOR THE IMPLEMENTATION OF THIS POLICY.
- ENSURE THAT ALL COACHES ARE REGISTERED, INSURED AND QUALIFIED.
- PROVIDE INFORMATION AND TRAINING TO COACHES TO GUIDE THEM IN THE IMPLEMENTATION OF THEIR STATUTORY DUTIES.
- PROVIDE CLEAR GUIDANCE TO ALL MEMBERS REGARDING THE USE OF SUITABLY APPROVED MARTIAL ARTS PROTECTIVE EQUIPMENT.
- ENSURE THAT PROPER RECORDS OF ANY ACCIDENTS/INCIDENTS ARE RECORDED AND REPORTED TO THE HSE AND TEK INSURERS (WHERE REQUIRED).
- ACTIVELY PROMOTE PHYSICAL AND MENTAL HEALTH AND SAFETY AWARENESS FOR ALL MEMBERS
- PROVIDE SERVICES TO COACHES FOR THE INVESTIGATION OF ANY ACCIDENTS OR DANGEROUS INCIDENTS.
- ENSURE THAT THIS HEALTH AND SAFETY POLICY IS REVIEWED ANNUALLY OR FOLLOWING ANY SIGNIFICANT CHANGES.
- ENSURE ALL MEMBERS ARE MADE AWARE OF THIS POLICY.
- TEK CONFIRMS ITS COMMITMENT TO CONTINUAL IMPROVEMENT.

TEK SAFETY RULES

THROUGH A ROBUST APPROACH TO RISK ASSESSMENT SPECIFICALLY LINKED TO KICKBOXING ACTIVITIES TEK HAS DETERMINED THE FOLLOWING RULES AS OUR ABSOLUTE MINIMUM STANDARD OF COMPLIANCE WITH HEALTH AND SAFETY MANAGEMENT: -

KICKBOXING ACTIVITY RISK ASSESSMENT	KEY SAFETY RISKS TO STUDENTS	MANDATORY SAFETY RULES	PREFERRED BUT OPTIONAL PROTECTION	DO YOU COMPLY?
<p>NORMAL CLASS TRAINING, CLASS SESSIONS FOR GENERAL MEMBER FITNESS/HEALTH/ WARM UP/COOL DOWN ETC.</p>	<p>PULLED MUSCLE FAINTING ASTHMA EXISTING AND UNKNOWN MEDICAL CONDITIONS</p>	<p>PRE-ASSESSMENT FORM – COACH AWARENESS OF ANY EXISTING MEDICAL CONDITIONS, SYMPTOMS AND TREATMENTS HANGING JEWELLERY/PIERCINGS REMOVED OR TAPED TRAINED MEDIC OR EMERGENCY FIRST AIDER ALWAYS PRESENT APPROVED FIRST AID KIT ALWAYS ON HAND MOBILE PHONE FOR EMERGENCIES ALWAYS ON HAND COACH LESSON PLAN AND ADEQUATE CLASS SUPERVISION</p>	<p>APPROVED MARTIAL ARTS MATTING</p>	<p>YES</p>
<p>SPARRING CLASSES</p>	<p>KNOCK DOWN STRONG BLOW TO HEAD/BODY UNCONSCIOUSNESS BROKEN BONE BLEEDING FALL INJURY WINDED CLASH OF LIMBS</p>	<p>TRAINED MEDIC OR EMERGENCY FIRST AIDER ALWAYS PRESENT MOBILE PHONE FOR EMERGENCIES ALWAYS ON HAND APPROVED FIRST AID KIT ALWAYS ON HAND COACH SUPERVISION MARTIAL ARTS APPROVED MATTING</p>	<p>TEK QUALIFIED/ APPOINTED COACHES</p>	<p>YES</p>
<p>TEK FIGHT SQUAD AND GOLDEN LEAGUE EVENTS</p>	<p>AS ABOVE</p>	<p>TRAINED FIRST AIDERS ALWAYS PRESENT MOBILE PHONE FOR EMERGENCIES ALWAYS ON HAND APPROVED FIRST AID EQUIPMENT ALWAYS ON HAND USE FULL APPROVED PPE MARTIAL ARTS APPROVED MATS TEK RULES APPLY</p>	<p>FULL ADHERENCE TO THE TEK MEDICAL CODE</p>	<p>YES</p>

