



Health and Safety Policy

Approved: September 2017

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Section 1

STATEMENT OF POLICY

1. It is the policy of Weightlifting Wales to ensure so far as is reasonably practical, the health, safety and welfare of:
 - Its employees' and volunteers'.
 - Athletes who train under the programmes it operates and compete in events it runs or participates in.
 - Members of the public and others who attend the events it organises and to promote good health and safety practice in the coaching and training undertaken by the athletes and coaches on the programme.

2. In order to ensure the health, safety and welfare of the above, Weightlifting Wales should be compliant with current UK Health and Safety laws, Codes of Practice and through the promotion and dissemination amongst its support staff, coaches and athletes of current best practice in Weightlifting, Para Powerlifting and weight training to ensure the health and safety of participants at all levels and in all capacities.

3. This will be achieved through continuing development, implementation, monitoring, review and where necessary revision of the framework, arrangements and procedures set out in this document.

4. This policy and any risk assessment required to fulfil legal obligations will be subject to updating as necessary. The policy will be subject to a mandatory comprehensive review every 3 years from the date of the last approval by the Executive Chair of Weightlifting Wales/Business, Audit, and Risk sub-committee.

Section 2

ARRANGEMENTS FOR MANAGING AND IMPLEMENTING THE HEALTH AND SAFETY POLICY

It is the responsibility of the Weightlifting Wales board to ensure that Weightlifting Wales is enforcing the legal health and safety duties placed upon it.

The Board will lead on this by:

- Providing strategic direction to the Chief Operating Officer in respect of health and safety matters.
- Ensuring the Governance and Compliance Officer has the available resources in terms of finance, time and people to implement any necessary actions to ensure that the Weightlifting Wales legal responsibilities are discharged.
- Reviewing progress of Weightlifting Wales in achieving its strategic health and safety aims.

The Board will implement the above in discussion with the Chief Operating Officer who will assist the Board by providing a annual report on health and safety. The Health and Safety report will cover at least the following:

- Accident profile for employees for the year with details of major injuries & indications of trends.
- Report of any significant health and safety occurrence within a Weightlifting Wales event, such as hosted competitions.
- Accident profile for insurance claims (both for injury treatment and for civil liability) for the year with details of any major injuries (as specified in bullet point 1) and major claims with indications of trends.

- Information on any significant actions taken in respect of:
 - ▶ Ensuring health and safety of employees
 - ▶ Health and safety training for employees
 - ▶ Any events run by the Weightlifting Wales programme
 - ▶ Promotion of good health and safety practice amongst athletes, coaches and support staff.
- Information on any changes to health and safety legislation impacting on Weightlifting Wales and its business and outline how these have been dealt with (or may need to be dealt with).
- Indication to the Boards of areas (if any) where further health and safety action may be required in the coming year (or years if a longer-term programme is needed).

Management at Weightlifting Wales Performance and Board Level

It is for the Chief Operating Officer and the Board members to ensure that attention is given to the Board's strategic direction, and that health and safety arrangements agreed within Weightlifting Wales are implemented and operated effectively.

To assist the Board to do this, health and safety issues will be a standing agenda item at all Board meetings.

At the Board meeting:

- The Chief Operating Officer will update the Board on those action discharged from the time of the last report and on any actions outstanding from previous reports.

- The Chief Operating Officer will provide details of any legally reportable accidents in the previous trimester together with details of any significant health and safety actions taken in that trimester.
- The Chief Operating Officer will be asked to comment on any health and safety related issues that may have arisen during the previous trimester.
- The Chief Operating Officer and the Board will agree on any areas of action to be purchased.

Section 3

SPECIFIC DUTIES AND RESPONSIBILITIES FOR HEALTH AND SAFETY WITHIN WEIGHTLIFTING WALES

Governance and Compliance Officer

The Governance and Compliance Officer has overall day to day responsibility for health and safety matters within Weightlifting Wales and is the final arbiter on health and safety issues.

Governance and Compliance Officer will ensure that:

- Weightlifting Wales has in place policies & arrangements to ensure legal health and safety duties are met.
- Sufficient funding is made available by Weightlifting Wales to discharge these duties.
- Health and safety conditions and performance within Weightlifting Wales is monitored.
- Action is taken to deal with identified risks to health and safety.

Lead Coaches, Sport Physicians, Physiotherapists and Sports Scientists

- Be familiar with the health and safety policy and in particular the aspects relating to their department and areas of responsibility.
- Ensure their staff including volunteers are aware of the provisions and requirements of the health and safety policy and any subsequent revisions.
- Ensure that their staff, including volunteers, do not undertake work that is beyond their competency or for which there is not adequate facilities or equipment available.
- Ensure that staff, including volunteers, know and understand their safety duties, follow the associations procedures (e.g. for reporting of accidents) and observe safe working practices.
- Maintain any records of inspections and examinations Weightlifting Wales requires.
- Ensure all reported safety hazards within their area of responsibility are dealt with and where necessary reported to the Chief Operating Officer.

Weightlifting Wales Health and Safety Co-ordinator (Business Support Officer)

The Health & Safety Co-ordinator is required to:

- Be familiar with the Weightlifting Wales health and safety policy, and ensure action is taken to ensure all staff/ volunteers are made aware of the Health and Safety policy and its requirements.
- Ensure Risk Assessments exist for significant activities undertaken by Weightlifting Wales and that these are reviewed and updated as necessary.
- Ensure that staff who have health and safety roles with Weightlifting Wales (e.g. fire roll-call officers) know and understand their safety duties and are

aware of the procedures to be followed (e.g. in the reporting of hazards, carrying out checks etc).

- Liaise with Lead Coaches, Sport Physicians, Physiotherapists and Sport Scientists, and assist them in resolving any Health and Safety problems that may arise.
- Where necessary ensure routine safety checks are carried out of the various aspects of Weightlifting Wales work at any training venues and ensure a record is kept of such safety checks.
- Ensure, where necessary in discussion with the support staff, coaches and athletes that action is taken in respect of reported hazards or identified risks.
- Ensure that good housekeeping standards are maintained within the Weightlifting Wales office and at competition venues.

Employees / Volunteers

All employees / volunteers are required to co-operate to ensure health and safety is implemented amongst colleagues, visitors, and members of Weightlifting Wales.

In particular employees / volunteers are required to:

- Be aware of Weightlifting Wales health and safety policy and safe working procedures and arrangements and in particular those that apply to their area of work.
- Bring to the attention of the support staff, coaches and athletes any equipment with defects that constitute a risk to health and safety.
- Ensure that visitors are made aware of unavoidable risks.

