



## Health and Safety Policy

Approved: September 2017

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## Section 1

### STATEMENT OF POLICY

1. It is the policy of Wales Weightlifting Federation LTD. to ensure so far as is reasonably practical, the safety health 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. This will be done by compliance 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, 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 signature below.

Simon Roach  
Sport Manager Wales Weightlifting Federation LTD.

Date:

Barry Eaton  
Chair of Wales Weightlifting Federation LTD.  
Date:

## Section 2

### **ARRANGEMENTS FOR MANAGING AND IMPLEMENTING THE HEALTH AND SAFETY POLICY**

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

It will do this by:-

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

It will do the above in discussion with the Sports Manager who will assist the Board by providing a report on health and safety. This will be at such times as the Board require but will be at least annually, coincident with the presentation of Wales Weightlifting Federation LTD. end of year financial report. The report will cover at least the following:-

- Accident profile for employees for the year with details of major injuries & indications of trends
- 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 Supplement 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 Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. Performance Manager and Board Level**

It is for the Sports Manager and the Board members to ensure that attention is given to the Board's strategic direction, and that health and safety arrangements agreed within Wales Weightlifting Federation LTD. 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 Sports Manager will update the Board on those action discharged from the time of the last report and on any actions outstanding from previous reports.
- The Sports Manager 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 Sports Manager will be asked to comment on any health and safety related issues that may have arisen during the previous trimester.
- The Sports Manager and the Board will agree on any areas of action to be purchased.

## Section 3

### **SPECIFIC DUTIES AND RESPONSIBILITIES FOR HEALTH & SAFETY WITHIN Wales Weightlifting Federation LTD.**

#### **The Sports Manager**

The Sports Manager has overall day to day responsibility for health and safety matters within Wales Weightlifting Federation LTD. and is the final arbiter on health and safety issues. The Sports Manager will ensure that:-

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

#### **Lead Coaches, Sport Physicians, Physiotherapists and Sports Scientists**

- Being familiar with the health and safety policy and in particular the aspects relating to their department and areas of responsibility.
- Ensuring their staff including volunteers are aware of the provisions and requirements of the health and safety policy and any subsequent revisions.

- Ensuring that their staffs, including volunteers, do not undertake work that is beyond their competency or for which there is not adequate facilities or equipment available.
- Ensuring 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.
- Maintaining any records of inspections and examinations Wales Weightlifting Federation LTD. requires.
- Ensuring all reported safety hazards within their area of responsibility are dealt with and where necessary reported to the Sports Manager.

### **Wales Weightlifting Federation LTD. Health and Safety Co-ordinator (Sports Manager)**

The Health & Safety Co-ordinator is required to:-

- Be familiar with Wales Weightlifting Federation LTD.'s 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 Wales Weightlifting Federation LTD. and that these are reviewed and updated as necessary.
- Ensure that staff who have health and safety roles with Wales Weightlifting Federation LTD. (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 Wales Weightlifting Federation LTD. 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 with Wales Weightlifting Federation LTD. office.

### **Employees / Volunteers**

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

In particular employees / volunteers are required to:

- 
- 
- Be aware of Wales Weightlifting Federation LTD. 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**

#### **Health and Safety Safe Operating Procedures**

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

These are:

SOP

1. Accident reporting, recording and investigation
2. Child Protection



3. Inspection and checking of Wales Weightlifting Federation LTD. equipment used by athletes training at the Wales Weightlifting Federation LTD. identified training venues
4. Wales Weightlifting Federation LTD. Major Incident Policy
5. Travelling Abroad
6. Manual Handling
7. Fire Safety

SOP 1

## ACCIDENT REPORTING, RECORDING AND INVESTIGATION PROCEDURES.

National Accident Reporting Centre Phone No. 0845-300-9923

### Accident/ incident reporting

- 1 All incidents in which anyone associated with the activities of Wales Weightlifting Federation LTD. (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 Sports Manager** for recording in the Wales Weightlifting Federation LTD.. accident book and accident database.
- 2 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 Sports Manager no later than the 4<sup>th</sup> day after the incident.**
- 3 Accident/ incident reporting forms are available from the Wales Weightlifting Federation LTD. office.