KICKBOXING ACTIVITY RISK ASSESSMENT	KEY SAFETY RISKS TO STUDENTS	MANDATORY SAFETY RULES	PREFERRED BUT OPTIONAL PROTECTION	DO YOU COMPLY?
BASIC TECHNIQUES IN CLASS	COLLISION ACCIDENTAL CONTACT	CLEAR/CLEAN FLOOR SPACE NO OVERCROWDING MEMBERS WELLSPACED TRAINED MEDIC OR EMERGENCY FIRST AIDER ALWAYS PRESENT APPROVED FIRST AID KIT ALWAYS ON HAND MOBILE PHONE FOR EMERGENCIES ALWAYS ON HAND INSTRUCTOR SUPERVISION	MARTIAL ARTS APPROVED MATTING	YES
SELF DEFENCE IN CLASS	STRIKES TO FACE/BODY FALLING BADLY BREAKS TWISTS EYE INJURIES WINDED	FAKE / DUMMY WEAPONS ONLY TRAINED EMERGENCY FIRST AIDER ALWAYS PRESENT APPROVED FIRST AID KIT ALWAYS ON HAND MOBILE PHONE FOR EMERGENCIES ALWAYS ON HAND COACH SUPERVISION	MARTIAL ARTS APPROVED MATTING	YES
DEMONSTRATIONS	ALL AS ABOVE	ALL ACTIVITIES AS PER INDIVIDUAL RISK ASSESSMENTS ABOVE PLUS ALL OPTIONS	ADDITIONS IF APPROPRIATE	YES
GRADINGS	ALL AS ABOVE	ALL ACTIVITIES AS PER INDIVIDUAL RISK ASSESSMENTS ABOVE PLUS ALL OPTIONS	ADDITIONS IF APPROPRIATE	YES
HEAD INJURY 1	HIT TO HEAD SUFFICIENT TO STAGGER/STOP THE STUDENT	ISSUE HEAD INJURY WARNING NOTICE NO SPARRING FOR AT LEAST 48 HOURS CALL/VISIT (WITHIN 24 HOURS) TO ENSURE STUDENT IS WELL AND IF NEEDED, PARENTS ARE AWARE	ADDITIONS IF APPROPRIATE	YES

KICKBOXING ACTIVITY RISK ASSESSMENT	KEY SAFETY RISKS TO STUDENTS	MANDATORY SAFETY RULES	PREFERRED BUT OPTIONAL PROTECTION	DO YOU COMPLY?
HEAD INJURY 2	HIT TO HEAD CAUSING UNCONSCIOUSNESS	ISSUE HEAD INJURY WARNING NOTICE MANDATORY VISIT TO A&E OR GP NO SPARRING FOR AT LEAST 30 DAYS CALL/VISIT (WITHIN 24 HOURS) TO ENSURE STUDENT IS WELL AND IF NEEDED, PARENTS ARE AWARE	ADDITIONS WHERE APPROPRIATE	YES
WEARING SPECTACLES	HARM TO SELF HARM TO A PARTNER	WHEREVER POSSIBLE GLASSES SHOULD NOT BE WORN DURING SPARRING OR SELFDEFENCE. CONTACT LENSES ARE RECOMMENDED.		YES
PREGNANCY IN TRAINING	HARM TO SELF HARM TO UNBORN CHILD	A STUDENT WHO IS PREGNANT MUST DECLARE THIS AS SOON AS POSSIBLE TO TRAINING. ONCE DECLARED A PREGNANT MEMBER WILL NOT BE ALLOWED TO TAKE PART IN ANY FORM OF SPARRING OR SELF DEFENCE. CONTINUED TRAINING IN WARM UPS/COOL DOWNS AND BASIC TECHNIQUES IS ENCOURAGED AS THIS ENHANCES GOOD HEALTH (SUBJECT TO AGREEMENT WITH THEIR OWN GP/MIDWIFE). COACHING IS ALLOWED SUBJECT TO THERE BEING NO CONTACT OR EXCESSIVE MOVEMENTS/FORCE.		YES

MANAGEMENT AND ORGANISATION

OVERALL ACCOUNTABILITY FOR HEALTH AND SAFETY WITHIN TEK LIES WITH THE BOARD OF DIRECTORS WITH DAY-TODAY IMPLEMENTATION, MANAGED LED BY THE CHIEF HEALTH AND SAFETY OFFICER. SUMMARY HEALTH AND SAFETY RESPONSIBILITIES:

BOARD OF DIRECTORS

- LEAD BY EXAMPLE.
- APPROVE H&S POLICY.
- MONITOR H&S PERFORMANCE.
- REVIEW H&S PERFORMANCE ANNUALLY.
- REVIEW AND APPROVE H&S IMPROVEMENTS.
- IMPLEMENT H&S POLICY THROUGH AN APPROPRIATE H&S MANAGEMENT SYSTEM.
- MONITOR AND REPORT ON H&S PERFORMANCE.
- REVIEW H&S PERFORMANCE ANNUALLY.
- APPOINT AND TAKE GUIDANCE FROM AN H&S ADVISOR.
- SUPPORT ACCIDENT/INCIDENT INVESTIGATIONS.
- CARRY OUT AUDITS IF AND WHEN APPROPRIATE.
- ENSURE H&S TRAINING IS INCLUDED IN INSTRUCTOR/COACH TRAINING.
- PROMOTE GENERAL H&S AWARENESS.
- DEVELOP THE H&S MANAGEMENT SYSTEM.
- LEAD THE INVESTIGATION OF ACCIDENTS/INCIDENTS.
- REVIEW ON-GOING H&S PERFORMANCE.
- PRODUCE STATISTICAL REPORTS FOR REVIEW.
- AUDIT THE MANAGEMENT SYSTEM AND SCHOOLS AS APPROPRIATE.
- SUPPORT DELIVERY OF TRAINING TO COACHES.
- ADVISE ON SUITABLY APPROVED MARTIAL ARTS PROTECTIVE EQUIPMENT.
- PROMOTE GENERAL H&S AWARENESS.
- KEEP RECORDS OF ACCIDENT REPORTS AND ACCIDENT INVESTIGATIONS.
- LIAISE WITH INSURERS.
- REPORT ALL ACCIDENTS TO BT INSURERS WITHIN 30 DAYS OF THE ACCIDENT.
- AUDIT EVENTS PARTICIPATION FOR APPROPRIATE MEMBERSHIP/COMPETENCE.
- ISSUE EVENTS SANCTION/INSURANCE.

