



PRO KUMITE LTD

HEALTH AND SAFETY POLICY

Foreword

The aim of the Pro Kumite health and safety management system is to achieve excellence in health and safety. The general statement [part 1] affirms the board's commitment to the prevention of accidents and ill health, and parts 2 [organisation] and 3 [arrangements] describe how this is achieved.

Pro Kumite affirms that a successful health and safety policy depends on a satisfactory method of carrying out its activities with due regard to the environment.

This policy is published for the benefit of all Pro Kumite employees and associates, and you should ensure that you are familiar with the contents. Your commitment to health and safety will ensure that our venues, depots and offices provide a safe and healthy working environment.

Michael Holdaway
MD
Pro Kumite Ltd.

PRO KUMITE



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PROKUMITE Ltd.

Health and safety policy

Part 1 - General statement

This statement of policy is for all Pro Kumite operations.

The board of Pro Kumite regards health and safety at work as a matter of foremost importance. It ensures that all reasonably practicable steps are taken for the continuing health, safety and welfare of employees and other people who may be affected by Pro Kumite operations. The board allocates the resources necessary to ensure full implementation of this policy.

The board re-affirms the company commitment to continuous improvement in health and safety. The commitment is given effect as set out in the Pro Kumite health and safety policy, which seeks to:

- ensure compliance with relevant legislation
- promote safe working practices.
- provide measures of safety performance
- engage the full cooperation of all parties and ensure specific party requirements are met
- set health and safety objectives
- engage the cooperation of employees at all levels through consultation, training, personal example, the promotion of safety awareness and the regular involvement of safety department staff at all stages of events from inception through planning and execution to completion.

The responsibility of management in implementing this policy is regarded by the board as fundamental to Pro Kumite main objectives of operating in an efficient and profitable manner.

The board as responsible for health and safety appoints a person. He puts in place arrangements for the effective implementation of the policy.

The company safety officer has the authority and responsibility to ensure that the system is implemented. He reports to the board of directors and keeps them and other managers advised, through regular reports, of the status and adequacy of the system and of its implementation. Reports are based on regular inspections by safety officers and planned schedules of audits.

A copy of the policy is given to every employee on recruitment and is displayed on notice boards at work location. The policy is reissued to employees on substantial revision.

The policy is reviewed at least annually and revised as often as may be appropriate.



Part 2 - Organisation

This section of the policy describes the Pro Kumite organisation to give management control over health and safety.

Ultimate responsibility for health and safety rests with the board of directors. An organization chart is appended [appendix A] which demonstrates the unbroken and logical delegation of duties through line management to supervisors who operate where the hazards arise. In the event that one of the line management positions is not filled, then those responsibilities are reallocated.

The Pro Kumite safety department [appendix B] is staffed by competent safety officers who have responsibility for providing assistance in applying the provisions of health and safety law.

All employees have a significant contribution to make towards accident prevention and are assigned responsibilities as follows:

2.1 Managing director

The proprietor has overall responsibility for ensuring that the policy is comprehensive, effective and kept up to date.

In particular he will:

- ensure that adequate resources are made available to meet the requirements of the policy
- sign and date the general statement and see that the policy is reviewed at least annually
- review reports of the company safety officer at management meetings
- set a personal example of safe behaviour

2.2 Representative responsible for health and safety

The person responsible for health and safety ensures the effectiveness of the policy.

In particular he will:

- ensure the appointment of competent safety officers as indicated under their responsibilities below
- initiate the annual review of the policy



- monitor the performance of the safety department
- authorise safety department expenditure
- arrange for the company safety officer's monthly reports to be circulated to all directors, area managers and heads of department
- conduct regular safety tours with the company safety officer
- set a personal example of safe behaviour

2.3 Safety officer

The company safety representative to have substantial knowledge and experience in health and safety. He is accountable to the director responsible for health and safety for the promotion and monitoring of this policy at all locations in which Pro Kumite operations are conducted.

