

Health and Safety Policy

Section 1 - Statement of Policy

It is the policy of British Weight Lifting (BWL) to ensure so far as is reasonably practicable, the safety health and welfare of:

- Its employees
- Members who train under the programmes it operates and compete in events it runs
- 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 its members

This will be done by compliance with current UK health and safety laws, Codes of Practice and through the promotion and dissemination amongst its members 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.

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.

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 not more than 3 years from the date of signature below.

Section 2 - Arrangements for Managing and Implementing the Health & Safety Policy

Management at British Weight Lifting

It is the responsibility of British Weight Lifting (BWL) at Executive Board level to ensure that BWL is discharging the legal health and safety duties placed upon it.

It will do this by:

- Providing strategic direction to the Chief Executive in respect of health and safety matters
- Ensuring the Chief Executive / Performance Manager has available the resources in terms of finance, time and people to implement any necessary actions to ensure that BWL legal responsibilities are discharged.
- Reviewing progress of BWL in achieving its strategic health and safety aims

It will do the above in discussion with the Chief Executive 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 BWL 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.
- Members training at National and Regional Training Centre.
- Any events run by the British Weight Lifting.
- Promotion of good health and safety practice amongst coaches, clubs and members.
- Information on any changes to health and safety legislation impacting on BWL and its business and in 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 BWL Chief Executive / Performance Manager and Executive Board level

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

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

At the Executive Board meeting:

- The health and safety co-ordinator will update the Chief Executive, who will update the Executive Board on those action discharged from the time of the last report and on any actions outstanding from previous reports.
- The health and safety co-ordinator will provide details of any legally reportable accidents in the previous trimester together with details of any significant health and safety actions taken in the trimester.
- Heads of Committees will be asked to comment on any health and safety related issues that may have arisen in their area of responsibility during the previous trimester.
- The Chief Executive and the Executive Board will agree on any areas of action to be pursued

Section 3 - Specific Duties & Responsibilities for Health & Safety within BWL

The Chief Executive

The Chief Executive has overall day to day responsibility for health and safety matters within BWL and is the final arbiter on health and safety issues. The Chief Executive will ensure that:

- BWL has in place policies & arrangements to ensure legal health and safety duties are met;
- Sufficient funding is made available by BWL to discharge these duties;
- A health & safety co-ordinator, reporting directly to the Chief Executive is appointed for BWL.
- Health and safety conditions and performance within BWL is monitored.
- Action is taken to deal with identified risks to health and safety.
- Heads of Committees, Divisional Secretaries and Club Secretaries

Heads of Committees (Weightlifting, Powerlifting, British Disabled Lifters Association, Special Olympic Powerlifting and Courses), Divisional Secretaries and Club Secretaries are required to assist in the implementation of the Health and Safety policy by:

- Being familiar with the health and safety policy and in particular the aspects relating to their department and areas of responsibility.
- Ensuring their staff / volunteers are aware of the provisions and requirements of the health and safety policy and any subsequent revisions.
- Ensuring that their staff / volunteers do not undertake work that is beyond their competency or for which there is not adequate facilities or equipment available.
- Ensuring that staff / 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 BWL requires.
- Ensuring all reported safety hazards within the Committee sphere or area of responsibility are dealt with and where necessary reported to the health and safety co-ordinator or if of particular significance to the Association to Chief Executive.

BWL Health and Safety Co-ordinator

The Health and Safety co-ordinator is required to:-

- Be familiar with the Associations health and safety policy, and support the Chief Executive to ensure action is taken to ensure employees / volunteers are made aware of the Health and Safety policy and its requirements.
- Ensure Risk Assessments exist for significant activities undertaken by BWL and that these are reviewed and updated as necessary.
- Ensure that staff who have health and safety roles within BWL (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 Heads of Committees, Divisional Secretaries and Club Secretaries 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 BWL work at Lilleshall NSC and its National and Regional Training Centres and ensure a record is kept of such safety checks. (E.g. fire alarm tests).
- Ensure, where necessary in discussion with the Chief Executive / Performance Director, Heads of Committees, Divisional Secretaries and Club Secretaries that action is taken in respect of reported hazards or identified risks.
- Ensure that good housekeeping standards are maintained within the Association's offices.

