

Title:	Ju Jitsu Northern Ireland Health and Safety Policy		
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Ownership:	Ju Jitsu Northern Ireland		
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Links to other policies	Health & Safety at Work (Northern Ireland) Order 1978 (HSW Order) • Health & Safety at Work Order (NI) 1978 (and any subsequent amendments) • Management of Health & Safety at Work Regulations (NI) 2000 • Safety Representatives and Safety Committee Regulations (Northern Ireland) 1979 • Reporting of Injuries Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR) • Personal Protective Equipment at Work Regulations (Northern Ireland) 1993 • Provision and Use of Work Equipment Regulations (Northern Ireland) 1999 • Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992 • Workplace (Health, Safety and Welfare) Regulations 1992 • Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 COSHH • Manual Handling Operations Regulations (NI) 1992 • Noise at Work Regulations 1989 • Health & Safety (First Aid) Regulations (Northern Ireland) 1982 (Amended 2017) • Electricity at Work Regulations (NI) 1991 • Pressure Systems Safety Regulations (Northern Ireland) 2004 • HSG65, 3rd edition – Managing for Health & Safety (2013)		

Date	Version	Author	Comments
26.07.2023	1	DD	Version 1

1.0 INTRODUCTION / PURPOSE OF POLICY

1.1 Purpose

This document sets out how Ju Jitsu Northern Ireland (J.J.N.I.) will manage its health and safety responsibilities. Our general health and safety policy is to assist all martial art instructors to:

- Provide adequate health and safety controls arising from all martial arts related activities.
- Identify associated risks
- Maintain safe environments in which to practice martial arts
- Prevent accidents and harm to participants where reasonably possible to do so

This document also provides a reference point for instructors and students for health and safety related advice and guidance. This document will be reviewed and revised at regular intervals as necessary.

To provide a safe and healthy environment for its employees, service users, clients, visitors, contractors and others who may be affected whilst at work, by the services it provides or whilst on its premises. A safe working environment can only be achieved and maintained with close co-operation and active participation from individuals of all grades and disciplines.

The Ju Jitsu Northern Ireland Governing Body (J.J.N.I.) is a multi-style association of martial arts in the Northern Ireland. It provides and arranges a range of associated activities including training and coaching courses to support the practice and development of martial arts. It is affiliated to a number of national and international organisations. This health and safety policy is the responsibility of the Directors and Executive Board of J.J.N.I.

Its purposes include the promotion of sport and the practice of martial arts as well as to provide codes of safety for the well-being of all its members. **Health & Safety at Work (Northern Ireland) Order 1978 (HSW Order)** relates to employers and those self-employed and their responsibility not only to employees but all those with whom they come into contact within the ambit of martial arts sports. Whilst organisations with fewer than five employees do not require a written health and safety policy, J.J.N.I. recognises it is good practice to have one.

Objectives

- Health and Safety Policy Statement
- Responsibilities
- Risk Assessment
- First Aid and accidents
- Where can I find more information

2.0 SCOPE OF THE POLICY

- 2.1 Provide clarity in relation to where and to whom the policy applies. Also includes situations where the policy does not apply.

3.0 ROLES/RESPONSIBILITIES

The scope and principles of this disclaimer are determined solely by the Directors of JJNI. Any variance of this disclaimer can only be ratified by JJNI

To ensure that JJNI and its affiliates comply with the requirements of Article 4 of the **Health & Safety at Work (Northern Ireland) Order 1978 (HSW Order)**, and the consequential policy statement issued by JJNI, the various levels of responsibility within the JJNI will accept the following responsibilities

3.1 Responsibilities of J.J.N.I.

The J.J.N.I. has a responsibility to ensure that all club instructors are aware of their responsibilities related to health and safety matters to ensure the safe practice of martial arts. The J.J.N.I. has produced this policy as a guide to aid all club instructors of the nature and extent of their responsibilities and where these end. It is intended to be informative and helpful, not restrictive or onerous.

The J.J.N.I. also provides club instructors with a focus point for queries. This is the health and safety officer who can be contacted through the J.J.N.I. office: admin@jjni.org or telephone 00000 000000.

