



# University of Limerick Shotokan Karate Club Health and Safety Statement 2012/13

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## **1. Introduction**

This safety statement is designed to set out control measures that the club has in place to reduce the risk associated with its activities to the minimum that is reasonably practicable.

The document sets out the role of ULSKC Health and Safety officer with respect to safety. It also sets out the standards that the Students Union require the club to adhere to. The officers have overall responsibility for ensuring safety standards are high and that members are aware of these standards. Officers should bring this document to the attention of members and explain to them the basic safety rules that all members must adhere to when participating in ULSKC activities.

### **1.1 Role of the President of the Club/Society**

The Presidents role with respect to safety involves the following;

- ensuring that everyone is familiar with the Safety Statement,
- that there are first aiders and first aid equipment available,
- that instructors are suitably experienced,
- ensuring the safety of novice students,
- that relevant training is provided where necessary,
- and that the H&S officer is aware of the action to be taken in an emergency.

### **1.2 Role of the club/society member**

• Clubs and Societies endeavor to offer their members a safe environment in which to participate in activities. The Officers will, to the best of their abilities, bring to the attention of members the risks associated with the activities. However members are expected to make themselves aware of hazards and to be responsible for their own health and safety.

- They must not jeopardize the health and safety of other members through their own actions.
- Members are expected to follow instructions given by committee members and also the Sensei instructing the class.
- Members should inform committee members of any relevant medical conditions that might impinge on their ability to participate or that might affect emergency first aid treatment. A signed letter of approval is necessary from the participant's family GP.
- Members are responsible for obtaining as much information as possible about any planned activity, so as to be able to make an informed decision as to whether it is a suitable activity for them.

### **1.3 Communicating the contents of the Safety Statement**

An administration seminar is held on an annual basis. The overall content of the Safety Statement will be dealt with at this seminar. At least one club officer must attend the seminar and inform other officers of the content.

## **2. Reporting of accidents**

Accidents that occur as a result of the clubs activities or while a member is participating in the club's activities must be investigated, recorded on the SU accident report form (form attached in the appendix) and a copy sent to the SU within 5 days of the accident occurring.

The incident must be reported the day the accident happened so as to warn the SU and insurers that a claim is being made. This can be done by contacting the Liaison Officer, Liz Gabbett

Members are insured against personal injury while participating in club activities. Non members are not. The SU will deal with claims that may arise. Officers must ensure members are signed up using the C&S Wolves website (<http://ulwolves.ie/wolves/>).

Accidents are defined as incidents where a person is injured to such an extent that they require first aid or other medical treatment (doctor, nurse, hospital visit).

### **2.1 Serious accidents and fatalities**

Serious accidents or fatalities must be reported to the Development Officer, Paul Lee as soon as possible or the Liaison Officer, Liz Gabbett. If Paul/ Liz is not available the Secretary General must be notified or the President of the Students' Union. The current Student Union President is Adam Moursy.

#### **Contact details**

- Paul Lee, Development Officer- phone: 061-213477; mobile: 086-0435307
- Liz Gabbett, Liaison Officer- phone: 061-234891; mobile: 086-0435308).
- Secretary General- 061 202324
- President (Adam Moursy)- phone: 061 202326; mobile: 086 0435300

### **3. First aid**

The ULSKC Health and Safety Officer must maintain a suitable first aid kit. The Health and Safety officer must also be a trained first aider. It is the duty of the H&S Officer to attend each training session and ensure there is a first aid kit available at each training session and venue where students are participating. In the event the ULSKC does not have a H&S Officer, contact the Development Officer to arrange a first aid course. The first aid kit must be brought on trips away.

#### **Materials- First Aid Contents**

Adhesive Plasters 12

Individually wrapped Triangular bandages 2

Safety Pins 2

Large Individually wrapped sterile

Unmedicated Wound Dressing (approx.  
13x9cms) 1

Individually Wrapped Wipes 8

Paramedic Shears/scissors 1

Pairs of Latex Gloves 1

Additionally, where there is no clear running water, Sterile Eye Wash 1

#### **The designated first aiders are**

Robert Kirwin 057805176

First aid kit contents can be purchased from the SU.

### **4. Hiring of transport**

When hiring minibuses or other vehicles for club outings only those named as drivers (with the appropriate drivers license) are insured to drive the vehicle. Other club members must not drive. Where possible only minibuses fitted with seat belts should be hired, check with the hire company beforehand.

### **5. Hiring of venues**

If a venue (external to UL) is to be used by the club for its own activities or for events the H&S Officer should ensure that there are sufficient trained security persons at the venue for the duration of the event. In the case of competitions or activities which include sparring techniques, the order of Malta or a certified medic should be present.

The officer must clarify whether the venue will provide these or if they need to be supplied by the club. If there is any doubt about numbers of security the Ents Committee should be consulted.

The H&S Officer should also request the venue manager to sign the declaration set out in the form (attached in appendix). This form is a fire safety declaration of compliance with the relevant legislation and provides assurance to the club's officers that the venue is safe from a fire safety perspective. This form is not required when clubs or societies are using conventional venues such as hotel function rooms and

nightclubs but is needed when hiring halls, marquees and venues not usually used for large groups.

