



Health And Safety Policy Statement

01 July 2022




This policy applies to all British Wrestling Association personnel, trainees, visitors, contractors and the general public.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Our general policy is to: -

- Provide adequate control of the health and safety risks arising from work activities,
- Consult with our employees on matters affecting their health and safety,
- Provide and maintain safe plant and equipment,
- Ensure the safe handling, use and storage of substances,
- Provide instruction, information, supervision and training for employees,
- Ensure that all employees are competent to do their tasks,
- Prevent accidents and cases of work-related ill health,
- Maintain a safe and healthy working environment and provide the necessary welfare facilities,
- Ensure that risk assessments are carried out and information is made available to staff, and contractors where necessary,
- Ensure that all health and safety legislation is complied with,
- Review and revise this policy as necessary at regular intervals.

Signed: 	
Name: Craig Anthony	Position: Chief Executive
Date: 1/7/2022	Review date: 1/7/2024



Organisation For Health And Safety

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Craig Anthony, CEO.

The CEO will: -

- Lead by example.
- Ensure that adequate resources are available for the implementation of the Health and Safety policy and afford health and safety matters equal priority to other management functions.
- Delegate specific health and safety responsibilities to other staff
- Monitor their effectiveness in carrying out those responsibilities
- Ensure that health and safety is taken into account when plans change in relation to work organisation or accommodation.
- Arrangements for fire safety are implemented and that all relevant checks are carried out as per site requirement.
- All accidents and dangerous occurrences are investigated, and control measures implemented to prevent any reoccurrence.
- That suitable and sufficient personal protective equipment is provided for employees at no cost and that suitable records are maintained.

Advice regarding Health and Safety can be obtained from: HSW@Work Ltd

All employees have a duty to: -

- Co-operate with their employer on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and the health and safety of others; and
- Report all health and safety concerns to appropriate persons.
- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the CEO of all accidents that occur.
- Inform the CEO or Finance and Business Manager of any health and safety hazards.



Health And Safety Arrangements

Risk Assessments

Risk assessments are undertaken by Craig Anthony – CEO with the assistance of all staff where deemed necessary, and Heather Haworth HSW@Work. The results of the risk assessments will be made available to all staff and will be included within the induction of any new staff. This information will also be provided to any contractor or visitors to the site.

Actions to control/remove risks will be the responsibility of the Craig Anthony. The CEO will be responsible for ensuring that all actions to reduce/remove the risks have been carried out.

Assessments will be reviewed every 2 years, following a serious accident, or when the work activity changes, whichever is soonest.

Accident Reporting and First Aid

All accidents, injuries and near misses are to be reported to the CEO, or Finance and Business Manager to ensure the cause of the accident is identified to prevent a reoccurrence. The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the senior person present will dial 999 and request an ambulance/paramedic.

Following an accident, injury or near miss risk assessments will be amended accordingly. The accident book is located within the Front Office, and a report must be completed as soon as possible following an accident.

If deemed necessary depending on the severity an accident investigation will be carried out. Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) certain types of accident and incident are reportable to the HSE (via HSE website www.hse.gov.uk.) Advice regarding reporting accidents is available from HSW @ Work Ltd.

The First Aid Box is located in the Front Office. The appointed persons are Theo Finitsi, Office Manager. Appointed persons are responsible for ensuring the first aid box is adequately stocked and contacting emergency services are called when necessary.



Fire Safety

Maintenance: -

- Escape routes are checked by the Craig Anthony on a monthly basis
- Fire extinguishers are checked annually by Chubb Fire and Safety Ltd
- Smoke detectors are tested every month by Craig Anthony
- Emergency evacuations will be carried out at least twice a year and recorded in the logbook.

SMOKING IS NOT PERMITTED INSIDE THE PREMISES

A fire risk assessment has been completed by Manchester Fire Compliance

If you discover a fire: -

1. Immediately raise the alarm and ensure all staff and visitors are aware.
2. Evacuate the building via the nearest exit.
3. The senior person present will contact the fire brigade immediately by telephone calling 999 to give the operator the company's telephone number and ask for the fire brigade. Provide them with the address and details of the British Wrestling Academy- do not replace the receiver until the fire brigade has repeated the address.
4. Call the fire brigade immediately to every fire or on suspicion of a fire.