Ensure health and safety is included as an item on the agenda of each Board meeting where the Director responsible for Health & Safety will make, where necessary, a report on relevant health and safety issues;

3.2 Responsibilities of club instructors

Club instructors should ensure they are aware of their health and safety related responsibilities towards their own welfare and well-being and those of their students. Where more detail is required, guidance is available on the following websites:

The Sport and Recreation Alliance who developed guidelines in May 2014, at, [Sport and Recreation Alliance](#)

The Health and Safety Executive who have issued guidance for amateur sports clubs at: [Amateur Sports Clubs – Guidance on running a safe sports club: Leisure activities \(hse.gov.uk\)](#)

Club instructors must have completed the J.J.N.I. instructors course. Each instructor must attend every two years which covers, amongst other matters, health and safety issues. They must ensure they have adequate training related to all martial arts activities including, but not restricted to, the following: qualifications and certification in coaching, first aid certificates and training, and child protection-related training.

They must also ensure they have adequate and up-to-date J.J.N.I. indemnity insurance.

Club instructors who own or manage training facilities are responsible for ensuring its safety; instructors who hire facilities share responsibility with the owner or manager, having a duty to report concerns as they arise.

Club instructors are responsible for ensuring their students are aware of any health and safety risks as well as the general duty of care shared by everyone involved.

Club instructors are responsible for supervising assistant instructors.

3.3 Responsibilities of martial arts students

Martial arts students have a general duty of care to themselves and others around them. They should be aware of potential risks and hazards and report these to their club instructor in a timely manner.

Students have a duty to co-operate with club instructors and other students to maintain the overall well-being of all students.

Students should not interfere with anything designed to safeguard their own or others' health and safety

4.0 Risk Assessment

4.1 Definitions

- **Hazard:** Hazard is anything that may cause harm, such as chemicals, electricity, working with ladders, an open drawer, etc.
- **Risk:** is the chance, high or low that these and other hazards, together with an indication of how serious the harm could be, could harm somebody
- **Risk Assessment:** is “a careful examination of what, in your workplace, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. All workers have a right to be protected from harm caused by a failure to take reasonable control measures”
- **Risk Assessor:** is a person who possesses the knowledge, skills and experience to undertake a risk assessment.

Assessment of risk lies at the core of identifying and managing health and safety issues. Risk assessment covers all areas associated with the practice of martial arts including the environment, any equipment used and students' and others' behaviour.

It isn't necessary to complete a risk assessment prior to every session. An initial risk assessment should be conducted when commencing training in a new environment; it isn't necessary to physically record this although it is good practice to do so and store records with other clubrelated documents.

Risk assessments should otherwise be conducted annually. On the following page is an example risk assessment checklist taken from the Health and Safety Executive's website. This is broad and covers all aspects, including arrival at, and entrance to, training of students through to changing and training facilities

Any risks identified should be recorded, with action taken to alleviate them, again such action being recorded including who was told what, when and an agreed course of action with a review date.

A risk assessment should be repeated where there have been significant changes in the environment, where a new environment is being used or where a clear hazard has appeared.

(Sample Risk Assessment Appendix 1)

4.2 Key Policy Statement(s)

Ju Jitsu Northern Ireland acknowledges the duty of care to safeguard and promote the welfare of all children and vulnerable adults and is committed to ensuring that safeguarding practice reflects statutory responsibilities/Government statutory guidance:

5.0 IMPLEMENTATION OF POLICY

5.1 Dissemination

5.1.1 This Policy should be accessible by all Committee members of JJNI all instructors under the umbrella of the JJNI Organisation, Parents, Carers and members of JJNI and or any affiliates. This is also a public document and can be accessed by any persons wishing to review the same.

5.2 Resources

5.2.1 All Directors, Committee members and Instructors should be trained in the understanding and use of this Policy and Guidance to ensure the welfare and well-being of anyone involved with or affiliated to JJNI is protected

5.3 Exceptions

None

6.0 MONITORING

- 6.1 The policy effectiveness will be reviewed regularly as a standing agenda at JJNI Committee meetings
- 6.2 The effectiveness of the review process will be reviewed by the Safeguarding lead/s and Directors and any identified amendments implemented

7.0 EQUALITY STATEMENT

In line with duties under the equality legislation (Section 75 of the Northern Ireland Act 1998), Targeting Social Need Initiative, Disability discrimination and the Human Rights Act 1998, an initial screening exercise to ascertain if this policy should be subject to a full impact assessment has been carried out. The outcome of the Equality screening for this policy is:

Major impact ☐

Minor impact ☐

No impact. ☐

SIGNATORIES

(Policy – Guidance should be signed off by the author of the policy and the identified responsible director).

Author **Date:** _____

Director **Date:** _____

Director **Date:** _____

Director **Date:** _____

Director **Date:** _____

Appendices

Appendix 1

Sample risk assessment checklist

Entry and exit

Is the car park suitably maintained, easily accessible, clearly marked and well lit?
Can emergency vehicles gain access if required?
Are ramps, stairways and paths free from clutter, suitably lit and accessible? Are they adequately maintained?