## **6. Purchase of services**

Should the ULSKC need to use facilities or equipment from an external service provider; the H&S Officer must ensure that the service provider has public liability insurance. A copy of the certificate of insurance should be obtained by the H&S Officer of the club prior to the use of any external venue or equipment. A copy of the insurance certificate must be given to the Development Officer, Paul Lee. Ensure that the insurance policy wording does not exclude any of the activities that the club will be participating in. If the service provider cannot provide a certificate then the club should use an alternative service provider.

## **7. Hiring in equipment to be used on campus**

If a club or society is hiring in equipment for use on campus such as bouncy castles or performers such as fire jugglers, the club's officers must first obtain permission from the Student's Union. Once permission is obtained the club must get an up-to-date copy of the service provider's insurance certificate. A copy of the insurance certificate must be sent to;

**Cliona Donnellan, Buildings**

**Fax 202416**

**Phone ext 2496**

The equipment/event can only proceed if the event is given the go-ahead by UL's insurers through Cliona Donnellan.

## **8. Safety checks on equipment owned by the SU & society/club.**

Equipment purchased by clubs is the property of the SU and must be returned to the SU should the club cease to operate.

To ensure the safety of users the SU require club officers to carry out visual checks on all equipment whose use could have implications for health and safety, i.e. if the equipment was faulty or in poor condition it may adversely affect the health and safety of users.

The Committee must ensure all equipment is fit for its purpose; checks must be carried out at the start of the first term before the equipment is used and the checks must be formally documented. A copy of the visual inspection must be sent to the Development Officer, Paul Lee. The ULSKC equipment is stored in a locker in the PESS building. It can be located beside the Gym, a picture of the ULSKC crest is attached to the door. Also, Aikido mats are stacked on trollies in the storage area. Ensure all equipment is fit to use.

## **9. Loaning of equipment**

Club equipment or equipment belonging to the University must not be loaned to third parties who are not members of the SU club. A club member must not borrow equipment for use by third parties even if the club member is present or in the group using the equipment.

## 10. Using electrical equipment

### **Risks**

There are a number of risks associated with electrical equipment.

- If you damage electrical equipment, for example a cable, then bare live wires may be exposed.
- Apparatus may be wrongly connected so that outside metal parts become live.
- Even equipment which does not have a mains power supply itself can become dangerous. For example, some audio systems have loudspeakers with terminals at dangerous voltages.
- Electrical equipment that overheats can cause fire.

### **Precautions**

- Maintenance, inspection and repair should only be carried out by someone who is suitably qualified.
- Do not rely on other people's equipment being in a safe condition or properly connected. Check before you use it.
- Do not connect or use incompatible items of equipment.
- Use a residual current device (RCD) on the power supply to instruments, audio equipment and any other equipment which club members use. If the RCD trips it is a sign that there is a fault that could be dangerous. Do not ignore the warning. Have it checked and get the fault fixed by a competent person.

## 11. Training of leaders/instructors and ratio of experienced persons to novices

The ULSKC is affiliated to Shotokan Karate International Federation Ireland (SKIFI). Sensei Brendan O'Dowd (3<sup>rd</sup> Dan) is the chief instructor, followed by Sensei James O'Connor (2<sup>nd</sup> Dan), Shane Fraughen (1<sup>st</sup> Dan) and Dave Digger (1<sup>st</sup> Dan). There are approximately thirty students in the club; of which, approximately twenty members are active at any given time. There are also a number of senior grades to assist with day to day activities. On average there are five/7 novice students to one instructor. Each instructor has undergone an instructor's course. Our chief instructor, Sensei Brendan O'Dowd has over 28 years experience in karate.

## 12. Trips in Ireland (*day and longer*)

Where club members may be involved in potentially hazardous activities The H&S Officer must leave contact details with a designated responsible person before setting out on a trip, giving the destination and estimated time of return. Committee members should contact the designated person on return of the club members. In the event of a problem arising, the designated person should be instructed to contact the appropriate authorities and the SU as outlined above.

### 13. Trips abroad

Trips abroad should be notified in writing to the Development Officer, Paul Lee, two months prior to departure. It may also be budgeted for in the annual budget. The C&S Exec may reject the trip. Careful planning and advance warning must be given. The names of all trip participants, their next of kin and contact addresses and numbers must be provided to the Development Officer.

### 14. Bullying

The ULSKC operates a no tolerate to bullying ethos. Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying.

Sanctions will be taken against those found to be in breach of the policy. Club or society members should contact the Welfare Officer, Cathal Ronan (phone 061-202519; mobile: 086-0435301) for assistance on this issue.

### 15. Manual handling

Moving equipment necessitates some manual handling which if done incorrectly could lead to injury. Members should be aware of their capabilities and no one should be required to lift beyond their capacity. Members should test the weight before lifting and get assistance if required.

#### **Good handling technique for lifting**

**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? For a long lift, consider resting the load midway on a table or bench to change grip.

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make movement difficult.

**Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

**Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, get help.

**Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

## **16 Footwear**

The wearing of footwear during karate training is not permitted. No member is permitted to train whilst wearing footwear. If a student disregards this statement, insurance will not cover that student. It is imperative that training should commence in bare feet only.

## **17. Annual Review of Safety Statement**

The ULSKC will endeavour to redraft the Health and Safety statement on an annual basis. This is to be done by the H&S Officer. If the ULSKC intends to participate in additional activities that may have safety implications the H&S Officer must draw up a policy to state how the club is going to minimize the risk associated with those activities.

In the year 2011/2012, the ULSKC noted that there were no incidents where students needed first aid or other medical treatment.