



Health & Safety Statement 2010



Statement of Health & Safety Policy.

Dublin Kendo Kobukai is committed, to the safe practice of Kendo and related disciplines, for its members, and ensuring that in so far as is reasonable and practicable, that activities of the club will be managed in accordance with best safety practice.

In the organization of its activities, Dublin Kendo Kobukai will pay particular attention to:

- (a) Promoting standards of health and safety that comply with the relevant provisions and requirements of the Safety, Health and Welfare at Work Act 2005, and all other relevant statutory provisions and codes of practice.
- (b) Ensuring that all members of Dublin Kendo Kobukai are informed of the clubs health and safety policy, and are provided with timely training in the safe practice of the clubs disciplines.
- (c) Defining responsibilities for health and safety matters, and ensuring that such members are resourced to enable them to fulfil their responsibilities.
- (d) Periodically reviewing the health & safety policy for the club, to ensure that it remains relevant and appropriate to the activities of Dublin Kendo Kobukai.
- (e) Providing the necessary resources to ensure in so far as is reasonably practicable the safety of members.

To ensure that the above objectives are met the Board of Management are committed to playing an active role in the implementation of the health and safety policy and undertake to review and revise it on a regular basis.

Good health and safety practice will be achieved by all members of the Dublin Kendo Kobukai being aware of, and taking individual responsibility for the implementation of the policies and procedures of Dublin Kendo Kobukai.

Signed:

Mr. Henric Malm
President

Mr. Danny Lennon
Vice President



1. Organisational Structure and Responsibilities.

1.1 General

It is recognised that primary responsibility for the management of Health and Safety on behalf of the members of Dublin Kendo Kobukai rests with the President (and Vice President). Specific responsibilities are set out in this section of the Health & Safety Statement.

The President (and Vice President) may choose to delegate responsibility for a particular aspect of Health and Safety policy to a club officer, under whose area of control a particular aspect of health and safety policy may lie. However, the President (and Vice President) retain overall responsibility for ensuring that the Health and Safety policy of the club is implemented.

Specific areas of responsibility include:

President (and Vice President):

- overall responsibility for the implementation of Health and Safety Policies within Dublin Kendo Kobukai.

Health & Safety Officer:

- provides advice to the club management, and Board of Management on all aspects of:
 - health and safety policy;
 - risk analysis and minimization;
 - hazard identification and prevention;
 - training on health and safety issues; and
 - advice on safe training practices in the dojo.

Training Officer:

- to organise, with the Health & Safety Officer, for the delivery of training to all members, regular training in the safe maintenance and handling of equipment, and in safe practices in the Dojo;
- to provide to all beginners safety training in the handling of equipment, and safe training practices for the Dojo.

Equipment Officer:

- to ensure that all club equipment is maintained at a suitable standard for safe use;
- to carry out periodical inspections on club equipment, and ensure that members maintain any equipment in good order;
- to provide members with advice as to the safe maintenance of their equipment.



1.2 Board of Management.

The Board of Management (BOM) has responsibility for reviewing the health and safety performance on a regular basis.

They are responsible for delegating this responsibility to ensure there are appropriate organisational structures in place for the management of health & safety in Dublin Kendo Kobukai.

The Board of Management will, on an annual basis, review Occupational Health and Safety Performance.

This Annual Review will include inter alia:

- Achievement of objectives for the previous year.
- Approval of objectives for the coming year.
- Approval of changes to occupational health & safety policy.
- Allocation of resources.

1.3 Members

All members of Dublin Kendo Kobukai, are required to familiarise themselves with the clubs health and safety policy, and the procedures contained there in. In particular members are required to;

- familiarise themselves with the clubs health and safety policy, and the procedures contained there in;
- co-operate fully with the Board of Management in their efforts to implement aspects of the health and safety policy;
- to take reasonable care for their own safety while training, and the safety of others;
- not to do anything, which might have an adverse effect on the safety of others;
- to report to the relevant officer, as soon as reasonable practicable, any defects in equipment provided by the club, or any defects in the training facilities used by the club.

1.4 Club Activities.

It shall be the responsibility of the President (and the Health and Safety Officer) to ensure that all club activities are carried out in line with best health and safety practice, and that all accidents are recorded in the logbook.

In the event that neither the President or the Health and Safety Officer is in attendance at any club activity, Responsibility of Health and Safety, and Accident reporting, rests with the most senior club officer present at the event.



2. Auditing and Reporting.

2.1 Accident Reporting

- The club health and safety officer will record all accidents and near misses that occur during any, or in connection with any of the activities of the club.
- The record of the accident, or near miss will be recorded in the Official Accident Log Book of the Club, and shall contain the following details,
 - The date, time and location of the accident,
 - The names of any members involved,
 - The names and contact details of any non-club persons involved,
 - A brief description of the incident,
 - The time of any calls made to the emergency services, and the details of any officers who respond to such a call.

The accident report should be forwarded to the health and safety officer, who will decide, in consultation with the Board of Management of the club, and what remedial action (if necessary) should be taken.

2.2 Auditing

At the end of every year, the Health and Safety Officer will prepare a report for the Cubs AGM. This report will take account of all accidents, which have occurred during the previous year.