### Legal reporting of accident and incidents

Wales Weightlifting Federation Ltd

Health and Safety Policy

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

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

## Accidents to Wales Weightlifting Federation LTD. employees

- 1 Simon Roach is the 'responsible person' for reporting to the Health and Safety Executive (HSE) accidents suffered by its employees.

Any accident/ incident resulting in any of the following consequences for a member of Wales Weightlifting LTD. staff **must** be reported by Wales Weightlifting Federation LTD. to the HSE by the quickest practicable means (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 LNSC indicating that a report has already been made to HSE.

1.3 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 Wales Weightlifting Federation LTD. Reporting 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 Wales Weightlifting Federation LTD. Sports Manager** for recording in the Wales Weightlifting Federation LTD..L accident book. The Wales Weightlifting Federation LTD. Sports Manager should also report the incident to the Wales Weightlifting Federation LTD. Health and Safety Coordinator.
- 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 Wales Weightlifting LTD Sports Manager** who will inform the Wales Weightlifting Federation LTD. Health and Safety Coordinator. On receipt of a report the Wales Weightlifting Federation LTD. Sports Manager will make a report to the Health & Safety Executive.

### Monitoring of accidents and incidents

- 1 Every 3 months the Wales Weightlifting Federation LTD. Sports Manager will prepare for the Wales Weightlifting LTD. Board a brief report giving details of accidents and incidents reported under this procedure and indicate those (if any) which were formally reported to HSE.

### Investigation of accidents and incidents

- 1 Any incident resulting in injury to an employee of the type set out under Para 4 (i) 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 Wales Weightlifting LTD. accident investigation.
- 2 The Wales Weightlifting LTD. Sports Manager 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.
- 3 The Wales Weightlifting LTD. will consider the findings of such investigations at the next Board meeting after conclusion of the investigation.

**Wales Weightlifting Federation LTD.  
ACCIDENT / INCIDENT RECORDS**

**For each person involved, use a separate sheet and store securely (Data Protection requirement)**

<b>Date and Time of Incident</b>	
<b>Full Name of Person Involved</b>	
<b>Occupation</b>	

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<b>(or status if a non-employee, e.g. volunteer, member in competition or training)</b>	
<b>Nature of Any Injury</b>	
<b>Place where Incident Occurred</b>	
<b>Brief Description of Circumstances</b>	
<b>If Reportable</b>	
<b>Date Reported:</b>  <b>Method of Reporting:</b>  (E.g. phone 0845 300 9923 for telephone reporting. <a href="http://riddor.gov.uk">http://riddor.gov.uk</a> for online reporting).	

Where an athlete or other member of Wales Weightlifting Federation LTD. is involved a copy should be sent to the Wales Weightlifting Federation LTD. Health and Safety Coordinator by the Wales Weightlifting Federation LTD. Sports Manager.

SOP 2

### Wales Weightlifting Federation LTD. CHILD & VULNERABLE ADULT PROTECTION POLICY AND PROCEDURE

#### Policy Statement

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It is acknowledged that Wales Weightlifting Federation LTD. has a duty of care to protect and safeguard from harm children and vulnerable adults<sup>1</sup> with whom Wales Weightlifting Federation LTD. are working. Wales Weightlifting Federation LTD. 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). Wales Weightlifting Federation LTD. will adopt the Wales Weightlifting Federation LTD. Child Protection Policy Procedures and Good Practices to ensure consistency in dealing with child protection matters across the sport.

## **Procedures**

The Lead Coach in each discipline is responsible for ensuring the Wales Weightlifting Federation LTD. Child Protection policy is adhered to and raising any concerns with the Sports Manager. The Sports Manager as the designated person for handling Child Protection issues is responsible for handling matters raised by a Wales Weightlifting Federation LTD. employee<sup>2</sup> in relation to the physical, emotional, sexual abuse or neglect of a child athlete.