He will in particular:

- manage and organise the safety department in such a manner as to provide Pro Kumite managers with comprehensive information and advice on current and forthcoming health and safety legislation
- advise the board as to the adequacy of the policy and make proposals for revision on review
- initiate and maintain inspection and monitoring procedures for all Pro Kumite activities
- control and coordinate the activities of Pro Kumite safety officers
- undertake regular safety tours of Pro Kumite sites, offices and depots
- see that accidents and dangerous occurrences are thoroughly investigated, reported and conclusions drawn as to how recurrence may be avoided
- devise and promote initiatives to deal with the causes of recurring accidents
- maintain a statistical record of all injuries, diseases and dangerous occurrences which have resulted from Pro Kumite



- see that personnel receive such training as is necessary for them to fulfill their responsibilities
- see that assistance is provided to managers in the preparation of health and safety plans
- see that all events are provided with the relevant statutory health and safety documentation
- submit monthly to the office responsible for health and safety a summary of the safety department activities to include:
 - accidents and dangerous occurrences
 - summary of inspection findings
 - details of any HSE visits
 - safety audits undertaken
 - safety training given/attended
- report annually on Pro Kumite safety performance
- set a personal example of safe behaviour
- undertake the role of the representative with respect to the planning supervisor's duties.
- see that for every event under their control a pre-start meeting is held to discuss foreseeable hazards and the precautions to be taken
- ensure that adequate resources are made available for the safe conduct of every contract under their control
- ensure that only operatives of proved competence are appointed
- monitor the content of safety inspection reports and confirm remedial actions taken
- confirm that a health and safety plan is prepared for every event under their control
- arrange for adequate management and, where relevant, event review at location level.



- conduct regular safety tours
- ensure that all activities where there is a significant risk of injury have been assessed and precautions defined
- ensure that all Pro Kumite equipment is safe, in good order and has been provided with all necessary guards and protective devices
- ensure that the relevant statutory tests, examinations and inspections have been carried out on equipment and that the relevant registers, certificates and reports have been sent to the location.
- be satisfied that all repair and maintenance work carried out on equipment is conducted in a safe and competent manner
- see that Pro Kumite staff and operators are aware of the policy and of the hazards to health and safety which may be encountered in the course of their work
- see that persons who operate and maintain equipment are competent and adequately trained
- ensure that the location is operated in an efficient manner and provides a safe working environment
- attend promptly to all defects notified, and advise management when any specific item is considered unsafe for use
- verify, when consulted by managers, that subcontractors' or hired equipment is safe for use
- arrange for the provision of suitable protective clothing and personal protective equipment for all staff
- see that adequate arrangements have been made for first aid, fire and welfare
- Implementing the policy training requirements.



In particular he will:

- arrange, in conjunction with the company , the preparation of an annual health and safety training plan
- use the results of the performance review and development plan to identify individual health and safety training needs
- see that arrangements are made for the health and safety training plan to be implemented, i.e. dates, venues, accommodation, lecturers and administration
- maintain comprehensive records of all formal health and safety training given to all Pro Kumite employees
- encourage all personnel consideration of health and safety in their continuing professional development
- monitor the implementation of the health and safety training plan
- set a personal example of safe behaviour
- assist in the identification of safety training needs for staff, and bring these to the attention of the training manager
- provide safety personnel with advice, support and encouragement in order that they may fulfil their duties effectively
- cooperate with the Health and Safety Executive and any other enforcement agency in connection with their visits
- keep abreast of legislation on safety related matters
- suggest, communicate and promote initiatives for accident prevention

2.4 Incident coordinator

The senior manager present at the time of the incident acts as the incident coordinator. He is responsible for control and coordination of Pro Kumite response to the incident.



His duties are to:

- assume full charge of the response to the situation
- confirm that the emergency services have been called and that an appropriate site rendezvous point has been specified to them without further hazarding life, arrange for injured personnel to be rescued as soon as possible obtain a full briefing on the situation [from persons at the scene etc]
- Inform his senior manager and the PR department of the incident as soon as practicable
- arrange for the area to be secured and access controlled so as to prevent entry by members of the public and media
- arrange for a full written incident log to be maintained throughout the incident period
- see that staff involved in the emergency response are kept aware of developments
- see that evidence is preserved and/or recorded
- prepare a full report when the incident has been resolved
- arrange for appropriate drills and exercises.

2.5 All employees

It is the statutory duty of all employees to comply with sections 7 and 8 of the Health and Safety at Work Act.

- to take reasonable care for the safety of themselves and of any other persons who may be affected by what they do or fail to do at work
- to cooperate with their employers or any other persons in the performance of their statutory duties
- not to misuse or interfere with anything provided in the interests of health, safety or welfare.