KICKBOXING ACTIVITY-SPECIFIC RISK ASSESSMENT

ACTIVITY: NORMAL CLASS TRAINING, CLASS SESSIONS FOR GENERAL STUDENT FITNESS/HEALTH/WARM UP/ COOL DOWN ETC. (GENERIC RISKS)

N o.	Risk	P	L	P x L	Mitigation	P	L	P x L	Control
1	Pulled muscle	3	2	6	Slow stretching to begin then a gentle progressive build-up and slowdown of strenuous activity	1	2	2	Coach awareness of individual student's capabilities. Coach should have a preprepared 'session plan' to ensure a smooth coordinated approach.

N o.	Risk	P	L	P x L	Mitigation	P	L	P x L	Control
2	Fainting	2	2	4	Coach to be observant. Allow for student to sit down if dizzy.	1	2	2	Apply First Aid if this occurs: Recovery position clear airways
3	Unknown and existing medical condition	2	3	6	Always carry out pre-assessment checks. Be aware of known symptoms and treatments. Insist that students bring inhalers or epi-pen jabs to classes and have them close by. Always be observant.	1	3	3	Pre assessment checks should identify common conditions. Instructor to liaise with students on treatment if symptoms occur. Unknown conditions require the coach to be vigilant at all times.
4	Over-exertion	2	2	4	Be aware of individual fitness levels. Do not push beyond an individual's level.	1	2	2	Be aware of individual fitness levels.
5	Jewellery/piercing	2	2	4	If hanging or loose they must be removed or taped.	1	2	2	Coach to vigilant to jewellery/piercings

ACTIVITY: SPARRING IN CLASSES (NOT COMPETITIONS/EVENTS)

N o.	Risk	P	L	P x L	Mitigation	P	L	P x L	Control
1	Kick/punch to the head	3	3	9	Use of approved protective equipment	3	2	6	Kickboxing remains a contact martial art and sport and this activity remains its greatest residual risk Use approved PPE First Aider/kit on hand
2	Knock-out blow/ unconsciousness	3	3	9	Use of approved PPE Approved matting to protect fall whenever practical/possible First aid available Sparring management by a Tek coach	3	2	6	Trained emergency first aider must be present when sparring is practiced.
3	Bleeding	2	2	4	First aid on hand	2	2	4	First aider/kit on hand
4	Kick/punch to body	4	2	8	Use approved PPE	4	1	4	Approved PPE
5	Broken bone	2	3	6	Use approved PPE	1	3	3	Use approved PPE
6	Winded	3	2	6	Use approved PPE	2	2	4	Use approved PPE
7	Fall/slip injury	4	2	8	Use approved matting	4	1	4	Use approved matting
8	Clash of limbs	3	2	6	Use approved PPE	3	1	3	Use approved PPE

ACTIVITY: PAD USAGE IN CLASSES

N o.	Risk	P	L	P x L	Mitigation	P	L	P x L	Control
1	Incorrect holding	3	2	6	Coach supervision and demonstrating correct holding method	1	2	2	Monitor holding method.
2	Damage to foot	2	2	4	Coach demonstrating correct holding and kicking technique.	1	2	2	Monitor kicking techniques.
3	Loss of balance	2	2	4	Check mats and floor coverings may cause loss of balance	1	2	2	Instructor decision of mats.
4	Pulled muscle	3	2	6	Slow stretching to begin then a gentle progressive build-up and slowdown of strenuous activity	2	2	4	Coach awareness of individual student capabilities.
5	Twisted ankle	2	2	4	Ensure floor is clear/flat.	1	2	2	Clear floor space.
6	Fall/slip injury	3	2	6	Use approved mats whenever practical/possible	2	2	4	Approved mats whenever practical/possible

RECOGNISING A HEAD INJURY

VISIBLE SIGNS OF SUSPECTED CONCUSSION:

Coaches should recognise these signs of distress	Loss of consciousness or responsiveness Lying motionless or slow to get up Unsteady on feet Balance problems or falling over Lack of coordination Grabbing or clutching the head Dazed, blank or vacant look Confused- not aware of the situation/event
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