On hearing the alarm for a fire or notification of a fire: -

- Evacuate the building by the nearest available SAFE exit and proceed to the assembly point located in the car park.
- The senior person present will take charge of any evacuation and ensure that no one is left in the building.
- Do not stop to collect personal belongings.
- Do not re-enter the building until told to do so by the senior Fire Officer.



Safe plant and equipment

All staff will be responsible for identifying all equipment/ plant needing maintenance. The CEO is responsible for ensuring effective maintenance procedures are drawn up. The CEO is responsible for ensuring all identified maintenance is implemented.

Any problems found with plant and equipment should be reported to CEO or Finance and Business Manager.

Employees must wear suitable footwear whilst at work. The Company will provide safety equipment and personal protective equipment on request where deemed necessary.

Safe Handling and use of substances

CEO will be responsible for identifying all substances which need a COSHH assessment. There are not currently any items requiring a COSHH assessment used at the site.

Information, instruction and supervision

It is policy that all new employees are given information on health and safety relevant to their role, as part of their overall induction into the Company. The induction will take place as soon as possible and will be undertaken by Craig Anthony. The induction will comprise of: -

- Showing the new employee, the relevant health and safety documentation (policy, risk assessments etc.)
- Undertaking a walk through the building high lighting emergency exits etc.
- Allowing the new employee to ask any questions.

Ongoing training will be provided to ensure that employees at all levels are:

- Competent to carry out their duties, to operate specialist tools, plant and work equipment.
- Aware of their health and safety responsibilities.
- Records of the training will be kept on each employee's individual file.

The Health and Safety Law poster is displayed in the main office. Health and Safety advice is available from the CEO and Finance and Business Manager. Supervision of young workers/ trainees will be arranged, undertaken and monitored by the CEO.

The CEO is responsible for ensuring that all employees working at locations under the control of other employers are given relevant health and safety information. All new staff will be given a copy of the staff handbook which includes this policy. Staff will also be shown all risk assessments.



Consultation with Employees

Consultation with employees is provided via team meetings which are held on a monthly basis. Health and safety items can be added to the agenda of any team meeting at the request of staff or the CEO.

Contractors and visitors

A member of staff should accompany visitors at all times, in the event of an emergency the member of staff is responsible for the visitor. Before contractors carry out any work on site, they must provide a method statement and relevant risk assessments. All visitors must report to reception. The door to the offices must be kept locked at all times to prevent unauthorised entry.

Housekeeping and premises

ALL employees are responsible for overall tidiness and in particular in the area surrounding their individual work area. All wastes must be disposed of on a regular basis.

Machinery and Electrical equipment

All portable electrical appliances are tested by PTS Compliance Ltd. Staff should make visual checks of appliances (especially plugs and cables) before using equipment. RCDs should be used for portable equipment if it has a trailing cable.

Fixed wiring is tested every 5 years by Tom Gallagher Ltd.

Only equipment provided by British Wrestling should be utilised whilst at work, unless authorised by the CEO. Work equipment should be visually checked prior to use and maintained in good working order. Any issues should be reported to the CEO or Finance and Business Manager immediately.

Display screen equipment

Full time users of display screen equipment, as identified via a DSE assessment, are entitled to an eye and eyesight test paid for by the Company. Any problems associated with workstations or computers should be reported to the CEO.

New and expectant mothers



Where women of childbearing age are employed, a risk assessment must also cover risks specific to new and expectant mothers. When an employee informs the company that she is pregnant a pregnant worker's risk assessment will be completed. The assessment will be reviewed on a regular basis and more frequently as the pregnancy progresses.

Visiting 3rd party sites and work-related driving

It is the company policy to address all work-related hazards in order to control, reduce or eliminate the risks so far as is reasonably practicable. The company will:

- Ensure suitable and sufficient risk assessments are completed and all relevant colleagues are briefed on the findings
- Receive the appropriate level of training for the work being undertaken
- Are provided with a means of communication i.e., mobile phone

All reasonable steps to secure the health and safety of our employees who drive vehicles on company business. The company will require all drivers to submit their driving licence for inspection annually; the company reserves the right to contact the DVLA in order to monitor the status of individual licenses

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained.
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- Seek to avoid overlong days of work and driving.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action.
- Report the development of any health problem that may limit or prevent driving e.g., epilepsy or heart condition.