

APPENDIX 1 – SAFETY POLICY TEMPLATE

Statement of General Policy:

CU Taekwondo Club is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed.

Safety Responsibilities and Arrangements:

Responsibility	Officer Responsible	Specific Safety Arrangements
General oversight of club safety management	Welfare and Safety Officer, Liana Snape (lms214)	<p>Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.</p> <p>Create a safe environment by putting health and safety measures in place as identified by the assessment.</p> <p>Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).</p>
Clear communication with club members on safety matters	Welfare and Safety Officer, Liana Snape (lms214)	<p>Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.</p> <p>Ensure that all members are aware of, understand and follow the club's health and safety policy.</p> <p>Ensure that club members are able to raise safety concerns.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p>
Effective continuous management of safety arrangements	Welfare and Safety Officer, Liana Snape (lms214)	<p>Appoint a competent club member to assist with health and safety responsibilities.</p>

		Review safety procedures, arrangements and information at committee meetings.
Provide appropriate mitigation control measures for injuries	Welfare and Safety Officer, Liana Snape (lms214)	<p>Provide access to adequate first aid facilities, telephone and qualified first aider at all times.</p> <p>Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.</p>
Uphold a culture that supports the safety policy	All club members	<p>Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.</p> <p>Co-operate with the club on health and safety issues.</p> <p>Correctly use all equipment provided by the club.</p> <p>Not interfere with or misuse anything provided for your health, safety or welfare.</p>
Ensure that Equipment is safe	Logistics and Equipment Officer, Isaac Baguley (ixgb2)	<p>Maintain equipment inventory.</p> <p>Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly.</p> <p>Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.</p>