

# Health and safety policy for Eastern Shotokan Karate Association Karate Instructor

This is the statement of general policy and arrangements for:

Eastern Shotokan Karate Association


Overall and final responsibility for health and safety is that of:

Jason Hitchings

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Jason Hitchings

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidental injury to employees and provide adequate control of health and safety risks arising from Karate activities.	Jason Hitchings – Chief Instructor	Fully trained karate instructor/s provided. Full lesson plan with safety training principles. Protective equipment used by members where necessary (hand pads, chest/groin guards, mouth guards). At least one Instructor is First Aid qualified at each venue.
To provide adequate training to ensure instructors are competent to teach Karate	Jason Hitchings – Chief Instructor	Weekly instructor training and ongoing assessments for instructors in specialised teaching sessions. All instructors hold a Governing Body teaching certificate (Dan grade).
To ensure instructors have appropriate / adequate liability insurance in place.	Jason Hitchings – Chief Instructor	Each instructor is covered by Public Liability and Indemnity insurance. (copies provided on request).
To ensure instructors are suitable to work with children / vulnerable adults.	Jason Hitchings – Chief Instructor	Full DBS checks carried out on each instructor where applicable.
To maintain suitable, safe, and healthy teaching conditions, provide and maintain safe area and equipment.	Jason Hitchings – Chief Instructor	Checks carried out before and after each session at all venues to ensure the hall is safe.

Health and safety law poster is displayed in head office (Dojo Norwich).	Jason Hitchings – Chief Instructor	
First-aid box and accident book are located at every venue we attend. Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Jason Hitchings – Chief Instructor	All accidents are reported, and an accident report is completed online and signed and returned to head office for storage and reference. Where necessary, next of kin are notified of any occurrences.
Signed: (Employer)	 ESKA Chief Instructor	Date: 5 <sup>th</sup> February 2024