## **Case Reporting and Recording Procedure**

- 1 If any of the following occur the Wales Weightlifting Federation LTD. employee should report this immediately to the Wales Weightlifting Federation LTD. Sports Manager and record the incident.
  - If a Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. employee/ volunteer's actions.
  - If a child athlete misunderstands or misinterprets something a Wales Weightlifting Federation LTD. employee/ volunteer has done.

If a Wales Weightlifting Federation LTD. employee recognises physical, emotional, sexual abuse or neglect of a child athlete they should report their concerns to their Performance Director immediately. If the concern is about the Sports Manager's conduct/ behaviour towards an athlete they should inform the Chair of Wales Weightlifting Federation LTD.

If a member of Wales Weightlifting Federation LTD. employee 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.

- 2 The Sports Manager will keep detailed, accurate and secure written records of any referrals/ concerns brought to their attention and the action taken.
- 3 By liaising with relevant agencies (e.g. Child Protection in Sport Unit, Sport Wales, NSPCC), the Sports Manager will provide support, advice and expertise within Wales Weightlifting Federation LTD. when deciding whether to make a referral regarding the matter raised. It is not the responsibility or anyone working for Wales Weightlifting Federation LTD. to decide whether or not 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 Wales Weightlifting Federation LTD. employee 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.

- 4 In referral cases the Wales Weightlifting Federation LTD. Sports Manager will refer the matter to the Lead Officer for Child Protection within Wales Weightlifting Federation LTD. Cases of suspected abuse should be referred directly to the Local Authority and/or Police.
- 5 The Wales Weightlifting Federation LTD. Sports Manager will inform the Chair of Wales Weightlifting Federation LTD. of any referred cases, ongoing issues and investigations.
- 6 The Wales Weightlifting Federation LTD. Sports Manager should ensure there is always cover for Child Protection matters in their absence by arranging for any concerns to be raised with the Wales Weightlifting Federation LTD. Child Protection Officer.
- 7 The Sports Manager will attend and contribute to Child Protection case conferences with Wales Weightlifting Federation LTD. 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:

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- Wales Weightlifting Federation LTD. Child Protection Officer
- The person making the allegation
- Social Services/ police
- The Wales Weightlifting Federation LTD. Sports Manager, the Chair of Wales Weightlifting Federation LTD.

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 Sports Manager is responsible for arranging training on Child Protection to raise Wales Weightlifting Federation LTD. employees' awareness on this subject.

- 1 The Sports Manager will ensure that all staff working with child athletes are made aware of this policy as part of their induction training.
- 2 The Sports Manager will decide which Wales Weightlifting Federation LTD. employees should attend a General Child Protection Awareness Workshop /

Safeguarding and Protecting Children Workshop run by Sports Coach UK. The workshop will assist a Wales Weightlifting Federation LTD. member of staff in recognising how to identify the signs of abuse and when it is appropriate to make a referral. Workshops should be booked through Sports Coach UK Business Support Centre on Tel: 01509 226 130. Refresher courses should be carried out at least every 2 years.

<sup>1</sup>Reference 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.

<sup>2</sup>The 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).



**HEALTH AND SAFETY ARRANGEMENTS FOR THE INSPECTION AND CHECKING OF EQUIPMENT USED BY ATHLETES AT THE Wales Weightlifting Federation LTD. IDENTIFIED TRAINING VENUES.**

**Equipment Checking**

All weightlifting equipment provided and used at the Wales Weightlifting Federation LTD. 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 (Wales Weightlifting Federation LTD. Lead Performance Coach, Wales Weightlifting Federation LTD. Squad Coach or Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. Sports Manager of the Training Centre Manager (if now Wales Weightlifting Federation LTD. equipment). The member of Wales Weightlifting Federation LTD. of the Training centre Manager will arrange for either the relevant repairs to be carried out OR for the equipment to be disposed of.

Where Wales Weightlifting Federation LTD. equipment is disposed of the Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. Sports Manager must obtain copies of reports from the Wales Weightlifting Federation LTD. Coaches/ 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 Wales Weightlifting Federation LTD. Coaches/ support staff must ensure that the equipment has been secured against further use.