Employees / Volunteers

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

In particular employees / volunteers are required to:

- Be aware of BWL health and safety policy and safe working procedures and arrangements and in particular those that apply to their areas of work.
- Bring to the attention of the Committees Directors, Divisional Secretaries and Club Secretaries and or the health and safety co-coordinator 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 Supplements

Health and Safety Supplements provide detailed information about BWL health and safety policies and the health and safety actions that are to be followed by BWL employees and volunteers in respect of areas of the British Weight Lifting activities where health and safety is considered paramount.

These are:

- Accident reporting and recording arrangements to be followed within BWL.
- Health, safety and welfare arrangements for members training at National and Regional Training Centers and clubs under BWL national coaches.
- Health and safety arrangements for BWL delegations traveling and participating in competitions
- Health and safety arrangements for the inspection and checking of BWL equipment used by members training at National and Regional Training Centers and clubs under BWL national coaches.
- BWL Major Incident Policy for National and Regional Training Centers and clubs.
- Health and safety arrangements for staff driving in the course of work on BWL business
- Health and safety arrangements for Displayed Screen Equipment users
- Health and safety checklist for 'Home event' competitions
- Health, welfare and safety policy for coaches and clubs

Supplement 1

Accident reporting, recording and investigation arrangements to be followed within BWL.

National Accident reporting centre Phone No. [08453009923](tel:08453009923)

Accident / incident reporting at the BWL Health and Safety Co-ordinator

All incidents in which anyone associated with the activities of BWL (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 BWL Health and Safety Co-ordinator for recording in the BWL accident book and accident database.

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 BWL Health and Safety Coordinator no later than the 4th day after the incident .

Accident / incident reporting forms are available from the BWL office.

Legal reporting of accidents and incidents

Accidents to BWL employees:

BWL 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 BWL staff must be reported by BWL 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:

- Leading to hypothermia, heat induced illness or unconsciousness.
- Requiring resuscitation.
- 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
- Acute illness requiring medical treatment
- 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.

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 BWL Reporting Officer.

Accidents to members in competitions and training:

All injuries to members in the course of competitions and training which require treatment (e.g. by attendance at hospital, by a doctor or by a physiotherapist) must be reported immediately or at the latest within 24 hours to the BWL Health and Safety Coordinator for recording in the BWL accident book and accident database.

Any accident/incident which results in a member being taken to hospital for treatment must be reported immediately or at the latest within 24 hours to the BWL Health and Safety Coordinator. On receipt of a report the BWL Health and Safety Coordinator will immediately provide the Chief Executive with details so that they can make a report to the Health and Safety Executive.

Monitoring of accidents and incidents:

Every 2 months the BWL Reporting Officer will prepare for the Management Team 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:

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 a member in competition and training, will be the subject of an internal BWL accident investigation.

The Chief Executive 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 reoccurrence.

The BWL Executive Board will consider the findings of such investigations at the next Board meeting after conclusion of the investigation.

Supplement 2

Accident & Incident Records

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

please download a [BWL ACCIDENT & INCIDENT REPORT FORM](#) and send completed forms to:

BWL Health & Safety Officer

British Weight Lifting

Belmont House, 20 Wood Lane, Headingley

Leeds

LS6 2AE

Supplement 3

Health, safety and welfare arrangements for members training at National and Regional Training Centers under BWL national coaches.

Full details of BWL policy and procedures to be followed are set out in the Document:-

'British Weight Lifting Guidance Handbook for National and Regional Centers of Training'

N.B. UNDER REVISION

This document should be referred to for all health and safety issues relating to safety health and welfare of resident members.

Supplement 4

Health and safety arrangements for BWL delegations travelling to and participating in competitions or BWL events.

Full details of BWL policy and procedures to be followed are set out in the Document:-

'British Weight Lifting Standard Operating Procedures for British Weight Lifting Delegations'

The Head of Delegation Pack

This document should be referred to for all health and safety issues relating to delegations.

