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International Krav Maga Federation (IKMF) NZ Health and Safety Policy

1. The Director of the IKMF NZ and its Instructors regard the promotion of Health and Safety (H&S) measures as an integral part of the organisations focus and endeavour to promote a safe training environment.

2. It is therefore this organisations policy to do all that is reasonable to prevent personal injury and damage to property and protect everyone including the public, from foreseeable hazards, in so far as they come into contact with the organisation and it's activities.

3. In particular the we recognise a responsibility:

(a) to provide and maintain a safe and healthy level of instruction.

(b) to provide appropriate training and instructors, so far is reasonably practical, to enable members to practise safely and efficiently.

(c) to encourage the use of all necessary protective equipment and to supervise their use.

(d) to maintain a constant and continuing interest in H&S matters applicable to this organisations activities.

Each School under IKMF NZ is an independent entity. As such each school has a Head Instructor and it is this individual who is directly responsible for the schools H&S. This individual is ultimately responsible within the training facility and all facilities used by the instructors, members and visitors. The Head Instructor can appoint a responsible individual to oversee (H&S) but the Head Instructor cannot abdicate his or her ultimate responsibility for safety in their facilities.

Definition of individuals here and after shall be known as the following.

a) Head instructor the employer.

b) Assistant Instructors, any instructor other than the Head Instructor, potential instructors who are in training to instruct, Volunteers, executive committee members will be know as Employees.

c) Members, students, pupils are to be known as members.

d) Non-members, visitors, family members of students are to be known as visitors.

...duty to co-operate in the operation of this policy:

- (b) by using protective equipment when required.
- (c) by reporting incidents that have lead, or may lead to injury or damage.
- (d) by adhering to IKMF NZ procedures agreed on their behalf for securing a safe environment.
- (e) by assisting in the investigation of any incident with the object of introducing measures to prevent recurrence.

General Responsibilities for Health & Safety

It shall be the duty of every employer/employee to ensure that they have familiarised themselves with the contents of this policy and shall include:

1. Familiarising themselves with the premises in use, noting:

- a) All exit routes and assembly points.
- b) First aid facilities
- c) Fire extinguishers.
- d) Toilets and changing rooms
- e) Notice boards
- f) Rules and regulations
- g) Telephones
- h) Nearest casualty hospital

It is the responsibility of every employer to provide opportunities to familiarise every employee with the above. It is the responsibility of every employer to provide initial induction for every new member in the above.



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to the premises shall observe IKMF NZ H&S rules, and individuals responsible for the club/ premises or any

Responsibilities of Members

It shall be the legal duty of every Employer/employee/member/visitor whilst at the premises:

- (a) To take reasonable care of H&S of themselves and of other persons who may be affected by his/hers acts or omissions at the premises.
- (b) To co-operate so far as is necessary with regard to any duty requirement imposed upon the Employer or instructing Employee or any other persons by or under any statutory provisions, to enable that duty or requirement to be performed or fulfilled.
- (c) To make themselves familiar with IKMF NZ's H&S policy at all times.

Responsibilities of Employers Instructing Employees / Persons in Charge

They shall:

- a) familiarise themselves with the safety policy and enforce it at all times.
- b) monitor any suggestions or complaints from members or instructors on the subject of safety, and take action where practicable.
- c) investigate all accidents and dangerous practices, in conjunction with any person so authorised, and report accordingly.
- d) ensure that a record is maintained of all injuries. Such record to be produced as and when required. Forward a record of any injuries to IKMF NZ Director, outlining what occurred, treatment given for any injuries during an event or class.
- e) be directly responsible for the running of club/s under their control.
- f) provide adequate supervision of all employees and members, particularly monitoring young or inexperienced members and/or instructing employees.
- g) take any action necessary to ensure that legal safety obligations have been carried out by the owners/authority in charge of the premises, i.e. safety fire-check etc.
- h) ensure that any training or safety equipment being used is in a safe, clean and serviceable condition.
- i) ensure that any prospective instructing employees receives appropriate training and that only authorised persons are placed in a position of supervision of others.
- j) Introduce control measures where necessary, to reduce hazards.

their behalf comply with this and all other H&S

- l) Ensure that all persons comply with any directives relative to insurance indemnities.

Executive / Management Committee

Shall:-

- a) advise the members of any standards of safety.
- b) have representation on any meetings on H&S.
- c) provide and maintain all Health and Safety policy documentation.
- d) seek to provide information and training concerning H&S as required.