Section 4

Wales Weightlifting Federation Ltd

Health and Safety Policy

Weightlifting Wales, Canolfan Brailsford, Ffriddoedd Road, Bangor, LL57 2EH

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Review: July 2025

<http://www.weightlifting.wales/> Tel: (01248) 38819

Health and Safety Safe Operating Procedures

Health and Safety Safe Operating Procedures (SOP) provide detailed information about Weightlifting Wales Health and Safety policies and the health and safety actions that are to be followed by Weightlifting Wales employees and volunteers in respect of areas of the Weightlifting Wales activities where health and safety is considered paramount.

These are:

1. Accident reporting, recording and investigation
2. Child Protection Policy and Procedure
3. Inspection and checking of Weightlifting Wales equipment used by athletes training at the Weightlifting Wales identified training venues
4. Weightlifting Wales Major Incident Policy
5. Travelling Abroad
6. Manual Handling
7. Fire Safety

SOP 1

ACCIDENT REPORTING, RECORDING AND INVESTIGATION PROCEDURES.

National Accident Reporting Centre Helpline Phone No. 0800 376 0150

Accident/ incident reporting

All incidents in which anyone associated with the activities of Weightlifting Wales (that is: employees, coaches, lifters in training, volunteers, visitors) has an accident (however minor) **must be reported immediately or at the latest within 24 hours to the Chief Operating Officer** for recording in the Weightlifting Wales accident book and accident database (see below in this section an example of an accident/incident record template).

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Any incident/ accident resulting in a member of staff being unable to do their normal job for more than 3 consecutive days **must be reported to the Chief Operating Officer no later than the 4th day after the incident.**

Accident / incident reporting forms are available from the Weightlifting Wales Governance and Compliance Officer.

Legal reporting of accident and incidents

Accidents to Weightlifting Wales employees

Simon Roach (Chief Operating Officer) is the 'responsible person' for reporting accidents suffered by its employees to the **Health and Safety Executive (HSE)** - British public body responsible for the encouragement, regulation, and enforcement of workplace health, safety, and welfare.

Any accident / incident resulting in any of the following consequences for a member of Weightlifting Wales staff, **must** be reported by Weightlifting Wales to the HSE in the quickest practicable means (i.e. phone).

- any *death*
- any *fracture* (NOT fractured fingers or toes)
- *dislocation* of the shoulder, hip, knee or spine
- *loss of sight* (whether temporary or permanent)
- chemical or hot metal *burn* to the *eye* or any penetrating *injury* to the *eye*
- any injury resulting from *electrical shock* leading to unconsciousness OR admittance to hospital for more than 24 hours
- any other injury

- a) leading to *hypothermia*, heat induced illness or unconsciousness
 - b) *requiring resuscitation*
 - c) requiring *admittance to hospital* for more than 24 hours
- loss of consciousness caused by *asphyxia/ exposure to a harmful substance/* biological agent either of the following conditions which result from *absorption of any substance* by inhalation, ingestion or through the skin
 - a) acute *illness* requiring medical treatment OR
 - b) *loss of consciousness*
 - *Acute illness* which requires medical treatment where there is reason to believe that this resulted from exposure to a *biological agent or its toxins or infected material*.

A copy of the accident/ incident report should be sent to the National Accident Reporting Centre indicating that a report has already been made to HSE.

Where a member of staff is unable to do their normal job for more than 3 consecutive days as a result of an accident/ incident at work this will be reported to HSE within 10 days by the Weightlifting Wales Business Support Officer.

Accidents to athletes in competition and training

- 1 All injuries to athletes in the course of competitions and training which require treatment (e.g. by attendance at hospital, by doctor or by a physiotherapist) **must be reported immediately or at the latest within 24 hours to the Weightlifting Wales Chief Operating Officer** for recording in the Weightlifting Wales's accident book. The Weightlifting Wales Chief Operating Officer should also report the incident to the Weightlifting Wales Health and Safety Coordinator (Business Support Officer).

- 2 Any accident / incident which results in a member being taken to hospital for treatment **must be reported immediately or at least within 24 hours to the Weightlifting Wales Chief Operating Officer** who will inform the Weightlifting Wales Health and Safety Coordinator (Business Support Officer).

Monitoring of accidents and incidents

The Weightlifting Wales Chief Operating Officer will prepare for the Weightlifting Wales Board a brief report giving details of any accidents and incidents reported under this procedure and indicate those (if any) which were formally reported to HSE ahead of a board meeting.

Investigation of accidents and incidents

Any incident resulting in injury to an employee of the type set out under the 'Accidents to Weightlifting Wales employees' section above (i.e. a legally reportable Major Injury) or any comparable injury to an athlete in competition or training, will be subject to an internal Weightlifting Wales accident investigation.

The Weightlifting Wales Chief Operating Officer will appoint a person (or persons) to conduct the investigation with a view to establishing how the accident occurred, what lessons can be learned and to recommend any improvements that can be made to prevent (or minimise the likelihood) of a reoccurrence.

Weightlifting Wales will consider the findings of such investigations at the next board meeting after conclusion of the investigation.

Weightlifting Wales

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ACCIDENT / INCIDENT RECORDS

For each person involved, use a separate sheet and store securely in compliance with the Data Protection Policy.

Date and Time of Incident	
Full Name of Person Involved	
Occupation (or status if a non-employee, e.g. volunteer, member in competition or training)	
Nature of Any Injury	
Place where Incident Occurred	
Brief Description of Circumstances	

If Reportable	
<p>Date Reported:</p> <p>Method of Reporting:</p> <p>(E.g. phone 0845 300 9923 for telephone reporting. http://riddor.gov.uk for online reporting).</p>	

Where an athlete or other member of Weightlifting Wales is involved a copy should be sent to the Weightlifting Wales Health and Safety Coordinator (Business Support Officer) by the Weightlifting Wales Chief Operating Officer.

SOP 2

CHILD & VULNERABLE ADULT PROTECTION POLICY AND PROCEDURE

Policy Statement

It is acknowledged that Weightlifting Wales has a duty of care to protect and safeguard from harm children and vulnerable adults¹ with whom Weightlifting Wales are working. Weightlifting Wales will have a designated member for child protection in place. A child is defined as a person under the age of 18 (The Children Act 1989). Weightlifting Wales will adopt the Weightlifting Wales Safeguarding Policy procedures and good practices to ensure consistency in dealing with child protection matters across the sport.

Procedures

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The Head Coach in each discipline is responsible for ensuring the Weightlifting Wales Child Protection policy is adhered to and raising any concerns with the Governance and Compliance Officer. The Governance and Compliance Officer as the designated person for handling Child Protection issues is responsible for handling matters raised by a Weightlifting Wales employee² in relation to the physical, emotional, sexual abuse or neglect of a child athlete.

Case Reporting and Recording Procedure

If any of the following occur the Weightlifting Wales employee should report this immediately to the Weightlifting Wales Governance and Compliance Officer and record the incident.