Supplement 5

Health & Safety Arrangements for the inspection and checking of equipment used by members at National and Regional Training Centres.

Equipment Checking

All weightlifting equipment provided and used at National and Regional Training Centers 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 national or regional coach must be satisfied that the equipment is fit to use. This will be by visual checking of the apparatus.

Unfit equipment

If a coach considers equipment unfit for use he/she will mark the equipment as not to be used and report the matter immediately at the conclusion of the training session to the BWL National Coach. The National Coach will arrange for the equipment to be secured against further use and for either the relevant repairs to be carried out OR for the equipment to be disposed of. The National Coach must inform the BWL offices so the equipment is removed from the BWL Assets register.

Confirmation of continued suitability for use

Where such examinations of equipment or apparatus are carried out the BWL Equipment Registrar must obtain copies of reports from the National or Regional Coach 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 BWL National Coach must ensure that the equipment has been secured against further use.

Supplement 6

Major Incident Policy for National & Regional Training Centres

Purpose

this policy is designed to provide guidance to coaches and other British Weight Lifting staff / volunteers working in National and Regional Training Centres in dealing with a "Major Incident".

Definition

a "Major Incident" is defined as a serious, potentially debilitating or life threatening accident which occurs to a member 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 Championships Manager or National / Regional Coach in charge of the session must do the following:

- Ask another member of staff to stop all activity in the lifting centre.
 - You must leave the member in the position they fall unless you suspect that the member is not breathing or that further injury will occur due to the position of the member.
 - Talk to the member to reassure them that you are in control of the situation & that medical help is coming.
 - Use a telephone (mobile if necessary) to request an ambulance.
 - Send another member of staff 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 member to hospital. This should be someone who knows and is trusted by the member. Ideally that person should have witnessed the accident.
 - When the member has been transferred to hospital you must make every effort to inform the next of kin of what has happened.
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- Once the incident is over you must immediately complete an accident report form, which can be obtained from Championship Manager or National Coach Pack. Once completed the form should be forwarded to the BWL Health and Safety Coordinator who will inform the Chief Executive and provide the necessary details.

Supplement 7

Health and safety arrangements for staff driving in the course of work on BWL business.

Purpose

This policy is designed to provide guidance to the Chief Executive and their staff on BWL policy for ensuring the health and safety of BWL employees required to drive in the course of their work for BWL.

Application of the policy

BWL considers that 'driving in the course of their work for BWL means a journey undertaken primarily to carry out a BWL function. BWL does not consider this to include driving to or from work at the beginning or end of a working period or any journey undertaken for personal reasons, and where the person concerned chooses to undertake elements of BWL related work in the course of that journey because this provides personal convenience.

Guiding Principles and Procedures to be followed

Individual BWL employees should not drive for more than 8 hours in any 24 hour period and should not drive for more than 1.5 hour continuously without a break of at least 10 minutes.

The start and finish time for journeys should be planned to allow for breaks. If more than one BWL authorised driver is travelling to a BWL event /meeting, arrangements should be made to share the driving load.

In any one day the total time an employee spends driving to and from a venue and carrying out BWL work should not exceed 12 hours (including rest periods during driving).

If undertaking BWL work and driving a return journey means that an employee is likely to exceed the 12 hour threshold then overnight accommodation should be arranged (in line with BWL rules) close to the work point and any return journey undertaken the next day.

Where an individual employee has planned work and journeys within the 12 hour threshold but unforeseen circumstances (e.g. Roadwork's, incident on the motorway or the like) mean that the total time for the work and journey is in excess of the 12 hour threshold, the employee may choose to complete the journey - taking 10 minute breaks at least every hour or they may seek overnight accommodation (in line with BWL rules) and complete the journey the next day. It is BWL preference that staff follows the latter course.

Where a BWL Head of Delegation may be required to drive to and from a travel departure / arrival point with members or other passengers, BWL travel section, in discussion with the organiser for the event will seek to ensure that the travel arrangements ensure that the limits in 1 & 3 above are not exceeded.

