Norwich Karate Academy Risk Assessment

Assessment Date:	September 2026	**Review Date(s):**	September 2027
		Created by	Matthew Yardy
		Reviewed by	Matthew Yardy & Samantha Maycock
Premises/ Activity Assessed:	Norwich Karate Academy Regular Club Activities Venue 1: Great Plumstead Village Hall, Church Road, Great Plumstead, Norwich, NR13 5AB Venue 2: Roxley Hall, 66 Yarmouth Road, Norwich, NR7 0QF Venue 3: Little Melton Village Hall, Mill Road, Little Melton, Norwich, NR9 3NX Venue 4: Thorpe End Village Hall, Plumstead Road, Thorpe End, Norwich, NR13 5BU Venue 5: NKA Private Dojo, 106 West End, Costessey, Norwich, NR8 5AJ		

Hazard(s)	Who might be Harmed	Existing Control Measures	Risk Level (High, Medium, Low)	Additional Control Measures Required	Action (By Whom and When)	Residual Risk Level
Injury from slips & trips	Students, instructors, staff members of the public	Venues are inspected prior to bookings being made, to ensure suitability, and adequately lit. It the responsibility of the venue to ensure all floors are fit for use.	Low		Director	
		Visual inspection of floor prior to session to ensure floors are clean and dry, venue staff informed if cleaning is required, where there are no staff then instructors to clean the area	Medium	Any spilt fluid within the training area to be wiped clean, using suitable cloth and cleaning agent as required.	Lead Instructor during session	Low
		Tatami matting to be properly positioned and visually inspected prior to use.	Medium	Instructor to check tatami matting remains in position during session so it doesn't create trip hazard		Low

		Personal belongings to be stored away from the training area.	Medium	Instructor to ensure all kit bags, personal belongings, training aids and equipment are kept clear of the training area		Low
Burns, smoke inhalation from Fire	Students, instructors, staff, members of the public	All regular venues have adequate fire detection systems and emergency escape routes	Medium	Lead instructor is responsible for ensuring immediate evacuation in the event of a fire All instructors and staff to familiarise themselves with the fire evacuation routes from the training areas to designated assembly point at each venue	Lead Instructor All instructors	Low
Electric Shock	Students, instructors, staff, members of the public	All electrical equipment owned by NKA to be PAT tested annually, properly maintained and only used for the purpose intended	Low	Electrical equipment owned by NKA to be visually inspected before use, if damaged it is not to be used, and damage reported to the instructor	Lead instructor	Low
Cuts and puncture wounds whilst participating from sharp objects	Students, and instructors who are bare foot	Visual inspection of floor prior to session to ensure floors are clear of sharp objects especially broken glass. Venue staff informed if cleaning is required, where there are no staff then instructors to clean the area	Medium	No glass bottles allowed in training area. Instructors to pay particular attention to venues where the training area is shared with a licensed bar Students must remove all items of jewellery before training. Students advised to keep hand and toe nails short	Lead instructor	Low
Impact from falling objects	Students, instructors, staff, members of the public	Ensure stacked objected and stored equipment i.e. chairs are stored and transported safely	Medium	All instructors and staff to ensure that students do not climb on stacked objects or stored equipment	Lead instructor	Low

Muscular skeletal injury, concussion	Students and instructors	Experienced instructors providing clear direction to students, all instructors qualified to at least 1st Dan. Close supervision and observation from instructors throughout the session. Students to follow instruction Students taught how to form a fist to reduce hand injury. Students taught the importance of distancing and control during sparring. All sessions to start with a whole body warm up and finish with cool down activities. All students to complete medical questionnaire prior to starting training to declare existing medical conditions	Medium	Approved JKS training syllabus builds upon student's experience. Students who don't follow instruction given verbal warning, if they continue to not follow instruction to be removed from the class Use of mitts for any free sparring Lead instructor to ensure instructors are aware of existing medical conditions and adapt training accordingly. Instructors first aid trained	Lead instructor	Low
Injury and damage to teeth and mouth		Experienced instructors providing clear direction to students, all instructors qualified to at least 1st Dan. Supervision from instructors, Students to follow instruction Students taught the importance of distancing and control during sparring. Compulsory use of mouth guard during competitions	Medium	Approved JKS training syllabus builds upon student's experience. Students who don't follow instruction given verbal warning, if they continue to not follow instruction to be removed from the class Instructors first aid trained	All instructors	Low

Adverse reaction to over exertion such as fainting, seizure and breathlessness	Students	Experienced instructors providing clear direction to students, all instructors qualified to at least 1st Dan. Supervision from instructors, Students to follow instruction All sessions to start with a whole body warm up and finish with cool down activities.		All students to complete medical questionnaire prior to starting training to declare existing medical conditions Instructors first aid trained		
Blood borne viruses	Students, instructors, staff, members of the public	Any bodily fluids to be cleaned up immediately with antibacterial wipes. Staff to use non-porous disposable gloves when administering first aid and clearing up	Medium	Soiled cleaning cloths and first aid materials to be suitably disposed of. All instructors first aid trained. No student to continue participating if there is a continued risk of blood loss.	Lead instructor	Low
Negative Impact on Mental Health and wellbeing	Students	All students to complete medical questionnaire prior to starting training to declare existing mental health issues and learning difficulties, which could affect participation Directors to provide training to all instructors in line with safeguarding policy and child protection	Medium	Lead instructor to ensure instructors are aware of existing mental health issues and learning difficulties and adapt training and supervision levels accordingly. Private training and gradings available to reduce anxiety Training sessions structured to be inclusive and accommodate a range of needs and abilities	Lead instructor	Medium

To be completed by the person receiving this risk assessment	**I confirm I have been provided with a copy of this risk assessment and understand the content.**	
	Signed:	
	Print Name:	
	Date:	