- If a Weightlifting Wales employee/ volunteer accidentally hurts a child athlete.
- If a child athlete seems distressed in any matter.
- If a child athlete appears to be sexually aroused by the Weightlifting Wales employee/ volunteer's actions.
- If a child athlete misunderstands or misinterprets something a Weightlifting Wales employee/ volunteer has done.

If a Weightlifting Wales employee recognises physical, emotional, sexual abuse or neglect of a child athlete they should report their concerns to one of the Weightlifting Wales Safeguarding Officers (Chief Operating Officer, Governance and Compliance Officer) immediately. If the concern is about both the safeguarding officer conduct/behaviour towards an athlete, they should inform the Executive Chair of Weightlifting Wales.

If a member of Weightlifting Wales employee's is worried about sharing concerns about abuse with a senior colleague, they should contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

The Governance and Compliance Officer will keep detailed, accurate and secure written records of any referrals/ concerns brought to their attention and the action taken.

By liaising with relevant agencies (e.g. Child Protection in Sport Unit, Sport Wales, NSPCC), the Chief Operating Officer will provide support, advice and expertise within Weightlifting Wales when deciding whether to make a referral regarding the matter raised. It is not the responsibility of anyone working for Weightlifting Wales to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Where the complaint is against a member of Weightlifting Wales employee's, there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

In referral cases the Weightlifting Wales Governance and Compliance Officer will refer the matter to the Lead Officer for Safeguarding within Weightlifting Wales (which will usually be the Chief Operating Officer). Cases of suspected abuse should be referred directly to the Local Authority and/or Police.

The Weightlifting Wales Strategy and Development Manager will inform the Executive Chair of Weightlifting Wales of any referred cases, ongoing issues, and investigations, as well as mentioning this on the staff report delivered to all the Board Directors at the quarterly board meetings.

The Weightlifting Governance and Compliance Officer should ensure there is always cover for Child Protection matters in their absence by arranging for any concerns to be raised with the Weightlifting Wales Safeguarding Officer.

The Governance and Compliance Officer will attend and contribute to Child Protection case conferences with Weightlifting Wales when requested and required to do so.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This indicates the following people:

- Weightlifting Wales Safeguarding Officers
- The person making the allegation
- Social Services / police
- The Executive Chair of Weightlifting Wales

Information will be stored in a secure place with limited access to designated people and in line with data protection laws.

Child Protection Awareness Training

The Strategy and Development Manager/ Governance and Compliance Officer responsible for arranging training on Child Protection and Safeguarding to raise Weightlifting Wales employees' awareness on this subject.

- 1 The Governance and Compliance Officer will ensure that all staff working with child athletes are made aware of this policy as part of their induction training.
- 2 The Chief Operating Officer will decide which Weightlifting Wales employees should attend a General Child Protection Awareness Workshop / Safeguarding and Protecting Children Workshop run by Sports Coach UK. The workshop will assist a Weightlifting Wales member of staff in recognising how to identify the signs of abuse and when it is appropriate to make a referral. Refresher courses should be carried out at least every 2 years.

¹Reference throughout to child/young people also applies to vulnerable athletes.

(Vulnerable Adults are defined as any person aged 18 or over who: is in need of assistance by reason of mental, physical or learning disability, age or illness who is unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation which may be occasioned by the acts or omissions of other people).

²The term Employee includes any volunteer, defined as any person who performance any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something for the benefit of someone (individuals or groups).

SOP 3

**HEALTH AND SAFETY ARRANGEMENTS FOR THE INSPECTION AND CHECKING OF
EQUIPMENT USED BY ATHLETES AT THE WEIGHTLIFTING WALES IDENTIFIED TRAINING
VENUES.**

Equipment Checking

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All weightlifting equipment provided and used at the Weightlifting Wales identified training venues for weightlifting, powerlifting and weight training and competitions will be subject to the following regime of inspection and examination.

Inspection by Coaches

At each session of use the person leading the session (Weightlifting Wales Head Coach, or Weightlifting Wales support staff) must be satisfied that the equipment is fit for use. This will be by visual checking of the apparatus.

Unfit Equipment

If a member of Weightlifting Wales staff considers equipment unfit for use he/she will mark the equipment as not to be used. The matter should be reported immediately at the conclusion of the training session to the Weightlifting Wales Chief Operating Officer (if now Weightlifting Wales equipment). The member of Weightlifting Wales staff will arrange for either the relevant repairs to be carried out OR for the equipment to be disposed of.

Where Weightlifting Wales equipment is disposed of, the Weightlifting Wales Business Support Officer must be informed so that it can be removed from the equipment register.

Confirmation of continued suitability for use

Where such examinations of equipment or apparatus are carried out, the Weightlifting Wales Chief Operating Officer must obtain copies of reports from the Weightlifting Wales Head coach / Support staff and obtain confirmation that any maintenance or repairs identified as necessary by the equipment manufacturer or supplier have been carried out. Where there is a period between identification of maintenance and repair needed and carrying out of the

work the Weightlifting Wales Head Coach / support staff must ensure that the equipment has been secured against further use.

SOP 4

WEIGHTLIFTING WALES MAJOR INCIDENT POLICY FOR THE WALES WEIGHTLIFTING IDENTIFIED TRAINING VENUES.

Purpose

This policy is designed to provide guidance to Weightlifting Wales coaches and other Wales Weightlifting employees / volunteers working in identified training venues used by Weightlifting Wales in dealing with a Major Incident.

Definition

A **“Major Incident”** is defined as a serious, potentially debilitating or life-threatening accident which occurs to an athlete or coach that requires emergency medical assistance. An example would be where a lifter is hit by the descending bar on the head or back of the neck. This policy is not intended to deal with minor accidents such as a sprained ankle.

Procedure

When a Major Incident occurs the Weightlifting Wales Head Coach or Weightlifting Wales member of support staff in charge of the session must do the following:

- ▶ Ask another member of staff or another athlete to stop all activity in the training venue.
- ▶ Leave the person in the position they fell unless they suspect that the person is not breathing or that further injury will occur due to the position of the person.
- ▶ Talk to the person to reassure them that the situation is under control and that medical help is on its way.

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- ▶ Use a telephone (mobile if necessary) to request an ambulance
- ▶ Send another member of staff or athlete to the main reception to request the assistance
- ▶ Request that a volunteer waits on the approaches to the Centre for the arrival of the ambulance
- ▶ When the ambulance arrives follow all the instructions of the paramedics.
- ▶ Decide who will accompany the person to hospital. This should be someone who knows and is trusted by the person. Ideally the person accompanying the injured person should have witnessed the accident.
- ▶ When the person has been transferred to hospital you must make every effort to inform the next of kin of what has happened.

