



SKIF IRELAND HEALTH & SAFETY

Title **SKIF-IRELAND POLICY DOCUMENT**
SKIF Ireland Health and Safety Statement



POLICY No: **SKIFI/H&S/01**

Rev 1

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1 PURPOSE & SCOPE

This safety statement sets out control measures that SKIF Ireland has to reduce the risk associated with its national-level activities to the reasonably practicable minimum.

The document sets out the role of SKIF Ireland's Health and Safety Officer(s) concerning safety. The officer(s) are responsible for ensuring high safety standards and that members are aware of these standards.

2 STAKEHOLDERS

The following are the individuals/entities governed by this policy document:

Health & Safety Officer(s): Person(s) appointed by the SKIF Ireland Executive Committee to oversee all aspects of Health & Safety at SKIF Ireland National Events.

Executive Committee: Person(s) elected to the executive level at an AGM.

3 EXECUTIVE COMMITTEE RESPONSIBILITIES

1. The Executive Committee ensure that all stakeholders are familiar with the Health & Safety statement and that there is a copy of this statement electronically on the SKIF Ireland website.

4 HEALTH & SAFETY OFFICER RESPONSIBILITIES

1. Ensure First Aiders and First Aid equipment are present at all SKIF Ireland National Events.
2. Ensure that all Instructors, Coaches, and Referees at all SKIF Ireland National Events have adequate experience and training for the role they are carrying out.
3. Ensure that all Instructors, Coaches and Referees that are participating at an SKIF Ireland National Event have the required Sport Ireland Child Safeguarding Training and Garda Vetting completed.
4. Ensure all SKIF Ireland National Coaches have First Aid training where needed.

5 REFEREE/JUDGES RESPONSIBILITIES

1. Ensure that all matches conform to the rules set out in "The Shotokan Karate-do International European Federation Competition Rules" (<https://www.ski-ireland.com/referee.pdf>)



6 REPORTING OF ACCIDENTS

1. All health and safety-related accidents must be investigated, and an SKIF Ireland Accident Report Form must be completed the day the accident happened so to ensure the accuracy of all reports for Insurers.
2. All SKIF Ireland Members are insured against personal injury and public liability while participating in SKIF Ireland National Events and Activities. Non-SKIF Ireland Members and Guests must ensure they have adequate insurance cover in place before participating in an SKIF Ireland National Event or activity.
3. Accidents are defined as incidents where a person is injured to such an extent that they require first-aid or other medical treatment (doctor, nurse, hospital visit).

7 TRANSPORTATION

1. When SKIF Ireland requires transportation to facilitate the SKIF Ireland National Squad, the SKIF Ireland Health & Safety Officer must ensure that an appropriate transportation company is used.
2. If a minibus is hired and is to be operated by an SKIF Ireland Member, the SKIF Ireland Health & Safety Officer must ensure the driver has the appropriate license and insurance to operate the vehicle.

8 PURCHASES OF SERVICES OR CONTRACTORS

1. When SKIF Ireland requires external contractors to supply the rental of any equipment, it is the Health & Safety Officer's responsibility to ensure the contractors have adequate public liability insurance.

9 MANUAL HANDLING

1. Organisers and Helpers at an SKIF Ireland National Event should follow appropriate Manual Handling when moving or lifting items.
2. The SKIF Ireland Health & Safety Officer must ensure that all helpers who move items use appropriate manual handling methods.

10 REVISIONS

REV NO	DATE	CHANGES
1	23 September 2022	Document Created



SKIF IRELAND

ACCIDENTS & INCIDENTS FORM

PLEASE USE BLOCK CAPITALS
AND TICK ANY BOXES CLEARLY

ACCIDENT / INCIDENT DETAILS

Name of Student

Date / Time / Location
of Incident or concern?

Details of Incident
or concern that
occured?

Details of Injuries
(if applicable)

Was First-Aid given?
If Yes, please give details?

Any other actions taken?
If Yes, please give details?

Follow Up Required? Issue Resolved / Closed?

Details of Follow Up

WITNESS DETAILS

Names of
any witnesses?

Instructors Present
in that Session?

NOTIFICATIONS

Was the Club Instructor Present?

If No, has the Club Instructor been Notified?

Date / Time of Notification?

IF STUDENT U18

Parent / Guardian Present?

If No, has the Parent / Guardian been Notified?

Who was Notified?

Date / Time of Notification?

National Childrens Officer Present?

If No, has the NCWO been Notified?

Date / Time of Notification?

National Designated Liason Officer Present?

If No, has the NDLO been Notified?

Date / Time of Notification?