## **Wales Weightlifting Federation LTD. MAJOR INCIDENT POLICY FOR THE WALES WEIGHTLIFTING IDENTIFIED TRAINING VENUES.**

### **Purpose**

This policy is designed to provide guidance to Wales Weightlifting Federation LTD. coaches and other Wales Weightlifting employees/ volunteers working in Wales

Weightlifting Federation LTD. identified training venues used by Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. Coach or Wales Weightlifting Federation LTD. 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.
- ▶ 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 Wales Weightlifting Federation LTD. employee must:

- Inform the Wales Weightlifting Federation LTD. Sports Manager.
- Immediately complete an accident report form which all Wales Weightlifting Federation LTD. have a copy of, additional copies can be obtained from the Wales Weightlifting Federation LTD. office.
- Forward the complete form to the Wales Weightlifting Federation LTD. Sports Manager.

**SOP 5**

## **TRAVELLING ABROAD**

Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. have a duty to protect those exposed. Since people will be remote from this protection then as much as can be done by Wales Weightlifting Federation LTD. to anticipate and prepare people for these hazards and risks must be done before they leave. Wales Weightlifting Federation LTD. must also nominate a Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. employees responsible for the Wales Weightlifting Federation LTD. 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.

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- Where a trip is to go ahead the Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. may be liable. The conditions, which apply to the insurance cover, must be made known to all the Wales Weightlifting Federation LTD. employees and athletes prior to the trip.
- Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. insurance scheme.

- Personal monies and credit cards will also be the responsibility of those who take them to insure.
- The Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. office in the UK in case of loss or theft.
- The Wales Weightlifting Federation LTD. 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). Other advice can be found from the Department of Health or the Foreign and Commonwealth Office.

### **Post- Trip Arrangements**

- The Wales Weightlifting Federation LTD. employee responsible for the trip abroad must review the trip and the health and safety arrangements with the Wales

Weightlifting Federation LTD. Sports Manager 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.

There are too many instances these days where UK citizens travelling abroad suffer from some sort of trouble. Often it is just delays to travel arrangements but occasionally it can mean serious injury and fatalities to those caught up in the incidents.

The Wales Weightlifting Federation LTD. staff and their supported athletes are travelling abroad to train for and compete in events. As they are often out of the UK for extended periods and relaxing as well as working then they must be on their guard at all times when out of the UK for situations where possible harm may arise.

Some of the incidents which have happened in the past have been:

#### **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 from biological agents in water, food and blood supplies.
- Animal and insect bites
- Sexually transmitted diseases
- Overexposure to sun

#### **Natural Disasters**

- Earthquakes
- Floods
- Hurricanes

Looking at this list, one would probably think that it was not worth going abroad anymore, however a reasonable approach is not to be overcautious, otherwise one would never go anywhere. But at the same time not be reckless when in a foreign country. As we are abroad and away from our familiar surroundings we can drop our guard and forget to take some of the everyday precautions that we take at home without thinking. We are also away from our usual support mechanisms e.g. Police and Emergency Services so need to set up alternative defences if we find ourselves in difficult circumstances. Finally, of course, there is often a different language and different cultural values with which to have to cope.

### **Some tips to keep safe and healthy when travelling abroad**

#### **Safeguard your travel documents and valuables**

- Take a photocopy of your passport, visa, driving licence and insurance policy; leave them with your family and the Wales Weightlifting Federation LTD. Office in the UK before you go. Ring them and give them a contact number to call when you arrive at your destination.
- When at your destination keep your passport and driver's license in a hotel safe and take a photocopy out with you. Never be fooled into giving your passport to anyone to take away to copy- even the police. If they want a photocopy then take some spares with you.
- Leave any travel tickets in the hotel safe
- Do not take large sums of money out with you, only enough for incidental items for the day. Leave the rest in the hotel safe.
- If you have to have credit cards with you only take the essential ones, leave the others in the hotel safe.
- Be careful not to leave cash or cards on view
- Wear jewellery and watches sparingly and give them to someone you know if you have to take them off during competition or training.
- Keep cameras and videos out of sight as much as possible when not in use.
- 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- often children.