Once the incident is over the Weightlifting Wales employee must:

- Inform the Weightlifting Wales Chief Operating Officer.
- Immediately complete an accident report form which all Weightlifting Wales have a copy of, additional copies can be obtained from the Weightlifting Wales Business Governance and Compliance Officer.
- Forward the complete form to the Weightlifting Wales Chief Operating Officer.

SOP 5

TRAVELLING ABROAD

Weightlifting Wales employees and their supported athletes travel around the world to train and compete in events. There are many political, legal, environmental, biological, economic and cultural differences in the countries to which they travel. These can all contribute to additional hazards and risks from which Weightlifting Wales have a duty to protect those exposed. Since people will be remote from this protection then as much as can be done by Weightlifting Wales to anticipate and prepare people for these hazards and risks must be done before they leave. Weightlifting Wales must also nominate a Weightlifting Wales

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employee who will have overall responsibility for the WCL employees and their supported athletes when travelling, training or competing outside the UK.

Pre-Trip Arrangements

- The Weightlifting Wales employees responsible for the Weightlifting Wales athletes during any trip abroad for training or competition in events must carry out a risk assessment for that trip prior to it taking place. They must consider the likelihood and severity of any of the incidents (see appendix 1) happening and decide if the trip abroad can take place. To help in this decision they must consult with the Foreign and Commonwealth Office to find out if there are any travel restrictions or warnings for the countries, which are being visited. If there are clear restrictions or warnings then the trip must be stopped.
- Where a trip is to go ahead the Weightlifting Wales employee responsible for the trip abroad must reduce any residual risk to a reasonable level by introducing control measures, which will take place on the trip.
- The Weightlifting Wales employee responsible for the trip abroad must ensure that there is adequate travel insurance in place to cover for theft and breakage of any equipment to be used in training or competition. In addition, they must ensure that adequate insurance cover has been taken out for the loss, theft or breakage of any personal belongings of staff or their supported athletes for which Weightlifting Wales may be liable. The conditions, which apply to the insurance cover, must be made known to all the Weightlifting Wales employees and athletes prior to the trip.

- Weightlifting Wales employees and athlete must take out adequate insurance cover for any additional personal belongings e.g., Cameras, Jewellery etc., they want to take not covered by the Weightlifting Wales insurance scheme.
- Personal monies and credit cards will also be the responsibility of those who take them to insure.
- The Weightlifting Wales employee responsible for the trip abroad must ensure that all the people on the trip have up to date travel documents and visas for all the countries to be visited. These should all be photocopied and copies kept at the Weightlifting Wales office in the UK in case of loss or theft.
- The Weightlifting Wales employee responsible for the trip abroad must arrange for, on the advice of medical staff, everyone on the trip to be given adequate immunisation for any of the diseases likely to be contracted in the countries visited. This must be given in time for it to have its effect. Where there is not adequate immunisation e.g., HIV/Aids, then all those on the trip must be given advice on how to keep themselves safe and healthy (appendix 1 below). Other advice can be found from the Department of Health or the Foreign and Commonwealth Office.

Post- Trip Arrangements

- The Weightlifting Wales employee responsible for the trip abroad must review the trip and the health and safety arrangements with the Weightlifting Wales Chief Operating Officer to see if any lessons for future trips can be learnt.

APPENDIX 1

ADVICE & RISKS OF TRAVELLING ABROAD

This document should be edited for each trip to reflect the destination country.

Weightlifting Wales staff and their supported athletes will sometimes travel abroad to train for and compete in events. It is advised that all staff and athletes attending international trips remain vigilant against potential risks that may arise.

Potential risks to be mindful of when abroad include:

Thefts and muggings

- Cash
- Credit Cards
- Passports
- Tickets
- Medals
- Mobile Phones
- Watches

Abductions and kidnappings

- Individuals or groups following religion
- Political or monetary motives

Road Traffic Accidents

- Biggest cause of harm abroad

Unwitting Accomplices to Other Crimes

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- Drug trafficking
- Contraband smuggling
- Local scams

Political Unrest

- Car bombings
- Terrorist attacks
- Riots
- Strikes

Harassment

- Verbal threats
- Sexual or physical abuse
- Racial or ethnic hatred

Safety Hazards

- Exposure to infections including those from biological agents in water, food and blood supplies
- Animal and insect bites
- Sexually transmitted diseases
- Overexposure to sun

Natural Disasters

- Earthquakes
- Floods
- Fires
- Hurricanes

Some tips to keep safe and healthy when travelling abroad

Safeguard your travel documents and valuables:

- All staff and athletes attending the trip must supply emergency contact details for themselves to the person co-ordinating the trip, which will then be shared with appropriate staff and UK emergency contacts within Weightlifting Wales.
- Emergency Contacts should also have the contact details of staff and the Weightlifting Wales emergency UK contact.
- It is advised that photocopies of important documents such as visas, passports and other forms of ID, plus travel and insurance documents are made for those travelling and to be left with emergency contacts in the case that any of these are lost.
- Passports and travel documents should be kept in a safe place at all times whilst abroad. Make use of hotel safes, or designate a member of staff to take all passports and travel documents and keep them safe.
- Passports should never under any circumstance, be given to anyone who is not part of the team, whilst abroad. Staff arranging the trip should check the hotel policy of taking passports from guests for the duration of their stay and find out whether providing a photocopy is acceptable instead of handing over actual passports.
- It is not advised that large sums of any currency are taken in cash. You should only carry on you what is necessary and any additional cash should be kept in the hotel safe.

- It is advised that you check with your bank how accessible it is for you to take out cash from ATM machines in certain countries. You may have issues doing so and should be prepared with some cash or a pre-paid currency travel card.
- It is not advised you take any unnecessary bank/credit cards out to the trip or out on a daily basis unless needed.
- Vigilance in keeping cash and valuable items such as expensive jewellery, phones, cameras etc. hidden from view.
- Never resist violent theft. **Valuables can be replaced, lives can't.**
- Be careful when in crowds at stations, airports or tourist attractions for gangs of pickpockets.
- Do not go anywhere, without informing someone. This applies to staff as well as athletes. You should avoid going anywhere alone, and if you plan to leave the hotel or venue without the team then the team manager must be made aware and you should be contactable by phone at all times.
- Be extra careful when in public places, near roads, markets, water etc. and try to stay in groups.
- Do not give yours or other team members' contact details or room details to other anyone who is not part of your team.
- A team WhatsApp group can help to keep everyone informed and in contact.
(Permission from parents must be obtained for under 18's to join a WhatsApp group)

and chaperones should also be part of these groups). Everyone on the trip should be contactable by phone at all times.

You should be mindful that when abroad, things can be very different to being in the UK. You should be aware of potential risks of the country you are in and act appropriately.