3. Risk Assessment.

3.1 General

This risk assessment deals with the principal training activities of the Dublin Kendo Kobukai. Members are expected to follow best safety practice during club activities. In cases where members fail to follow such practices, they will be reported to the President, who can issue an official warning, and where so required, remove the member from the club.

The club is open to members with varying degrees of expertise in Kendo. Members are grouped together according to their experience, for training. General training sessions for all members take place on Tuesday night, Wednesday night, Friday night and Sunday afternoon.

Kendo is a low-risk, full contact martial art. The club has several qualified instructors who attend training sessions to ensure that the activities are carried out with best safety practice in mind. In addition, the club has a number of qualified first aiders who are available to deal with any issues, which may arise during training sessions. Members who completed a first aider training should let the Health and Safety Officer know.

This risk assessment aims to identify the practical hazards connected with the activities of the Dublin Kendo Kobukai, and to recommend measures to be taken in order to minimise those hazards.

For quantification of risk purposes the following hierarchy has been adopted:

High:	Regularly encountered by most participants
Medium:	May be encountered sometimes by participants
Low:	Occurs infrequently
Preventable:	Can occur but is easily avoided



3.2 Hazard Identification

General

Hazard	Control measures in place	Risk factor
Blisters on hands and feet	<p>Kendo is practised barefoot. Though regular training the soles of the feet and palms of the hand will harden, reducing this chance of injury.</p> <p>The class leader will take measures (at the start of each class) to ensure that the training area is clean and free from any potential source of injury before practice.</p> <p>All Kendokai with blisters, raw skin, cuts or abrasions are required to ensure they are suitably dressed. Dressings can be obtained from the club first-aiders.</p>	High
Exacerbation of pre-existing conditions	Members must inform the class leader about any pre-existing medical condition that may affect their Kendo training.	Medium.
Gouges and puncture wounds	<p>All jewellery (including watches and rings) must be removed.</p> <p>Finger and toenails must be kept trimmed and clean.</p>	Preventable
Dehydration	<p>Kendokai are advised to drink plenty of fluids before and after training, and also during any breaks in training.</p> <p>In particular, following training Kendoka should drink an iso-tonic drink, to replace bodily salts and minerals which will have been lost.</p> <p>Fluid breaks are up to the teacher's appreciation.</p>	Medium

Warm-up and warm-down

Hazard	Control measures in place	Risk factor
Muscle fatigue, cramp, sore/stiff joints	It is very important that Kendoka participate in the warm-up to stretch muscles and limbs that will be used during the training session. A warm-down at the end of each session is also important for the alleviation of these conditions.	Medium
Snapping an Achilles' tendon	During the striking action, the Achilles' tendon bears most of the body's weight. In order to prevent damage to the tendon, particular attention should be paid to this area during the warm-up.	Low



Training and sparring

Hazard	Control measures in place	Risk factor
Bruising to wrists, neck and body	Armour is worn on the Head (including neck and shoulders), hands (and wrists) chest and midriff. Additional padding can also be worn where required.	Medium
Back problems	Striking movements, and wearing heavy armour can lead to strains and aches to back muscles. Proper posture, and warm-up exercises will alleviate this problem.	Rare
Risk of eye damage through splintering	Although rare, shinai can splinter through wear and tear. An equipment maintenance manual is available to all members, and instruction is provided on equipment maintenance. In addition, regular checks of equipment will take place on a regular basis by senior kendokas.	Rare



Competition training

Hazard	Control measures in place	Risk factor
Car and mini-bus accidents	<p>When travelling to competitions, gradings, and other events, by car, the following measures must be followed;</p> <p>Drivers must have a full Irish Driving Licence, and valid insurance. They must have such documentation with them while driving.</p> <p>Any vehicles which are hired for the purpose of transporting club members must have valid insurance, and proof of same should be sought when the hire takes place.</p> <p>No person shall be permitted to drive while under the influence of alcohol or drugs.</p> <p>Drivers should only drive for short periods (Max: 2 hours, before taking a rest break (Min: 20 mins)</p> <p>The number of passengers in each vehicle, will be limited by the number of working safety belts (diagonal only) in each car, i.e. a car with 4 diagonal seat belts and one lap belt, can only carry 4 passengers.</p>	Rare

3.3 Fire Safety

Dublin Kendo Kobukai, and its members will obey the fire safety procedures of the local facilities, and any other premises which host any of the club's activities. In particular members will,

- Familiarise themselves with the evacuation procedure for The Marino Institute of Education, and any other host premises,
- Not do anything, which is likely to cause a fire, and not to interfere with any fire detection or fire fighting equipment on the premises,
- Report any fire they discover **immediately to Fire Department and local staff,**
- **Upon hearing the fire alarm, exit the building, through the nearest unobstructed exit, and report to the designated assembly point (see Annex), and make themselves known to the President. Under no circumstances should club members pause to collect personal belongings.**
- Obey any instructions given to them by the chief fire officer.

At the fire assembly point the President (or senior officer) shall:

- Take a roll call of the members present, and compare this to the class roll, to ensure that all members have evacuated the building and can be accounted for.
- Report to the Fire Department that all club members have been accounted for.
- Ensure that club members follow any instructions given by the Chief Fire Safety Officer.



ANNEX: Assembly points:

Marino Institute of Education: Assembly Point C (circled)





St Colmcille's Community School: Car park at the jut to the side of the entrance gates.

