

# Health & Safety Policy for Reading West AIWAKAI

## Purpose

This Health & Safety Policy aims to ensure a safe environment for all members and participants of Reading West AIWAKAI. It complies with UK health and safety regulations and promotes the wellbeing of everyone involved.

---

## Policy Statement

Reading West AIWAKAI is dedicated to providing a safe and healthy environment for all its members. We will actively manage health and safety risks to ensure the wellbeing of participants during training and events.

---

## Responsibilities

- **Club Management:** Responsible for overall health and safety policy implementation.
  - **Coaches and Instructors:** Ensure safety during training sessions, perform risk assessments, and report hazards.
  - **Members and Participants:** Follow safety rules, report hazards, and act responsibly.
- 

## Risk Assessment

Regular risk assessments will be conducted to identify potential hazards associated with:

- Training equipment
  - Training environment
  - Flooring and space layout
  - Emergency procedures
- 

## First Aid

- **First Aid Kit:** A fully stocked first aid kit will be available at all training sessions.
  - **First Aid Personnel:** Designated first aider(s) will be present during training sessions.
  - **Reporting Injuries:** All injuries must be reported to the coach and recorded in the accident log.
-

## **Emergency Procedures**

- Clear emergency exit routes must be established and communicated to all members.
  - Regular fire drills and emergency procedure reviews will be conducted.
  - In case of an emergency, follow the established evacuation plan and notify relevant authorities.
- 

## **Training**

All coaches and volunteers must complete health and safety training and refresher courses as necessary.

---

## **Review**

This policy will be reviewed annually or sooner if changes in legislation arise.

---

### **Signed:**

Pete Evans  
Club administrator  
2026-03-19

---

For further information, please consult the Health and Safety Executive (HSE) guidelines.