**Risk Assessment Policy**

|  |  |  |
| --- | --- | --- |
| **Introduction** |  |  |
| Risk is the uncertainty of outcome, within a range of exposure, arising from a combination of the impact and probability of potential events.  |
| Risk management is an integral part of Sei Shin Kan School of Karate & Reading Taijiquan Academy. Undertaking a Risk Management assessment and acting upon information gained reduces potential risks and enables students and instructors to concentrate on the core function of martial arts training, exercise and learning.Risk management should be a framework rather than a rulebook, all students and instructors should be aware of potential risks but also flexible to circumstances, environment and activity. The first stage of a Risk Management process is to identify any potential risks that are significant which may impact the core purpose of martial arts training and then to implement a sound internal control system to manage these risks effectively. |
| A thorough program of warm-up exercises is carried out at the beginning of every practice. Any member with a potentially serious medical condition or who is feeling unwell should alert the instructor prior to the session. All injuries or accidents must be reported to an instructor who will provide First Aid Cover, contact the emergency services where required and complete an accident report form |
| **General Risk** | **Control Measures in Place** | **Risk Factor** |
| Enrolment of beginners with no prior experience of Martial Arts into the Club | New students are encouraged to enrol and start martial arts training at the beginning of a term. Beginners are informed that Martial Arts involves high levels of physical exertion as well as moderate to high levels of physical contact. Additionally, because of the nature of the sport, the club may contain a wide range of ability from novices to senior practitioners. As a result, all training sessions will involve a warm up session and a run through the basic techniques before the class is split into different groups; Advanced/High Grades &Beginner/Low Grades Low grades will be restricted to only practising techniques that they have been taught. Close supervision by the instructor at the session is standard. | **Low** |
| Qualifications/Registration andInsurance of Instructors | All instructors are fully qualified and are licensed by the EKF (karate) which provide insurance cover for all practices that occur within the club. All instructors are DBS checked. Sei Shin Kan School of Karate & Reading Taijiquan Academy are fully insured. | **Low** |
| Lack of Qualified Instructor at each session. | There is always a qualified instructor at each session to guarantee safe practice. If for any reason a qualified instructor is not in place then the session is cancelled. | **Low** |
| Specialist and Safe Equipment | The specialist training equipment used by the club is produced to EU standards and regularly checked. Equipment for sparring should be bought from the instructor to ensure it has been through adequate testing and is appropriate for purpose. This includes head, mouth, hand, groin, shin & foot protection. All students should wear protection for sparring training. | **Low** |
| Spectator injured by collision with, or being landed on by, a member.  | Spectators are warned of possible collision with the members while they are training.  | **Low** |
| Lack of knowledge of new members medical conditions. | New members are told to report any medical conditions to the instructor. | **Low** |
| Fire | Club instructors are aware of exits from the building and are responsiblefor clearing the Dojo if Fire occurs.Club Instructors and members are to report to the senior instructor if exits areblocked or locked | **Low** |
| **Physical Risks** | **Control Measures in Place** | **Risk Factor** |
| Broken glass/plastic on floor | Walk dojo floor, scanning for debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If excessive grit/dust found, manually sweep with brush before training commences | **Medium** |
| Broken glass/plastic on floor | Assess overhead lighting and windows for damage. Walk dojo floor, scanning for glass/plastic debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If shards found, manually sweep with brush (larger pieces only) and vacuum rest before allowing training to commence | **Medium** |
| Gym equipment, chairs etc. around perimeter of dojo | Where obstruction cannot be moved out of the way, ensure at least 1m clearance is maintained throughout the training session. Extra vigilance required throughout the training session. | **Medium** |
| Wet patches on floor from leaking roof or drink spillage. | Mop up floor and ensure dry before allowing training on damp area, report problem to lead instructor. Drinks to be prohibited from the vicinity of the main training area. | **Medium** |
| Lacerations fromuncut fingernails,toenails or jewellery. | Advise students to keep fingernails and toenails cut short. Prohibit the wearing of all body jewellery i.e. rings, earrings, neck chains including all body piercing. If jewellery/piercing cannot be removed then they must be taped over during training. | **Medium** |
| Trip hazard from trousers that are too long. | Advise students to wear only correctly fitting karate-gi | **High** |
| Impact injury fromincorrectly controlledtechniques. | Advise students to exercise control at all times and wear protective equipment i.e. mitts, groin/chest guards, shin protectors and gum shields where considered appropriate | **High** |