All employees must also comply with the requirements of this policy and cooperate with Pro Kumite in its efforts to prevent accidents and ill health

In particular they will:

- read and comply with the location/venue rules, behave in a responsible manner at all times
- develop and demonstrate a personal concern for the health and safety of themselves and others report damage to equipment to their immediate supervisor
- use only that equipment for which they have received training and authorisation
- use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective see that any personal injuries are recorded in the accident book
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace

2.6 Contractors on Pro Kumite premises

All contractors working on Pro Kumite premises or on any location/venue where Pro Kumite has been appointed principal Hirer will at all times cooperate with Pro Kumite rules and procedures.

They will in particular:

- provide the location manager with a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken
- ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation
- see that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to the site manager



- provide trained and competent operatives, and ensure their attendance at any training course arranged by Pro Kumite
- ensure that their employees, servants or agents are provided with the appropriate personal protective equipment and that it is used as directed
- cooperate with Pro Kumite safety officers during inspections and audits

2.7 Visitors to Pro Kumite premises

In order to ensure their safety and well-being, all visitors to Pro Kumites premises must:

- not enter any working areas unless accompanied by a Pro Kumite supervisor
- observe at all times Pro Kumite safety rules and any location/venue safety procedures
- wear the safety clothing and equipment provided and any additional personal protective equipment as instructed
- report any accident or injury to the site manager.

Part 3 – Arrangements

Pro Kumite recognises the importance of planning health and safety at the earliest possible stage of every event if injuries and ill-health are to be avoided. This section of the policy identifies the hazards commonly encountered in Pro Kumite activities and describes the arrangements for the elimination or control of the associated risks.

3.1 Ensuring health and safety

3.1.1 Risk assessment

The hazards associated with Pro Kumite activities are those commonly encountered in the Martial Arts industry.

Hazards arise in the course of operations. The first step to controlling them is to prepare risk assessments. Later steps are to have in place plans and procedures for the management of risks, and to see that these are effective.



A set of model assessments has been prepared, in which the following information is provided:

- description of task
- hazards
- risk rating
- harm
- control measures
- additional assessments, which may be needed
- legislation
- HSE and other guidance
- information and training needs
- emergency actions

These assessments are altered as required for particular circumstances.

3.1.2 The health and safety plan

A generic health and safety plan is used for every Pro Kumite event/venue, and addendum as applicable with regard to individual event/venue and circumstances. Basically containing the following:

- overall requirements
- ensuring health and safety
- particular requirements
- schedules

Hazards are identified, and the risks are assessed. Actions to prevent and reduce the risks are planned. Remaining [residual] risks are listed. Arrangements are then made to proceed in the most economic and practical way, taking account of the remaining risks and having measures available to deal with them.

3.1.3 Work procedures/method statements

Procedures or method statements define management, how tasks are done and verification requirements. They deal with quality, environmental and health and safety matters. Guidance about preparation is provided in the appendix to the health and safety plan.



Within the health and safety system three categories of procedures are identified:

- *Support procedures*, describing the management of activities needed to support safe working. Examples are equipment control, accident reporting
- *Hazard related procedures* describing how to proceed safely in the presence of certain hazards.
- *Task related procedures* describing the management of specific tasks so that they are carried out effectively and safely.

The means of communicating the contents of procedures to the workforce are defined within the procedure itself.

3.1.4 Records

Operation of a health and safety plan leads to the generation of records. These are held at Central office generally in a safety record folder. The records include all relevant statutory safety, welfare and environmental records. If records are held other than in the safety record folder, the folder contains a statement of where they are held and how they may be accessed in the long term. At the end of current use the folder is returned to the safety department for archiving. Typical content of the folder is:

- 1 Management arrangements
- 2 Training
- 3 Accidents
- 4 Subcontractors
- 5 Inspections
- 6 Equipment
- 7 Issue and maintenance of protective clothing and equipment
- 8 Assessments: risk.
- 9 Employment/welfare
- 10 Miscellaneous information



Health records [e.g. Blood tests etc] are held separately and are kept securely to ensure confidentiality. At the end of current use they are returned to the company safety officer, who is then responsible for their retention. In general these records are held for at least 40 years.

3.1.5 Document control

Health and safety documents are controlled in accordance with written instructions issued by the company safety officer. The instructions follow rules set out in Pro Kumite. Documents created/held on site are controlled in accordance with the site filing system.

3.1.6 Training

Pro Kumite recognise the importance of providing all its employees with comprehensive health and safety training. The responsibility for providing this rests jointly with management and the safety and training departments. Each year employees are appraised and on this basis an annual training plan is prepared and put into practice. Additionally, particular training needs for projects are identified and met under health and safety plans. It is the responsibility of management to ensure that people are suitably trained for the work they are doing.

