

# Tai Chi For You LTD



## **Health and Safety Policy and Procedure**

Tai Chi For You LTD aims to provide and maintain a safe and healthy environment and conditions for all our young people, staff and adults. We also accept our responsibility for the health and safety of other people who may be affected

As part of exercising our duty of care, we will review this policy every year to ensure that it keeps current and relevant.

*Emma Cooke*

Company Director

*Andrew Cooke*

Company Director

## **Responsibilities**

1. Overall responsibility for health and safety lies with Andrew Cooke, Company Director of Tai Chi For You LTD
2. Ensuring that the policy is carried out within the day to day running of the club is the responsibility of the facilitator.
3. Whenever a member of staff becomes aware of a health and safety concern they are unable to rectify, they must inform the appropriate named person in 1 or 2 above.

## **General Arrangements**

### **Accidents**

4. A first aid box should be carried by each member of staff when teaching Tai Chi.
5. Each facilitator is a trained first aider
6. The person responsible for the upkeep of the First Aid Box is Andrew Cooke, Company Director of Tai Chi For You LTD
7. An Incident and Accident Book is carried by each facilitator. Each facilitator is responsible for reporting all accidents and incidents. It is our policy to record details of incidents as a measure to prevent accidents in the future.

### **General Fire Safety**

8. All facilitators need to make themselves familiar with the fire procedures and escape routes of venues
9. Facilitators should ensure that all participants are aware of the fire procedures and escape routes of a venue

10. A register should be taken at the beginning of a class. In the case of a fire or other form of evacuation all those that are present will be checked off against this. (When in a school it will be the responsibility of the school staff to do the register and then to check this off.)

## **Risk Assessment**

11. We will undertake a risk assessment for each venue and will communicate any concerns with the venue prior to the first session.
12. Prior to each session a standard risk assessment of the venue will be documented, any serious concerns with the venue will be communicated.
13. As a point on the agenda for each meeting we will discuss safety matters and improvements that need to be made to this document and the procedures in place,

## **Equipment**

14. Any equipment used shall only be used for the purpose it was designed and intended.
15. Where appropriate, we will carry out regular tests to ensure the equipment we use remains safe.

## **Activities**

16. We will only use venues, which are suitable for the activities being planned.
17. We will only deliver programmes that are relevant and appropriate for the age, gender, abilities and needs of the people for whom intended.
18. A standard risk assessment form of the venue will be made, any serious concerns with the venue will be communicated.
19. Tai Chi For You LTD strives to provide a safe and comfortable environment and therefore this policy should be taken in conjunction with our child protection policy and procedures.