Where this cannot be avoided every effort will be made to ensure that there are two BWL approved drivers in the party and the driving will be shared.

Where travel arrangements are such that the Limits in 1 & 3 are likely to be exceeded and there is only one BWL approved driver within a delegation then BWL will make other arrangements to deliver and collect members of the party for the travel departure/arrival point.

BWL will consider making available additional driver training/refresher training for any member of staff whose annual mileage is more than 20,000 miles per year and for any other BWL driver where it is identified as necessary for H & S reasons.

Supplement 8

Health and safety arrangements for Displayed Screen Equipment (DSE) Users

Purpose

this policy is designed to provide guidance to the Chief Executive and employees regarding BWL approach to ensuring the health and safety of DSE users' based at its offices.

Application of the policy

BWL considers all employees (whether permanent or temporary, full time or part time) who work with DSEs for more than a total of 3 hours in any one working day to be 'users' as defined in the Display Screen Equipment Regulations 1992.

Procedures to be followed:

New 'users'

Any new employee to BWL, and falling within the BWL definition of a 'user' of DSEs will be provided in 10 days (2 working weeks) with :-

- An assessment of their DSE work station and working position.
- Any necessary equipment to enable them to work in a manner which reduces the risks to the lowest extent reasonably practicable.

BWL will keep a record of the assessments and details of any equipment provided

Existing 'users'

Existing members of BWL staff will have their workstation and working position reassessed not later than every 2 years as part of a rolling programme

NB: Any existing 'users' who are relocated within the office will have their workstation and working position checked within 10 days (2 working weeks) to ensure the risks have not changed as a result of the move.

All 'users'

The following are BWL requirements for all 'users':

- BWL will provide all 'users' with annual free eye tests.
- No member of staff is required to work at a DSE continuously for longer than 60 minutes without a break. After 60 minutes continuous work (that is, not breaking off to answer phones or talk to colleagues etc.) BWL staff MUST leave their workstation for at least 5 minutes and not undertake DSE related work during that period.
- The BWL Health and Safety Coordinator will provide information and a training briefing relating to good practice and set up with DSEs

Supplement 9

Health and Safety at 'home' events

Purpose

This policy supplement is designed to provide guidance to Organising Committees and Championships Managers and for the safe conduct of 'Home' events.

BWL has legal obligations under Health and Safety at Work legislation to ensure that its activities, which includes the competitions run by or on behalf of the national committees, do not put people (employees, members & coaches and the public) at risk. It must also do this to ensure that its Insurance cover remains valid.

Definition

'Home event' is any competition set up and run by or on behalf of one of the national committees. It does not include major events (e.g. internationals) run by BWL.

Procedure

Organising Committees and competition coordinators who conduct 'Home' competitions or events are required to ensure that the health and safety issues set out in the attached checklist are addressed when events are organised and run.

At the conclusion of the event the completed checklist together with the final version of the floor-plan used on the day (or copies of these) should be sent to the BWL Competitions Manager, together with the competition final results.

Supplement 10

Health, welfare and safety policy for coaches and club.

Details of BWL policy is set out in the Document:-

'British Weight Lifting Health Welfare & Safety Policy for Coaches & Clubs'

N.B. Under revision

This document should be referred to for all health and safety issues relating to club related health welfare and safety issues.

Notes for revision 2 of the Health and Safety Policy

Structure:

Health and Safety Executive / Perkins Slade (if necessary)

Executive Board

BWL

Chief Executive

BWL Health and Safety Coordinator

Clubs, Coaches, Events, Squad Coordinator

The policy has been streamlined to BWL needs and its small number of staff, and dependence on volunteers.

Management team is now the Executive Board.

Reporting Officer and Health and Safety Coordinator become one, the BWL Health and Safety Officer who will be Lorraine Fleming.

All references to LNSC removed since we are using multi sites and these will be called national and regional training centres.