Moving around the building

Are internal routes well lit, clear from clutter and accessible?
Is there adequate lighting in used areas?
Are permanent fixtures in good condition?
Are internal fittings (e.g. carpets) in good order and safely fitted?
If there is glass, is this safety material? ☞ Do stairs have handrails?

Electrical equipment

If there is electrical equipment, has this been correctly installed? Are regular inspections arranged by a suitably qualified technician?
If there is portable electrical equipment, has this been visually checked?

Gas appliances

Gas appliances must also have been appropriately installed and be subject to periodic agreed testing by a qualified engineer?

Asbestos

Is there any indication of asbestos? If so, seek suitable advice?

First aid and accidents

All care must be taken to identify potential risks and take reasonable steps to manage these in order to prevent accidents wherever possible.

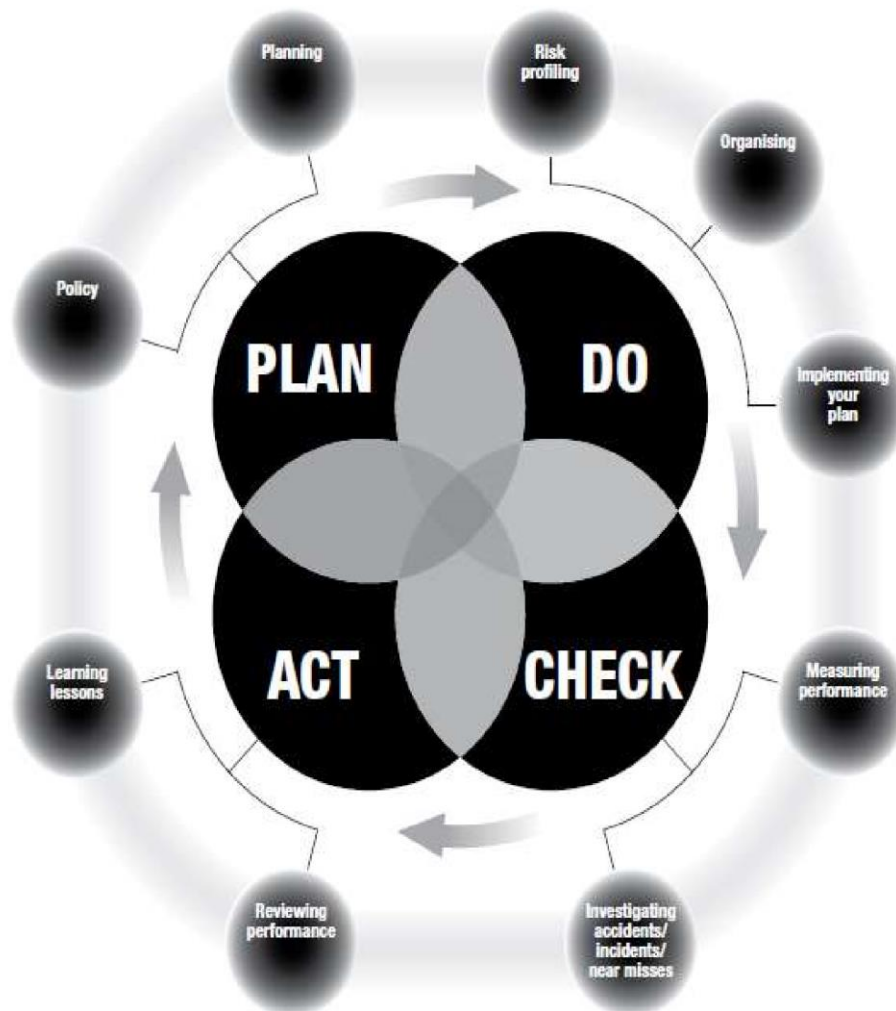
All instructors should have first aid training as per J.J.N.I. policy. All clubs should have a suitable qualified first aider accessible for all training sessions. A first aid kit must be available.

It is good practice to record all accidents within an accident log to include the date, the environment or situation where the accident occurred, the nature of injuries sustained and to whom, and what action was taken. The latter relates both to immediate care of anybody injured as well as action to prevent this happening again, where possible.

Appendix 1 – HSG65, 3rd Edition – Managing for Health & Safety

Figure 1 The Plan, Do, Check, Act cycle

Plan, Do, Check, Act should not be seen as a once-and-for-all action:



You may need to go round the cycle more than once, particularly when:

- starting out;
- developing a new process, product or service; or
- implementing any change.