In case of loss or theft of money or documents

- Report incident at once to local police and Weightlifting Wales member of staff responsible for the trip and obtain a statement from the police for insurance purposes.
- Make sure you know the emergency 24 hour numbers to call if money or cards are lost or stolen and ring them straightaway.
- If a passport or visa is lost or stolen report this to the local UK government representative for a replacement to be organised.

Be on the lookout for suspicious or damaged situations

- Do not leave any baggage, belongings or jackets unattended.
- Always pack your own bags and look carefully at what you are packing.
- Never agree to carry a package for someone else however plausible the request or however familiar the other person may seem to you- it may be drugs or contraband. These carry the death penalty in certain countries if you are caught in possession.

- Never get separated from a group if out and about. Look out for each other. Don't go too much off the tourist route unless with an official organised tour.
- Be wary of pleas for help or assistance- they may be traps.
- Only travel in official taxis or public transport. Don't accept offers of lifts from strangers.
- Never go out alone or walk back to a hotel on your own at any time, but particularly at night.

Hiring cars and driving abroad

- The most common reason for injury abroad. Driving laws and conditions are often different abroad. Make sure a UK licence is valid and you have adequate insurance cover.
- Only hire from a reputable company and make sure the car basics are in good order i.e. lights, brakes, tyres, and seatbelts.
- If on a motor- or pedal- bike, always wear a helmet and put children in a child restraint.
- Know and stay within the speed limited and traffic regulations. In the spot fines are often required and no excuses accepted.
- Drink and drive laws are often harsher so don't do it.

Stay Healthy

General Tips

- Be mindful of practising good hygiene: regular hand-washing and use of anti-bacterial hand-gel.
- Do not touch animals on the streets and be mindful of the danger of wild animals in certain countries.
- Do not drink tap water or receive drinks with ice and avoid eating salads and fruit that may have been washed in tap water. Use bottled water to brush teeth.
- Look out for meat that has not been cooked thoroughly; use common sense and vigilance with anything you are consuming whilst abroad. Try to stick to eating in hotels and restaurants as opposed to buying street-food etc. And where possible avoid food that you are not used to particularly before competition starts.
- If you are experiencing symptoms of sickness e.g. a stomach bug etc. you should inform the staff and stay in your room and avoid mixing with the team until you feel well again. If symptoms worsen you must inform staff.
- Take electrolytes with you to help replenish you if you become dehydrated through the heat or through being unwell, or making weight using dehydration methods.

- Ensure that you have the up to date jabs for the country you are travelling to well before you must travel. (You should always do some research into the country you are heading to understand risks and respect the culture).
- Be prepared with mosquito-repellent and bite creams, antiseptic creams, waterproof plasters, hand-gel and wipes, for certain countries.
- Avoid swimming in water that may be unsafe: unclean swimming pools, open water etc.
- Look into ways of staying healthy during long haul flights e.g. Vicks Nasal Spray 24-hour response (always check any type of medication on Globaldro if you are an athlete).
- Do not spend too much time in the sun If you are in a hot country, avoid sunburn and heat-stroke. Stay hydrated with bottled water.

Risk of illness:

Malaria

- Check the status of the country you are heading to in terms of prevalence of any disease and ensure you get appropriate jabs and tablets as a precaution. **This is very important to do well before you travel.**
- Use insect repellent, preferably one containing DEET (diethyltoluamide). Keep your arms and legs covered and keep room windows and doors shut at all times to reduce

the chances of bugs making it into your room. You may use a mosquito net around the bed at night, preferably one that is impregnated with an insecticide and take with you sprays to use in the room as well as on your skin. If you are heading to a part of the world with Malaria, you should be taking malaria tablets.

- Treat any bites or stings quickly. Seek medical treatment if unsure. Clean up cuts and grazes with bottled water or antiseptic creams, cover over if needed.

Rabies

- This disease occurs in animals in Europe and North American as well as in the less developed countries. You can contract the disease if you are bitten by any infected animal. **DO NOT touch any animals, whether wild, stray or apparently 'tame'**. If you are bitten, 'post-exposure' treatment- if given early enough- usually prevents the disease developing.

If you are bitten by an animal whilst away from the United Kingdom

1. Wash the wound immediately

- Using soap or detergent
- Flush with clean water
- Apply alcohol if possible- don't forget spirits like Gin, Vodka, Rum, and Brandy contain some alcohol

2. Get medical attention- FAST

- Go to the nearest doctor or hospital

- You may need a rabies vaccination and the course of injections must be started immediately
- Ask for ‘human diploid cell vaccine’ if possible
- In case of any difficulty, contact the nearest British Consular Official

3. Note any details incident

- The animal’s description and whether you believe it was wild or a stray (either way, you should treat the incident in the same way and go with caution)
- Where and when it happened
- Was anyone else affected

Inform the relevant people:

- Whether or not you receive treatment outside the UK, consult your doctor as soon as you return
- Inform your team member
- Inform medical professional: doctor/hospital etc. straight away

AIDS (Acquired Immune Deficiency Syndrome)

There is no vaccine or cure for AIDS. AIDS is caused by a virus known as HIV (Human Immunodeficiency Virus). Infection with HIV is more common than AIDS itself. People infected with HIV remain infected and infectious all their lives. There is no vaccine or cure for HIV infection.

HIV/AIDS can be passed on in four main ways:

- Through unprotected sex with an infected person
- Through the use of infected syringes, medical and dental instruments, and anything else which punctures the skin, such as tattooing equipment.
- By transfusions of HIV-infected blood
- From an infected mother to her baby, before or during childbirth or through breast-feeding

HIV/AIDS cannot be passed on through everyday social contact, nor through insect bites, dirty food or crockery, nor activities such as kissing, coughing or sneezing.

To protect yourself against HIV/AIDS:

- If you have sex with a new partner, always use a condom. They are the most effective protection against HIV/AIDS and other sexually transmitted diseases. Pack an adequate supply of condoms, if you think you might need them when travelling, as they might not be easily available or of good quality in some countries.
- Do not share any injecting equipment with any other person under any circumstances.
- It is not advised to get a tattoo, piercing or acupuncture treatment abroad.

Since some countries do not have the same standards of medical and dental hygiene as the UK, needles and other equipment may not be adequately sterilised, nor blood screened for the presence of HIV or hepatitis B or C, so:

- If you need treatment see the Weightlifting Wales staff member responsible for the trip first to inform them of the planned treatment you will be requiring after seeking

the appropriate medical advice, and try to ensure that any medical treatment, particularly a blood transfusion, is absolutely necessary.

