South Eastern School of Martial Arts

Activities to be carried out at Newmarket Leisure Centre, Abbeycroft Leisure

A thorough program of warm-up exercises carried out at the beginning of every practice.
Control of numbers in the dojo at any one time exercised by the instructor in charge of the session especially during partner work
Any member with a potentially serious medical condition or who is feeling unwell should alert the instructor to this before the session.
All injuries/accidents must be reported by a member of the club to the instructor who will provide First Aid Cover, contact the emergency services where required and complete an accident report form

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
1. Direct Physical/Personal Injuries			
Strained or Torn Muscles and Ligaments through improper warm-up or improper partner work.	Thorough warm-up with Instructor using correct warm-up techniques as well as careful supervision of partner work.	Low/Medium	Late Comers are informed that they must take responsibility for warming up in their own time before joining the class. For all clubs first aid incidents, the members are clear that they are required to report the injury direct to the instructor
Dislocation of Joints, specifically toes.	Thorough coaching with correct techniques. Careful supervision of partner work.	Medium	Damaged floor to be pointed out and cornered off and reported to the school.
Bruising to arms/legs/torso caused 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.	Low	No sparring and partner work to be limited in numbers and performed to instructors count
Concussion caused through excessive contact with partners or as a result of a fall during sparring or pair work.	Careful supervision of partner training. Advise Coach drawing his/her attention to dangers of contact with obstacles.	Low	No sparring and partner work to be limited in numbers and performed to instructors count
Loss of teeth caused through excessive contact to the mouth whilst training with partners.	Careful supervision of partner training. Advise Coach drawing his/her attention to dangers of contact with obstacles.	Low	No sparring and partner work to be limited in numbers and performed to instructors count
Broken Skin and cuts through excessive contact by partner or contact 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.	High	Any blood on the floor / mats must be cleaned immediately using appropriate cleaning material available in the dojo or at the front desk of the sports centre. Prior to any practice floor / mats must be inspected for blood stains, and cleaned when necessary.
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.	Medium	Coaches should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if he/she feels that they are unfit or unwell.
Injury to head, neck or spine. This could arise in the circumstances described above but is identified separately because of its potential for more permanent disablement.	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 but with potentially very serious consequences.	During class activities first aid will be sought in the event of a head injury. Advise would be given to seek further inspection from Doctor.
Unconsciousness caused by blow to the head.	Report injuries to the main reception desk a.s.a.p. for medical assistance, reporting of accident to the Emergency services etc. All members should be clear of the need to know who 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.	Low	Dizziness, hyperventilation and nausea.
Dehydration	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.	Medium	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.
Seizure through contra-indications or over exertion	Instructors are to advise novices of physical exertion levels that will be encountered and so provide reasonable recovery periods during training, particularly after demanding elements of training	Low	Club aware at the beginning of term of any medical issues of its members which may prove to be a problem when taking part in the sport. The membership form includes a section for members to state any medical issues they might have, so that the club and the instructors can be aware of it.

2. *General Risks*			
Enrolment of novices with no prior experience of Karate into the Club	Intro sessions provided for novices. At these sessions the beginners are informed that karate like all 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 black belts. Low grades will be restricted to only practising techniques that they have been taught. Close supervision by the coach at the session is standard.		Novices must become members if they wish to grade or take part in any competitions.
Qualifications/Registration and Insurance of Instructors	All Karate Instructors are licensed by the TL Risk Solutions (guest instructors may be affiliated and licensed by other associations), which provide insurance cover for all practices that go on within the club.	Low	It is the responsibility of the Coaches/Instructors to ensure there Insurance details are kept up to date
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	None.
Spectator injured by collision with, or being landed on by, a member. This is a slight risk in the more cramped conditions of the small dojo.	Spectators are warned of possible collision with the members while they are training. The coach makes sure that sparring partners are kept away from the spectators' area.	Low	
Lack of knowledge of new members medical conditions.	New members are told to report any medical conditions to the coach.		All new and existing members at the start of each term are informed of Risk Assessment, Code of Conduct and Constitution of the Club.
Fire	Club Instructors are aware of exits from the building and are responsible for clearing the Dojo or Sports Hall if the Fire Alarms sound. Club Instructors and members are to inform the Sports Manager on duty if exits are blocked or locked.	Low	
Facility Issues e.g. faulty lighting, heating, ventilation, mats etc which could result in an accident and/or injury.	Any faults in the area for training will be notified to the studio admin desk.	Low	