### **In case of loss or theft of money or documents**

- Report incident at once to local police and Wales Weightlifting Federation LTD. 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 out 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

### Food and Drink

- Be careful of fresh water and ice, often the cause of sickness and diarrhoea. Use bottled water to drink and clean teeth if local supply is unsafe. Roadside ices and ice creams are often not safe.
- Be careful of raw or undercooked food and shellfish. Wash fruit with safe water before eating it.
- Make sure you wash hands carefully after using sanitary facilities.

### Malaria

- Protect yourself against malaria. Use insect repellent, preferably one containing DEET (diethyltoluamide). Keep your arms and legs covered after sunset. Sleep in properly screened rooms and employ a 'knockdown' spray to kill any mosquitoes in the room. Use a mosquito net around the bed at night, preferably one that is impregnated with an insecticide. You should ensure that there are no holes in it and that it is well tucked in.
- 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. **So be careful not to 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

### 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

### **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

### **Note the date and place of the incident**

- The animal's description and whether it was wild or a stray
- If the animal was not wild or a stray try to identify its owner as soon as possible to ascertain if it already or it is becoming sick.
- If the animal can be kept under observation for two weeks following the incident, exchange names, addresses and telephone numbers with the person responsible for it, and arrange to keep in contact to find out whether the animal becomes sick or dies.
- Find out whether it has had the rabies vaccine and ask to see the certificate. But even if one is produced, do not assume there is no risk.

### **Inform the local police**

- Whether or not you receive treatment outside the UK, consult your doctor as soon as you return

### **AIDS (Acquired Immune Deficiency Syndrome)**

- This has now spread across the world. **There is no vaccine or cure for AIDS.** AIDS is caused by a virus known as HIV (Human Immuno-Deficiency 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**

- Do not have sex except with your usual partner. Casual sexual intercourse can be very risky. People can be infectious even though they may not be aware of it, and even if they look and feel well.
- If you do 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 inject non-prescribed drugs. If you do, never share equipment.
- Do not have a tattoo, acupuncture, or your ears pierced, unless you can be sure that the equipment is sterile.

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 Wales Weightlifting Federation LTD. staff member responsible for the trip first and seek their 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, Wales Weightlifting Federation LTD. 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**

Manual handling activities in the work place 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**

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- The Wales Weightlifting Federation LTD. Sports Manager must review the manual handling activities carried out by Wales Weightlifting Federation LTD. staff determine which of them can be eliminated.

## **Risk Assessment**

- The Wales Weightlifting Federation LTD. Sports Manager must carry out a manual handling risk assessment of those manual activities carried out by Wales Weightlifting Federation LTD. staff which cannot be eliminated- see appendix to safe operating procedure. 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 Wales Weightlifting Federation LTD. Sports Manager 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 Wales Weightlifting Federation LTD. Sports Manager must use mechanical assistance where reasonably practicable to do so.
- The Wales Weightlifting Federation LTD. Sports Manager 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 Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. Sports Manager.

