SESMA South Eastern School of Martial Arts

Health and Safety Policy

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1. Health & Safety Policy

It is the policy of SESMA South Eastern School of Martial Arts (the Company) to take all reasonable steps to ensure the health and safety at work of all employees, and to take all necessary steps to implement such a policy. The Company will also ensure that all relevant statutory requirements are complied with, that risk assessments will be carried out and monitored periodically, and where risks cannot be completely eliminated, suitable personal protective equipment will be provided.
Employees also have a duty to co-operate with the Company to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety at work of all employees.

The Company also has a responsibility to ensure the health and safety of others who may be affected by the work activity, and reasonable steps will be taken by all concerned to ensure that this duty is observed.

The attention of all employees is drawn to the safety rules and procedures. Severe disciplinary action will be taken against any employee who violates these rules and procedures.
The Company will consult with the employees (and with any recognised trade union or representative of employee safety) periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

The Company will take such measures as may be necessary to ensure proper training, supervision and instruction of all employees in matters pertaining to their health and safety, and to provide any necessary information.

1.2 Personnel responsible for health and safety

The person having overall responsibility for health and safety will be Wayne Baker

a. Each manager and supervisor will have immediate responsibility for health and safety matters in his own area of work.
b. Medical assistance will be provided by the Instructor or first aider available at the time of the incident.

1.3 Arrangements for health and safety

a. First aid boxes can be found in the kitchen area top left cupboard above the sink.
b. Should the fire alarm sound at any time an orderly evacuation of the premises will take place immediately. Fire doors, exits, corridors, passageways and stairs must be kept free from obstruction at all times. Fire extinguishers can be found in the reception corridor, top of the stairs and beside the rear fire door of the training area.
c. Staff/students/visitors will leave the studio and congregate outside Ian Smiths Warehouse opposite the SESMA Studio
d. Good housekeeping is an essential feature of any health and safety policy. All tools and equipment must be cleaned after use and properly stored.

e. Workplaces must be kept clean and tidy, with rubbish and discarded materials placed in the receptacles provided. Proper attention must be paid to hygiene.
f. No alcoholic liquor or unlawful drugs may be brought onto or used or consumed on the premises. Employees must not engage in horseplay or misuse anything provided in the interests of health and safety.

1.4 In case of fire

Rules of the fire procedure can be found in Reception Office, Reception corridor, Boot Room and in the Training Areas