- Make sure that any medical equipment used is freshly sterilised or is taken from a sealed pack.
- If you need a transfusion, ask for screened blood.
- If you are going to an area where the availability of sterile needles and syringes for medical treatment is in doubt, Weightlifting Wales must consider taking special supplies with them for their staff and their supported athletes.
- Some countries have introduced HIV antibody testing for visitors, or require an HIV antibody test certificate. If in doubt, check with the Embassy or High Commission of the country concerned.

Hepatitis B

This occurs worldwide and is spread in the same ways as HIV/AIDS, this is through:

- Intimate person-to-person contact
- Sharing contaminated needles or syringes
- Transfusions or contaminated blood or the use of inadequately sterilised equipment in medical treatment, tattooing and ear-piercing.
- There is a vaccine, which gives good protection against the disease. However, it can take six months to become effective. The best way to prevent infection is to avoid the high-risk activities listed above and also to take a travel kit for use in medical emergencies.

Sunburn

- Protect skin from sun, particularly between 11.00 am and 3.00 pm the further south you go. If you have to be out of the sun, use sunscreen, wear tops and hats and keep in the shade as much as you can.
- A separate risk of overexposure to the sun is sunstroke or heatstroke, caused simply by overheating so make sure you drink plenty of non-alcoholic liquids to balance the loss of body fluid through perspiration. What you drink must be safe- either soft drinks from sealed cans or bottles, or water which has been boiled or bottled.

Stay Safe

- As in the UK there will be the same safety hazards such as electricity, slip, trip and falling hazards, machinery, falls from height, but they may not be as well controlled.
- Be extra vigilant with electrical equipment, particularly in wet or damp conditions like changing areas, showers or around swimming pools. If you are taking any portable electrical equipment make sure you have the right adapter for the plug system where you are travelling to- don't put bare wires into sockets.
- Hotels often have swimming pools or areas where it is seen as an opportunity to relax.

However, there are often accidents in these areas. Some of the more common ones are:

- Slips, trips and falls- running over wet, uneven areas and unprotected edges around pools and in changing and showering areas.

- Drowning- getting into difficulties after eating, drinking or getting caught on underwater hazards.
- Making contact with hard underwater surfaces resulting in cuts, fractures, paralysis or unconsciousness.
- Diving into shallow water, swimming in cloudy water, collisions with underwater structures, and other swimmers.
- Contact with chemical or biological hazards- cleaning, sterilising agents; water borne bacteria, viruses and parasites in poorly or un-sterilised water.
- Cuts- broken glass in seating areas around the pool or in the pool itself. Broken tiles or metal in the pool areas.

Every pool area should have attendants or lifeguards and have an emergency action plan. Where these are not provided then swimmers should never swim alone or all in the water at the same time, particularly at night or early in the morning.

- Other accidents, which can sometimes happen are falls from a height, particularly from balconies- often these are associated with alcohol.
- If balconies are being used then make sure they are not overcrowded.
- That people do not lean over.
- Sit on the top railings.

SOP 6

MANUAL HANDLING

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Wales Weightlifting Federation Ltd

Health and Safety Policy

Weightlifting Wales, Canolfan Brailsford, Ffriddoedd Road, Bangor, LL57 2EH

Approved: September 2017

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<http://www.weightlifting.wales/> Tel: (01248) 38819

Manual handling activities in the workplace cause a large number of injuries every year. They are typically sprains and strains to muscles, tendons, nerves, discs, and vertebrae. Less common are cuts and fractures but between them they account for many millions of days lost at work every year.

Manual Handling Activities

- The Weightlifting Wales Chief Operating Officer must review the manual handling activities carried out by Weightlifting Wales staff determine which of them can be eliminated.

Risk Assessment

- The Weightlifting Wales Chief Operating Officer must carry out a manual handling risk assessment of those manual activities carried out by Weightlifting Wales staff which cannot be eliminated (see appendix to safe operating procedure below). These risk assessments must examine the four factors of the activity which may cause harm, namely:
 - The Task
 - The Load
 - The Individual
 - The Environment, and assess the risks of injury identified.
- The Weightlifting Wales Chief Operating Officer must introduce control measures which reduce the risk of injury for people out of the activities- see appendix to safe

operating procedure. These controls can reduce the risk on the task, the Load, the Individual or the Environment.

- The Weightlifting Wales Chief Operating Officer must use mechanical assistance where reasonably practicable to do so.
- The Weightlifting Wales Chief Operating Officer must inform those involved in manual handling of the risks and the control measures which have been introduced to protect them. They must arrange for training in good handling techniques.
- All Weightlifting Wales staff and their supported athletes who become pregnant must inform their manager immediately and, if required, to stop carrying out any manual handling activity which may cause them or their unborn child harm.
- Any Manual handling activity which results in an injury must be reviewed before it can be allowed to continue by the Weightlifting Wales Chief Operating Officer.