Personal Safety Equipment

A wide range of personal protective equipment is available to all for the H&S of not only the wearer, but also any other persons engaged in activities with them. It is the employers and employees responsibility to maintain an environment where individuals, members or employees, who wish to wear protective equipment are not made to feel inferior for doing so. It must be assumed that any individual wishing to wear protective equipment is doing so because he or she feels the need and as such it must be encouraged.

The following are available and need to be utilised when involved in physical contact:

- a) Head-guard of suitable material; secure-fitting and protected all round
- b) Mouth Guard. These should be individually fitted
- c) Forearm protector
- d) Fist protector - These could be 10oz boxing gloves or above(full-contact and Light contact) or cotton mitts or open palmed gloves.(semi-contact)
- f) Groin Guard
- g) Shin protector
- h) Boot/instep protector

Safety equipment should be worn during all contact activities where injury could result.

borrowing and lending of equipment is not to be
maintain their own personal items of safety equipment.

Any refusal or non-compliance with any reasonable request to wear adequate safety equipment **MUST** result in the exclusion of the individual concerned, from any activity requiring such protection, for the health and safety of themselves and others.

First Aid

At least one first aid box should be kept on each of the premises used or occupied by the club/s. Where applicable a qualified first aider or responsible person shall be expected to maintain the box.

A 'Responsible' or 'Appointed person' is someone who is authorised or expected to take charge of a serious situation (e.g. to call an ambulance) if there is a serious illness or injury. The person will act in the absence of the trained or qualified first aider, or where a qualified first aider is not required.

A qualified first aider is a person who must have undertaken training and obtained qualification. The certificate is valid for 1 year and must be updated annually.

Emergency first aid training is insisted upon for all appointed persons and should be considered for all employees instructing or otherwise.

A record (Accident book) must be maintained in conjunction with the first aid box.

Members should be made aware of any activity that might be potentially dangerous, and any exclusions to their personal indemnity as a result of such practices.

Notification of Injury and the monitoring of injuries.

1. It is the responsibility of the employer, at the beginning of each lesson, to request from each student a declaration of fitness to train.
2. If an individual articulates an injury it must be noted in front of the group entire and the option must be given to that individual not to train.
3. That individual must then be openly monitored throughout the lesson and a training partner must be selected and informed and frequently reminded on the injury.
4. If the employer is of the opinion that the individual should not train then they should not, if the employer is of the opinion that they can train but with restricted activities then that course of action should be stuck to and monitored.
5. At the end of each lesson it is the employers responsibility to request a declaration from each member to declare their injury status at the end of the lesson. Again this should be done in front of the entire membership.

possibility of injury while training. Any warm-up too vigorous so as to create fatigue within the individual are by their nature dangerous. As injuries are more likely to occur when fatigued. Relaxed stretching is advised in warm ups.

Members should be encouraged to perform any cardio-vascular exercises at a pace suitable for their fitness level. It is the Employees responsibility to maintain a positive environment that encourages individuals to rest when fatigued. Training partners should be encouraged who are at comparable fitness levels as to not encourage excessive competitiveness from those who lack fitness which may result in physical injury.

Partner Training/Sparring

It is the responsibility of the employer to personally, or via an appointed officer, to ensure that when partner training/sparring is undertaken, where possible members of similar size and ability are partnered together. Members under 18 should where possible be partnered together and not with the adult members.

It is the responsibility of the employer to personally, or via an appointed officer, to ensure they discuss with the members on a regular basis the importance of looking after your training partners welfare and the following process:

- During Partner Training members should accept that knocks will happen due to the Nature of Krav Maga
- If it happens a second time let your training partner know that they are going harder than you are comfortable with
- Should it happen a third time, cease training immediately and discuss with employer, appointed officer.

It is the role of the employer, appointed officer to be vigilant and watch over the session to avoid escalations where possible. Call the activity to a close, swap partners, change activity. It may also be appropriate to discuss at the end of the class with a member(s) their training that evening so they are made aware of their level of physicality against their training partner.

Cool downs must be performed at the end of the lesson.

to rest when needed and drink water when needed. This must be verbalised and frequently reinforced during the lesson.

Use of Toilet.

Members must inform the employer or employees that they require the toilet. The Member must be asked if they are feeling unwell or injured and the time period of their absence should be monitored.

Health and Safety Risk Assessment.

It is the responsibility of the employer to personally, or via an appointed officer, perform an ongoing risk assessment of all facilities used by employees, members and visitors and bringing any highlighted potential risks to the facility manager. A record of this risk must be noted and forwarded to the IKMF NZ Director.

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