

GB Wushu Kungfu Federation (GBWKF)

(Honouring Heritage, Advancing Wushu in Britain.)



Health & Safety Policy

Approved by: Board of Directors

Applies to: All Affiliated Groups, Officers, Coaches, Staff, Volunteers, Athletes and Officials

Review Cycle: Annual

Status: Mandatory Policy

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1. Introduction

The Great Britain Wushu Kungfu Federation (GBWKF) is committed to protecting the health, safety and welfare of all individuals involved in Federation activities. As the national governing body for authentic Chinese martial arts, GBWKF ensures that all training, competitions, seminars, workshops and events are delivered safely and in compliance with the Health and Safety at Work etc. Act 1974 and all relevant UK legislation.

This policy outlines the Federation's duties and the responsibilities of all personnel, affiliated Groups, and participants. Compliance with this policy is a condition of involvement in any GBWKF-sanctioned activity.

2. Purpose

This policy establishes how GBWKF will meet its legal and organisational responsibilities to:

- Prevent accidents, injuries and ill health.
- Identify hazards and implement appropriate control measures.
- Ensure facilities, equipment and practices are safe and fit for purpose.
- Provide guidance, supervision and information to all personnel.
- Maintain consistent and professional safety standards across all affiliated Groups.

3. Scope

This policy applies to:

3.1 Individuals

- Directors, Executive Committee members and officers
- Coaches, instructors, officials, volunteers and staff
- Contractors and external providers
- Athletes and participants at GBWKF events

3.2 Organisations

- All affiliated and friendly Groups using GBWKF-approved facilities
- Any organisation delivering activities under GBWKF authority

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4. Responsibilities

4.1 GBWKF Board of Directors

- Ensures organisational compliance with UK health and safety law.
- Approves and oversees implementation of the Health & Safety Policy.
- Appoints a designated Health & Safety Officer.
- Reviews this policy annually or sooner if required.

4.2 Health & Safety Officer

The designated officer will:

- Conduct and oversee risk assessments for all venues and activities.
- Maintain and review accident, incident and near-miss records.
- Investigate incidents and recommend corrective actions.
- Liaise with venues, inspectors and statutory authorities where necessary.
- Monitor compliance across affiliated Groups and event organisers.

4.3 Staff, Volunteers, Coaches and Officials

Individuals must:

- Take reasonable care for their own safety and that of others.
- Follow GBWKF procedures, risk assessments and safety instructions.
- Report hazards, damaged equipment, unsafe behaviour or incidents promptly.
- Ensure activities are delivered according to qualification, competence and ratios.

4.4 Affiliated Groups and Clubs

Affiliated Groups must:

- Comply with all GBWKF health and safety requirements.
- Maintain safe training environments and equipment.
- Ensure coaches are appropriately qualified and insured.
- Report incidents to GBWKF within required timescales.

5. Risk Assessments

GBWKF will ensure that risk assessments are:

- Completed for all venues, courses, training sessions and events.
- Used to identify hazards, assess risks and define control measures.
- Reviewed annually, after incidents or when activities or venues change.
- Shared with coaches, event leaders and relevant volunteers.

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Activities involving weapons, contact work or minors require enhanced risk controls and must be supervised by qualified personnel.

6. Safe Facilities & Equipment

- All training and event spaces must be safe, clean and suitable for martial arts activities.
- Equipment must be inspected regularly and recorded as part of ongoing monitoring.
- Damaged, defective or unsafe equipment must be removed from use immediately.
- Venues used for higher-risk activities must meet GBWKF facility standards.

7. Emergency Procedures

Event and venue organisers must ensure:

- Clear access to evacuation routes and emergency exits.
- Fully stocked and accessible first aid kits at all GBWKF events.
- Knowledge of venue-specific emergency procedures.
- At least one trained first aider present during higher-risk sessions.

Emergency procedures must be briefed to staff, coaches and volunteers prior to activities.

8. Reporting Accidents & Incidents

All accidents, injuries, near misses and dangerous occurrences must be reported to the Health & Safety Officer.

Reporting requirements:

- A GBWKF accident/incident form must be completed promptly.
- Serious incidents must be escalated in accordance with RIDDOR or other legal obligations.
- Trends or repeated issues will be investigated and addressed systematically.

9. Training & Supervision

GBWKF will provide and require:

- Health and safety induction for all staff, volunteers and coaches.
- Regular updates and briefings for new activities or equipment.

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- Appropriate supervision for all activities, with ratios suitable to age and risk level.
- Qualified instructors for high-risk disciplines including weapons training, sparring, and competitive formats.

Adherence to supervision ratios and qualification standards is mandatory.

10. Welfare Facilities

Facilities used for GBWKF activities must provide:

- Access to toilets and drinking water.
- Clean and safe rest areas.
- Adequate changing and shower facilities where applicable.
- Appropriate supervision procedures when minors are present.

Venues with insufficient welfare facilities must not be used for sanctioned activities.

11. Insurance

GBWKF will maintain:

- Public liability insurance
- Employers' liability insurance
- Professional indemnity cover

Affiliated Groups, instructors and coaches must also maintain their own insurance and provide evidence of cover annually as part of membership requirements.

12. Monitoring & Review

- The Health & Safety Officer will record inspections, checks, incident data and compliance outcomes.
- GBWKF will regularly review risk assessments, venue standards and safety processes.
- This policy will be reviewed annually or sooner if legislation, operational needs or incidents require revision.