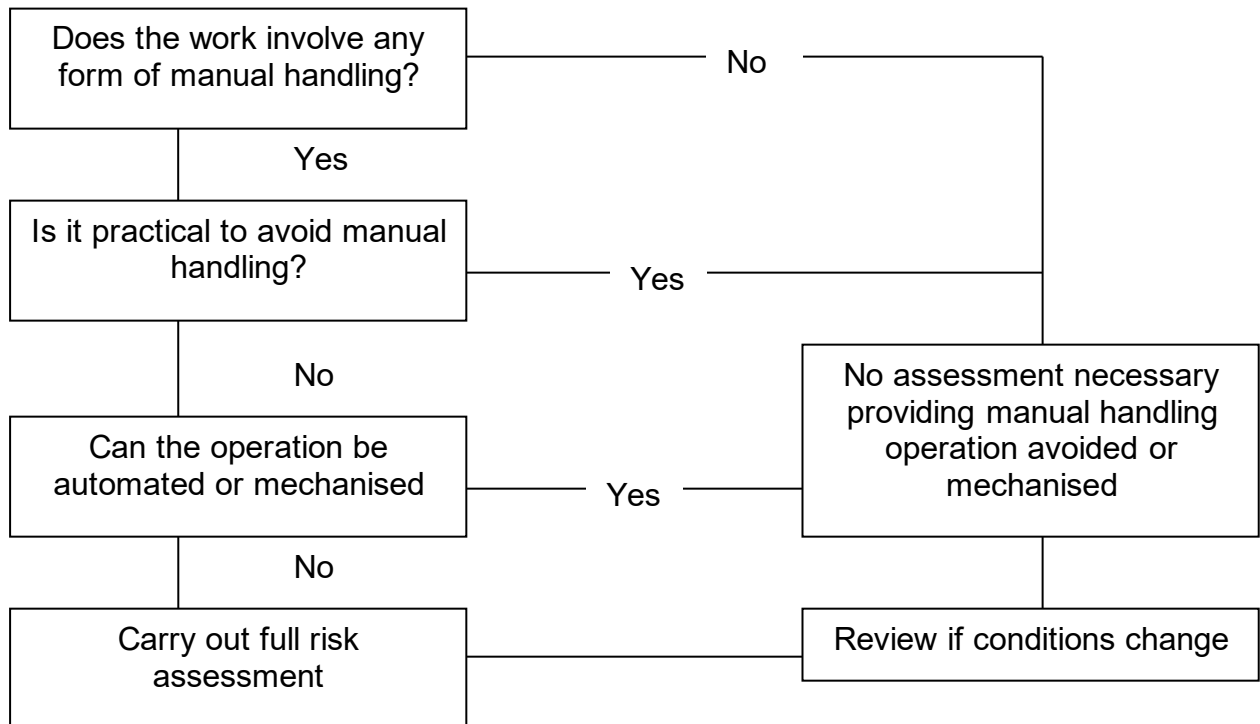
APPENDIX TO SAFE OPERATING PROCEDURE

MANUAL HANDLING ASSESSMENT

The flow chart below should be used to carry out an initial assessment to establish if a manual handling assessment is necessary.

A simple hierarchy of steps should be taken to prevent manual handling injuries:-

- Avoid hazardous manual handling operations where possible.
- Assess any hazardous operations that cannot be avoided.
- Remove or reduce the risk of injury, using the assessment as a basis for action.



A Manual Handling activity is anything which involved the Lifting, Carrying, Pushing, Pulling or Supporting or any load by bodily force.

Certain training activities will require manual handling e.g. handling weights or other training equipment and these will need to be reviewed. Clearly these activities are important in strength and conditioning training. It is not suggested that these activities should be eliminated however the way they are carried out must be reviewed to see if all that can be done to reduce the risk of injury is being done.

FACTORS TO CONSIDER IN MANUAL HANDLING OPERATIONS

The assessment is broken into four factors:

- Task
- Load
- Environment
- Individual Capability

These factors are interrelated and each factor can influence the other.

Does the task:

Involve holding the load at a distance from the trunk?

- Failure to keep the load close to the body will increase the stress on the torso and make the load harder to control.

Involve unsatisfactory body movement including twisting, stooping, or over reaching?

- These movements can place additional stresses on the lower back and arms.

Involve excessive lifting, lowering or carrying distances?

- This can lead to an increase in fatigue and increases the risk of injury

Involve excessive pushing or pulling of the load?

- If so, it is particularly important that both the floor and people's footwear are in good condition so that an adequate grip is maintained.

Involve a risk of sudden movement of the load?

- This can result in unpredictable stresses being imposed on the body.

Involve frequent or prolonged physical effort or insufficient rest or recovery periods?

- A recovery period may be a change of activity which requires the use of different muscles.

Require handling loads while seated?

- This can impose stress on the muscles in the arms and trunk. This should be avoided wherever possible and be carefully planned if it is essential.

Is the Load

- Heavy, an awkward size, or difficult to grasp?
- Does it have sharp edges, rough surfaces or is it hot or cold?
- Is it bulky or unstable?

Any of these factors can increase the difficulty in handling a load and therefore increase the risk of injury. Consideration should be given to having adequate handholds on the load and using handling aids.

The Working Environment

Are there space constraints?

- There must be sufficient working space in all directions around the load and the handler to enable safe handling.

Is the floor unstable, slippery, or in poor condition?

- It must be in good condition and there should be no changes in level.

Are there extremes of temperature, poor lighting or poor ventilation?

- Extremes of temperature can put extra stress on an individual. Poor lighting conditions can aggravate tripping hazards and hinder accurate judgement of distance and position.

Individual Capability

- Does the task require unusual strength or height?
- Can a task create hazards to those who are pregnant or have a health problem?
- Does the job require specialist knowledge or training?
- Is there dual handling?

Other Factors

- Training relevant to each activity involving manual handling must be completed.
- Where personal protective equipment is used for other reasons (e.g. tabards) its likely effect on the risk of manual handling injury should be taken into consideration.

Reducing the Risk of Injury

Full consideration must be given to the task, the load, the working environment and the individual capacity, and the relationship between them.

- Mechanised handling systems should be used wherever possible to reduce the requirement for manual handling. Sack trucks and trolleys can be used to move equipment rather than relying on individuals carrying it.
- Improvements may be made by altering the task layout, changing the equipment used and improving the work routine, by reducing the frequency of the task or increasing the recovery time between each task.
- Consideration should be given to whether the load can be made lighter, more stable or easier to handle.

- The work environment may be improved by reducing space constraints, improving the condition of the floors, working on a single level, and by ensuring that there is good ventilation and lighting.
- If it is not possible to eliminate manual handling, instruction and training on safe manual handling techniques should be given.

A manual handling assessment must be made in the following circumstances:

- The initial assessment
- When a change is planned
- When a new work practice is started
- When a problem is identified
- After an accident

MANUAL HANDLING RISK ASSESSMENT FORM

Location:		Sport:		Ref No:	
Task:		Weightlifting Wales Staff Member:		Date:	
Task Description:					
The Task- Does it involve?	Yes/ No	Risk H / M / L	Action required to reduce risk	Date to complete	
Holding loads away from the trunk?					
Twisting or stooping while holding the load?					
Lifting / lowering above shoulder and / or below knee height?					
Carrying the load?					
Pushing or pulling the load?					
Repetitive handling?					
Insufficient rest or recovery?					
A work rate imposed by a process?					
The Load Is the Load....?	Yes/ No	Risk H / M / L	Action required to reduce risk	Date to complete	
Heavy? Weight (Kgs)					
Difficult to hold?					
Bulky or unwieldy?					
Unstable, unpredictable or contents likely to move?					

Sharp or potentially damaging in any way?				
The Environment- (Are there....?)	Yes/ No	Risk H / M / L	Action required to reduce risk	Date to complete
Space constraints preventing good posture?				
Variations in floor levels or work surfaces?				
Extreme of temperature or air movement?				
Poor lighting conditions?				
Strong Air movements?				
The Individual (Does the job....?)	Yes/ No	Risk H / M / L	Action required to reduce risk	Date to complete
Require unusual strength or stature?				
Present a problem to pregnant women or those with health problems?				
Require special knowledge or training to enable to be carried out safely?				
Is movement or posture hindered by clothing or personal protective equipment?				
Overall Assessment of the Risk of Injury: LOW / MEDIUM / HIGH				

Assessor's Name	Signature	Date
Manager's Name	Signature	Date

SOP 7

FIRE SAFETY

Weightlifting Wales has a duty to its employees and anyone else that could be affected by their undertaking to protect them from the dangers and harm associated with fire.

This is achieved in three different ways:

- Fire prevention measures – these stop fires starting or from spreading.
- Fire protection measures – these detect, extinguish or contain fires.
- Fire precautionary measures – these minimise the risk to those people from an outbreak of fire.