The aims of health and safety training are to:

- understand the significance of departing from good health and safety practice
- ensure familiarity with and commitment to this policy
- teach good working practice as set out in the health and safety system
- define roles and responsibilities, including those arising in relation to preparing for and dealing with emergencies

These aims are defined in training material and courses.

Qualified trainers provide training. Approved external bodies provide specialist training

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3.1.7 Communication

As the principal source of information relating to health and safety, the safety department maintains standards, codes of practice and guidance. Access to information on any safety related topic is available by contacting the office 01189345299

3.2 Managing for improvement

3.2.1 Monitoring

Pro Kumite places prime responsibility for ensuring the safe conduct of its activities on management. This is accomplished by the monitoring of operations and activities by managers and supervisors. All directors and senior managers undertake safety tours at a frequency set by the managing director.

At every event/venue, a safety officer is appointed to carry out formal health and safety inspections and report in writing to the manager. The manager ensures that timely action is taken, usually confirming this at regular meetings.

The company safety officer ensures that for every Pro Kumite event a safety officer is appointed, whose duties include regular safety inspection and report. The targeted frequency of inspection undetermined as venues/events may vary. In any event they will be throughout the duration with inception at the start. Safety reports are made of every check, with copies to the company safety officer. The safety manager confirms the actions taken as a result of the report.

3.2.2 Accident recording, reporting and investigation

The responsibility for recording, reporting and investigating accidents rests with management, assisted as necessary by the safety department. Pro Kumite arrangements are designed to:

- satisfy statutory reporting requirements
- provide measures of safety performance
- prevent recurrence and promote improvement



3.2.3 Consultation

Pro Kumite ensures that employees and other operatives are able to discuss and offer advice on matters, which affect health and safety by:

- requiring managers to be willing and available for discussion
- discussion in the course of safety tours undertaken by managers
- making provision for joint consultation with appointed safety representatives where such appointments have been made in accordance with the Safety Representatives and Safety Committees Regulations 1997
- establishing safety committees where it is useful to do so

3.2.4 Audit

The directors set a program for quality audit of the safety function in each area. Audits are programmed to at least meet the targets set overall, on an annual basis, by the director responsible for health and safety. The purposes of these audits are to:

- verify compliance with Pro Kumite arrangements for health and safety at the location: in particular to check compliance with the health and safety plan and the arrangements for routine monitoring [operational requirements]
- assess safety management against ISO 14001/9001 to highlight potential improvements in the system and to verify against an objective standard that good management practice is in operation [system requirements]
- confirm that the system gives satisfactory effect to statutory requirements and Pro Kumite policy [regulatory requirements].

Findings and recommendations are reviewed with the director; who advises the officer as to the continued sufficiency of the program.

3.2.6 Continuous improvement

Each year Pro Kumite agrees with a target incident frequency [IF] aimed at securing year on year improvement.



To achieve this, specific objectives are agreed and set:

- at company level by the director responsible for health and safety with the company safety officer.

Key information for setting objectives comes from inspection reports, audits and accident records. Example objectives are given below:

- increase frequency of toolbox talks by safety officer
- target frequency of safety tours by directors and senior managers
- ensure all safety officer inspection reports are actioned within stated time

Progress in meeting objectives is monitored by the company safety officer. Overall success is measured against improvement in IF.

3 Particular arrangements

3. 3.31 First aid

Prokumite is committed to providing sufficient facilities, equipment and trained personnel to deal with accidents and injuries occurring. The location of first aid equipment and names of first aiders are prominently displayed so that assistance can be obtained in the shortest possible time.

Specific arrangements for first aid are defined in the health and safety plan for the location

3.3.2 Fire safety

All venues will have their own policies and assessments. These must be adhered to and will be explained to members of staff and operatives to ensure compliance and a knowledge as to expectancy. The safety officer will ensure this knowledge is passed on during start inception and will include locations of fire fighting appliances where relevant.

3.3.3 Incidents and emergencies

The aim is that any risks arising from activities are either eliminated or reduced to a minimum. Nonetheless the possibility of a major incident must be considered. Health and safety plans define the arrangements and, where appropriate, client requirements.



Arrangements are usually communicated through written instructions made generally available on notice boards. In addition, employees are given training and practice in how to respond to emergencies.

3.3.4 Welfare

Prokumite defines acceptable standards for welfare facilities in all areas. These generally exceed the standards demanded by Regulations.

Managers are responsible for identifying what facilities are needed.