| Spread of contagious foot conditions such as athletes foot, verruca’s etc. | Shield infected feet with suitable non-slip foot covering while training. Training shoes should be considered as a last resort as others train on bare feet, extreme care must be taken. Consideration should be given to segregating student with training shoes during certain activities thus avoiding the risk of injury to others. | **Low** |
| Children wandering off or getting lost at end of class or during toilet visits. | Operate a “meet and greet” policy i.e. parents must bring younger children into the dojo and pick them up from the dojo (not the car park). Limit toilet visits where possible.  | **Low** |
| Accidental physical contact between children training in a class. | Aim to match size/weight of children paired together. Also take into consideration differing technical ability of students | **Medium** |
| **Physical Injuries** | **Control Measures in Place** | **Risk Factor** |
| Strained or Torn Muscles andLigaments through improperwarm-up or improper partner work. | Thorough warm-up with instructor using correct warm-up techniques as well as careful supervision of partner work. Late Comers are informed that they must take responsibility for warming up in their own time before joining the class.First aid incidents, students are required to report the injury direct to the instructor and to summon First Aid assistance. | **Medium** |
| Dislocation of Joints, specificallytoes. | Thorough coaching with correct techniques. Careful supervision of partner work. Damaged mats or floor areas should beremoved or replaced if necessary | **Low** |
| Bruising to arms/legs/torsocaused by blocking or by falling. | Coach class at acceptable levels of contact and teaching of the importance of correct timing and technique.  | **High** |
| Broken Facial bones due to excessive contact whilst training with partners | Careful supervision of partner training/sparring in addition to carefulcoaching at acceptable levels of contact. Only experienced members are allowed to sparwith each other in a free manner. | **Low** |
| Concussion caused throughexcessive contact with partners oras a result of a fall during sparringor pair work. | Careful supervision of partner training/sparring in addition to careful coaching at acceptable levels of contact. Advise Coach drawing his/her attention to dangers of contact with obstacles. Only experienced members are allowed to sparwith each other in a free manner. | **Low** |
| Loss of teeth caused throughexcessive contact to the mouthwhilst training with partners. | Careful supervision or partner training/sparring in addition to careful coaching at acceptable levels of contact. Gum-shields are mandatory in all competitions and optional during class activities. Only experienced members are allowed to sparwith each other in a free manner. | **Low** |
| Broken Skin and cuts throughexcessive contact by partner orcontact with jewellery. | Prohibit the wearing of any form of jewellery during training. If jewellery can not be removed then it should be taped over. | **Medium** |
| Blisters/Cut Feet | Predominantly a problem experienced by novices, as the body becomes more conditioned through continuous training the skin becomes more robust and less likely to blister/cut. Novices are encouraged to train regularly. The session instructor is responsible for making sure that the training area is free from debris. Any blood on the floor / mats must be cleanedimmediately using appropriate cleaning material. Prior to any practice floor / mats must be inspected for blood stains, and cleaned when necessary. | **High** |
| Muscle fatigue, cramp, sore/stiff joints, pulled and strained muscles, ligaments and tendons, etc. | It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches. The Instructor has the right to stop students from training, if he/she feels that they are unfit or unwell. | **High** |
| Injury to head, neck or spine.This could arise in thecircumstances described above butis identified separately because ofits potential for more permanentdisablement.  | Injuries of this nature are extremely rare, and the small risks that do exist are reduced still further by observance of good dojo etiquette and by being observant and considerate to others during practice. | **Low** |
| Unconsciousness caused by blow to the head. | Report injuries to the instructor, reporting of accident to the Emergency services etc. All students should be clear of the need to know and how to report accidents. | **Low** |
| Dizziness, hyperventilation and nausea. | Dizziness and hyperventilation can occur during strenuous exercise in less well-conditioned people and is generally alleviated by improved physical condition. Nausea can also result from eating a large meal too soon before training. | **Medium** |
| Dehydration & Nutrition | Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate hydration before training, and to re-hydrate adequately when training is over. In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles to the dojo and the coaches will allow for regular breaks to enable them to re-hydrate. It is important that all students eat regular nutritious meals and have a smaller meal prior to training. It is not possible to train without adequate nutrition and this is a risk to the student and fellow students in the dojo. | **Medium** |

 **Sei Shin School of Karate & Reading Taijiquan Academy Risk Assessment Policy 2018**