Head of Department will become Head of Committees which are:

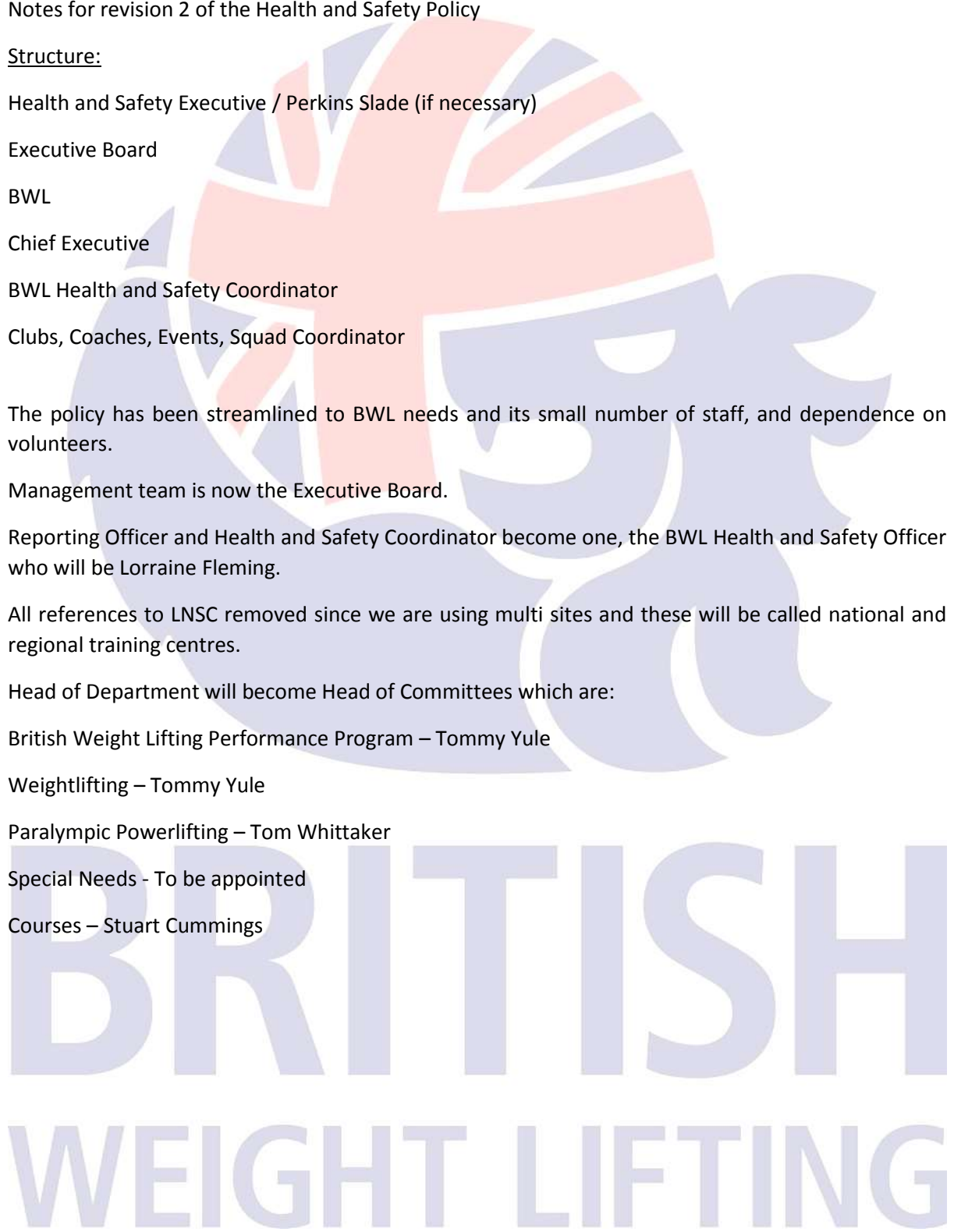
British Weight Lifting Performance Program – Tommy Yule

Weightlifting – Tommy Yule

Paralympic Powerlifting – Tom Whittaker

Special Needs - To be appointed

Courses – Stuart Cummings



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