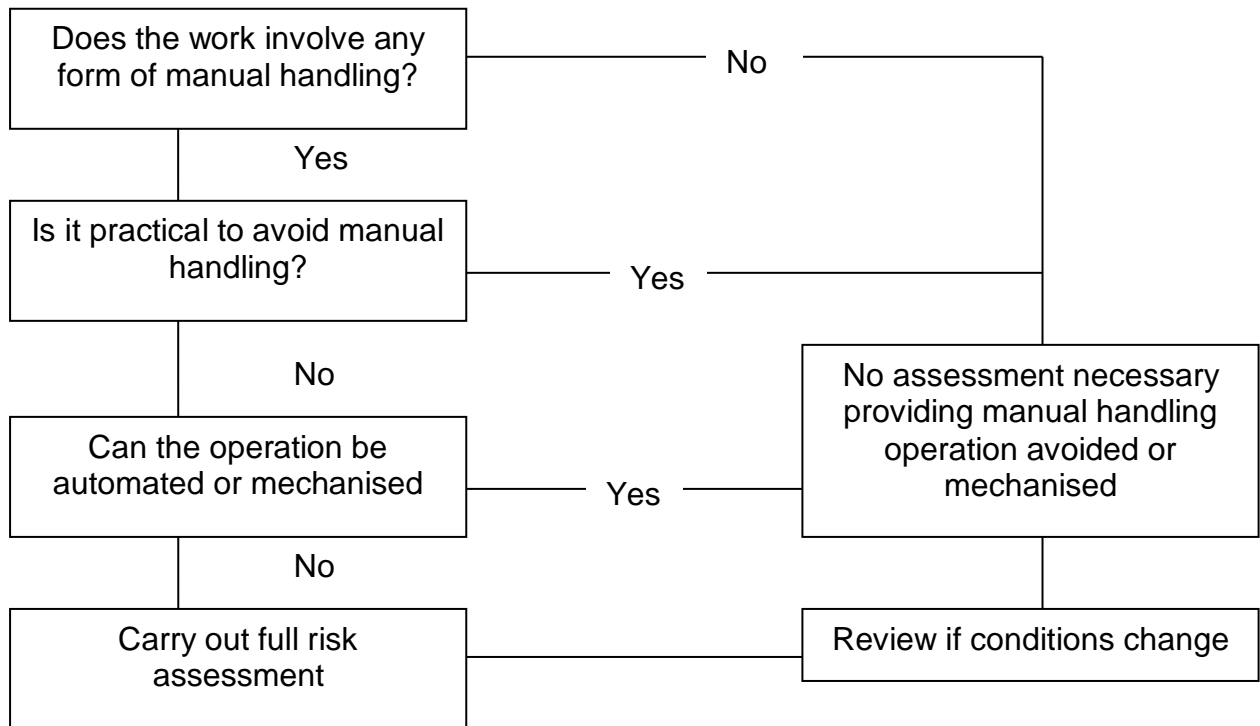
## **APPENDIX TO SAFE OPERATING PROCEDURE**

### **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**

Wales Weightlifting Federation Ltd

Health and Safety Policy

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

Approved: September 2017      Review: September 2018

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

Location:		Sport:		Ref No:	
Task:		Wales Weightlifting Federation LTD.L Staff Member:		Date:	
Task Description:					
<b>The Task- Does it involve?</b>	<b>Yes/ No</b>	<b>Risk H / M / L</b>	<b>Action required to reduce risk</b>	<b>Date to complete</b>	
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?					
<b>The Load Is the Load....?</b>	<b>Yes/ No</b>	<b>Risk H / M / L</b>	<b>Action required to reduce risk</b>	<b>Date to complete</b>	
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**

Wales Weightlifting Federation LTD. 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**

- As Wales Weightlifting Federation LTD. is a tenant, then the landlord will have responsibility for the fire certificate but will require Wales Weightlifting Federation LTD. employees and Wales Weightlifting Federation LTD. athletes to cooperate with them to ensure compliance with the fire certificate.
- Wales Weightlifting Federation LTD. 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**

Wales Weightlifting Federation Ltd

Health and Safety Policy

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

Approved: September 2017      Review: September 2018

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- The Wales Weightlifting Federation LTD. Sports Manager 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 Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. Sports Manager 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 Sports Manager 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 Wales Weightlifting Federation LTD. premises and displayed in the prominent points in the premises. It must also be communicated to any visitors or Wales Weightlifting Federation LTD. supported athletes who visit the site.
- The Fire Emergency Plan must be reviewed annually by the Wales Weightlifting Federation LTD. staff at the premises to see if any changes need to be made.

### **Training and Information**

- All Wales Weightlifting Federation LTD. 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 Wales Weightlifting Federation LTD. 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.

- Wales Weightlifting Federation LTD. 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
<b>A</b>	<b>Means of Escape</b>				



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>B</b>	<b>Fire Alarms and Detection</b>				
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?				

<b>C</b>	<b>Hazard Identification</b>				

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?				
<b>D</b>	<b>Training and Procedures</b>				
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?				

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