

	<p>Somerset Wing Chun Kung Fu</p> <p>Health and Safety Policy</p>	
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1. Somerset Wing Chun Kung Fu (SWCKF) Policy Statement

- Somerset Wing Chun Kung Fu (SWCKF) is committed to providing and maintaining a safe and healthy training environment for all its students whilst undergoing direct training and other individuals whilst directly involved with its activities.
- This statement applies to all premises and activities within the control of SWCKF.
- The SWCKF Safety Policy has the following key objectives:
 - to comply with requirements of relevant legislation;
 - to identify likely hazards within the training location or from the training activity being undertaken, assess the risks presented and select realistic practical precautions and control measures to mitigate, control and manage those risks to an acceptable level;
 - to safeguard the environment from the effects of the activities of SWCKF;
 - to ensure that instructors, students and others in the training environment are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
 - to monitor and review the effectiveness of the SWCKF's arrangements and where appropriate to implement improvements;
 - to ensure that the demands of activities do not exceed the capabilities of instructors or students to carry out the activities without risk to themselves or others.
- Club Instructors are responsible for ensuring compliance with SWCKF Health and Safety Policy within their area of control.
- The SWCKF will actively monitor the performance of Club Instructors in the management of risks under their control and the implementation of this policy.
- Whilst the SWCKF accepts the overall responsibility for implementation of this policy, individuals are responsible for co-operating with instructors and are required to abide by rules and requirements made under the authority of this policy to ensure a healthy and safe training environment.

2. General

Wing Chun Kung Fu being a physical activity has an element of risk with the potential for physical injury.

The key to the prevention of injuries within SWCKF is dependent on the self-discipline of its instructors and students based upon co-operative training, observation, vigilance and positive action.

To this end premises used for SWCKF activities will be risk assessed prior to being chosen as a training venue and checked before the commencement of each training session.

All personnel training must hold appropriate and up-to-date insurance.

Instructors will conduct training to the highest safety standards and students must comply with the instructions given. Failure to do so leaves the individual personally liable for their own actions.

Deliberate unsafe or hazardous behaviour will not be tolerated and leave the individual liable for their own action and expulsion from the club.

To ensure this provision the SWCKF provides relevant information, training and supervision to all instructors and students together with safety equipment relevant to the practice of Wing Chun and safe systems of training for its instructors and students.

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3. Safe Training Environment

The facilities are generally hired rooms in church halls, schools or public sports facilities which have been assessed as presenting a relatively 'Low Risk Profile' to the students.

In addition to the hazards typically associated with public facilities there are the additional health and safety issues presented by Wing Chun Kung Fu itself.

To mitigate these risks any risks presented by the Training location and the training activity itself must be assessed and appropriate safety equipment and safe systems of training employed to minimise or remove the risk.

- Prior to commencement of training the training area must be checked by the instructor and students to ensure it does not represent any safety risks.
- The location of fire exits, safety equipment and the actions in event of a fire or accident must be explained to students and any members of the public that are viewing a class.
- All ring, watches and jewellery or personal equipment likely to cause injury must be removed before training.

3. Membership and Insurance

- Training is not permitted unless an individual is covered by insurance.
- Probationers must complete and submit a membership form together with payment to cover insurance for the probationary period.
- On completion of the probationary period they are required to complete payment of the full annual membership fee to continue their insurance cover.
- Members who fail to renew their membership will not be permitted to train until they have done so.

The application form completed by the new students and also completed annually by all students includes questions on health conditions and the information given is held by the SWCKF organisation, which has the right to refuse an application or revoke membership.

4. Supervision

- Training sessions must be conducted by a certified club instructor who must follow any guidelines/ recommendations made by the association.
- The instructor must have up-to-date Instructor Liability Insurance.
- It is the instructor's responsibility to supervise the class at all times and therefore must be present throughout the entire session.

The Somerset Wing Chun Kung Fu has an Assessment Syllabus system, which gives general guidelines on the level of competence and techniques expected at each level.

SWCKF promotes the practice of self-defence techniques that leave both the attacker and defender free from injury at the end of the exercise; all techniques are to be performed under strictly controlled and supervised conditions.

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The use of weapons is a part of the training syllabus for experienced students, though they are introduced to junior grades occasionally. Instruction in use of the weapons is given by the instructor and will take place at a pace and detail in correspondence to the competence of the students present.

Weapons regularly used in Wing Chun Kung Fu include:

- Bart Cham Dao – Butterfly Swords
- Luk Dim Boon Kwun - Pole

5. Instructors

All instructors must have completed Siu Nim Tao and Chum Kiu and be registered and approved by the Somerset Wing Chun Kung Fu before taking club sessions.

- It is the instructor's responsibility to ensure that students are covered by member to member insurance and in addition that they themselves hold current professional indemnity insurance.
- Instructors are responsible for updating the SWCKF of any changes to instructor details.
- Instructors must risk assess the activity they are supervising and ensure that risks are minimised, they must not engage in training which has an unacceptable level of risk or demand that students do so.
- Instructors must check that students are covered by insurance on a regular basis and refuse training in cases where students have no insurance cover.

6. Students

Safety is the responsibility of all members of SWCKF and the following should be checked to ensure that it is in a safe condition for use prior to commencement of training:

- The training area together with any safety equipment provided.
- Student's personal gear is of a standard required.
- Equipment provided by SWCKF.

It is the responsibility of the individual student:

- To comply with the instructions of the instructor
- Exercise Due Care for the safety of their training partners and themselves.
- To ensure that their dress and own personal equipment is of a standard required for the activity and does not represent a safety hazard.
- Remove all rings, watches and jewellery or personal equipment likely to cause injury to themselves or other students before training.

Dangerous or reckless behaviour likely to cause injury to themselves or other students will not be tolerated and may lead to expulsion from the club.

A copy of this Policy will be given to all Instructors and Students.

The Policy will be kept up to date to take account of changes in training activities, and the Policy, and the way in which it is operated, will be reviewed every year by the Somerset Wing Chun Kung Fu Chief Instructor.