Fire Certificate

Wales Weightlifting Federation Ltd

Health and Safety Policy

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<http://www.weightlifting.wales/> Tel: (01248) 38819

- As Weightlifting Wales is a tenant, then the landlord will have responsibility for the fire certificate but will require Weightlifting Wales employees and Weightlifting Wales athletes to cooperate with them to ensure compliance with the fire certificate.
- Weightlifting Wales employees at each of the premises must comply with the requirements for maintenance of the means of escape and fire fighting equipment as well as the training and evacuation practice detailed in their fire certificate.
- Any changes to the building or its use must be notified to the fire authority immediately so that any changes to the fire certificate can be made.

Risk Assessments

- The Weightlifting Wales Chief Operating Officer must ensure that a fire risk assessment set out under the Fire Precautions (Workplace) Regulations 1997 and its Amendment Regulations 1999 is completed for their areas of responsibility. A copy of the risk assessment is given in the appendix to this procedure and must be completed, signed off, recorded and kept with the other relevant risk assessments. These risk assessments look at four main areas. They are:
 - Means of Escape
 - Fire Alarm and Detection
 - Hazard Identification
 - Training and procedures.
- Where it is identified from the risk assessment that there are actions, which need to be taken to remedy any shortfall in control measures, then these actions must be taken by the people designated and in the time allocated to them. Reviews must be undertaken to ensure these actions are completed.

- Where Weightlifting Wales are tenants then they must liaise with the landlord to ensure that both parties maintain those fire prevention, protection and precautionary measures for which they are responsible.
- Regular monitoring must be undertaken at all Weightlifting Wales premises to ensure continued effectiveness of and compliance with the fire prevention, protection and precautionary measures. This monitoring will usually take the form of inspections of the workplace. The items to be inspected can be the same as those that appear on the risk assessment form. The frequencies will differ. A fire inspection record sheet for a month is shown in the appendix to this procedure. It gives the fire items which need to be checked daily, weekly or as they happen. The nominated person must complete these checks and keep the record with the fire certificate. If the nominated person is away for any reason their deputy must complete the checks.

Fire Personnel

- The Weightlifting Wales Chief Operating Officer must nominate someone to take charge of the fire prevention protection and precautionary measures e.g., a fire marshal
- Where there are disabled people employed then they must be consulted on the need to have a 'chaperone' to help them to evacuate the building safely and promptly when the need arises. Again, regard must be taken of any absences or holidays of the 'chaperone' so that help is always on hand.

- Any person who has a visitor on site is responsible for that visitor's fire safety and must ensure that they evacuate them safely in the case of a fire.

Fire Emergency Plan

- As a tenant, the Chief Operating Officer must be aware of Fire Emergency Plan for their premises, the main elements of which are detailed in the appendix to this procedure.
- Once the Fire Emergency Plan has been drawn up it must be communicated to all the people on the Weightlifting Wales premises and displayed in the prominent points in the premises. It must also be communicated to any visitors or Weightlifting Wales supported athletes who visit the site.
- The Fire Emergency Plan must be reviewed annually by the Weightlifting Wales staff at the premises to see if any changes need to be made.

Training and Information

- All Weightlifting Wales staff must receive Fire Training and Instruction. The basic content of the training is given in the appendix to this procedure. This training must be regularly refreshed.
- Any new Weightlifting Wales employees must receive this training within the first day of their arrival at the premises.
- All training given must be put onto individuals training records.

- In accordance with the requirements of the fire certificate everyone must practice a full fire evacuation from the premises. The frequency of this will be stipulated in the fire certificate but will be at least once a year.
- Weightlifting Wales Premises must display fire information in prominent positions.

This information will include:

- Fire Emergency Plan
- Nominated Fire Personnel
- What to do in case of a fire
- What to do in hearing the alarm
- Clear fire alarm activators
- Signage of all exit routes and assembly areas
- Signage of type and use of fire extinguishers.

Plans of the building showing staff their primary and secondary means of escape from different locations in the building. This should be displayed on exits out of rooms and areas to help remind staff and visitors of their means of escape.

Legislation

The main pieces of Fire Legislation are:

The Fire Precautions Act 1971;

The Fire Precautions (Workplace) Regulations 1997; and

The Fire Precautions (Workplace) (Amendment) Regulations 1999.

APPENDIX TO FIRE SAFETY PROCEDURE

WORKPLACE FIRE RISK ASSESSMENT AND INSPECTION FORM

OFFICE _____ PM MANAGER _____

DATE _____ LOCATION _____

	Item	Y/N N/A	If answer is No, Action required to reduce or eliminate risk	Actions allocated to	Date to complete
A	Means of Escape				
1	Are means of escape provided for all occupants of the workplace?				
2	Are escape routes identified?				
3	Are exit routes free from obstruction?				
4	Do all Fire Exit routes lead to place of safety?				
5	Are internal fire doors operating correctly?				
6	Are the self-closers on fire doors operating correctly?				
7	Is the final Fire Exit door operating correctly?				
8	Are fire escape routes equipped with emergency lighting?				
9	Are their designated Assembly Points?				
B	Fire Alarms and Detection				
1	Is the workplace fitted with automatic fire detection equipment?				

2	Is a fire alarm installed?				
3	Are all fire alarm call points clearly visible and unobstructed?				
4	Is portable fire equipment provided and is it easily accessible, in date and regularly maintained?				
5	Are staff aware of how fire equipment operates?				

C Hazard Identification					
1	Is the amount of combustible material (paper / textiles) controlled in the workplace?				
2	Is the amount of combustible substances (flammable gases / liquids) controlled in the workplace?				
3	Where portable heaters are installed are they correctly positioned and safeguarded?				
4	Where a designated smoking area is provided are appropriate safety measures in place?				
5	Are all electrical cables and portable appliances regularly checked?				
6	Are procedures in place to deal with 'hot work' processes (e.g. welding, cutting, grinding)?				
7	Are extension leads and multi-point adaptors kept to a minimum and regularly checked for defects?				

8	Is the workplace free of rubbish and combustible material?				
9	Have the fire safety arrangements been reviewed after furniture has been rearranged?				
D	Training and Procedures				
1	Has an emergency evacuation plan been published?				
2	Has all staff received appropriate fire training?				
3	Are fire training records kept?				
4	Has an annual fire evacuation of the workplace been carried out?				
5	Is there a specific plan to evacuate people with special needs?				
6	Have Fire Wardens been appointed and trained for their workplace?				
7	Is the Fire Action notice in place?				
8	Are you aware when a fire risk assessment should be reviewed?				

Assessors name(s):	Assessor's Signature:	All Actions completed (date):
Assessment agreed. Manager's name:	Manager's Signature and date:	Review date: