

SITE RISK ASSESSMENT FORM

ESTABLISHMENT: Northgate Sport Hall	SER/REF No: 004
HAZARD SURVEY TOPIC: Sleaford Korean Martial Arts Activity – Hazards to Instructors/Participants/Third Parties	
<p>DESCRIPTION OF HAZARDS:</p> <ol style="list-style-type: none"> 1. Injuries could occur to participants as a result of the following non-training related hazards: <ol style="list-style-type: none"> a. Jewelry b. Long fingernails c. Untied long hair d. Incorrect dress (eg no t-shirt worn beneath uniform or trousers that are too long) e. Belt tied incorrectly (most likely to become a trip hazard) f. Activity outside of the instructor lesson plan (eg children running around before the start of class) 2. Injuries to third parties (spectators) whilst seated in the sport hall during activity could occur as a result of the following: <ol style="list-style-type: none"> a. Participants falling onto or making contact with spectators b. Loss of control of a weapon near to spectators c. Spectators moving into the activity area. 3. Liquid present in the sport hall could lead to injury for both participants and spectators. 4. Injury sustained during sparring training. 5. Injury sustained during technique practice. 6. Injury sustained during weapon practice. 7. Infection following exposure to communicable diseases. 8. Failure to correctly safeguard students. 9. Injury outside the sport hall. 	
EXISTING CONTROL MEASURES:	

1.a. b. c Participants and their parents / guardians are reminded through the sharing of this risk assessment, information sheets and regular emails that jewelry should not be worn, nails should be kept short and hair should be appropriately tied back to avoid injury. Instructors will also monitor this hazard during the class and put in place appropriate measures to reduce the risk of injury. Students will be reminded frequently.

1. d. Participants and their guardians are reminded on joining and through emails that t-shirts must be worn beneath uniforms, in keeping with uniform standards. Trousers are turned up if they are too long. Instructors will monitor this risk throughout the session.

1.e. Participants are reminded of the correct belt-tying procedure. The instructors will identify belts that have become loose or undone during classes and will re-tie belts if hazard is presented.

1.f. Instructors will monitor access to the hall, activity before class and ensure good order.

2. a. b. c These hazards are currently managed by the instructors. The school policy is that only participants are routinely permitted into the hall during a class. Third parties should sit outside the hall during the class unless invited in for an agreed purpose – the activity conducted during this time will be reviewed to minimize the risk of injury.

3. Instructor/Assistant Instructor will monitor for spillages throughout the lessons and wipe up any spillages once identified. Child participants are encouraged to report any spillages and adult participants clean up their own spillages. All participants should store water bottles around the edge of the hall to reduce spillages in the training areas.

4. All students are required to have sparring gear to take part in sparring. If gear becomes loose, the activity will cease and the gear will be reinstated immediately. Instructors will monitor for ill-fitting or loose sparring gear. Where sparring gear is not present, students can borrow gear that might be available, or the activity will be amended to minimize the risk of injury (such as only using hands if the participant has no feet gear). All students will be reminded that there is to be no contact during sparring. All participants will be taught basic kicking, hand striking and blocking before taking part in sparring and instructors will monitor less competent participants to ensure they are demonstrating good control.

5. Techniques are taught in a controlled environment and mats are provided to reduce the risk of injury. Students are made aware of the pain/harm that can result from doing the technique and reminded to exercise restraint. As competency improves, the complexity of the technique is increased and take downs are introduced. When children are practicing on other children instead of instructors, they are monitored closely to reduce the risk of injury. Before conducting take downs, students are taught correct falling to ensure they don't injure themselves.

<ol style="list-style-type: none"> 6. Weapons present a hazard to the participant and other participants. Basic handling is taught to the student to ensure they know how to safely handle the weapon and then basic spinning/cutting/striking techniques are taught. As competency increases, so too does the complexity of the technique. The training area is segregated to ensure participants training with weapons have enough space between each other and any other participants undertaking other activities. 7. Students are instructed not to come to class if they are unwell and to follow all guidance relating to specific diseases. 8. Sleaford Korean Martial Arts is accredited by Sport England on an annual basis. The club has specific safeguarding policies and codes of conduct, which parents/guardians and students sign when they join. The club also has its own safeguarding officer and all instructors are DBS checked and complete safeguarding training.. Sleaford KSW also has other general policies contained within the information sheet and on its website which detail arrangements to safeguard students. 9. The club is only responsible for students after they have entered the sport hall. There are hazards outside the sport hall, including doors, the stairs leading up to the balcony/viewing area, and the viewing area is at a height from which a fall would cause significant injury. Outside the sport hall, parents/guardians are responsible for their children/dependents. 	
<p>RISK OUTSTANDING:</p> <ol style="list-style-type: none"> 1. Jewelry or long nails that are mistakenly present throughout the activity, not seen by instructors and cause injury. 2. Participant accidentally fall onto or make contact with spectators during activity. 3. Spillages due to water bottle/drinks not seen by instructors and cause slipping during or at start/end of activity. 4. Participant loses control of a weapon causing injury to another student. 5. Participant accidentally injures another student during sparring. 6. A safeguarding issue/concern is not identified resulting in harm. 	<p>LIKELIHOOD X SEVERITY = RISK RATING</p> <ol style="list-style-type: none"> 1. 4 x 2 – Low 2. 1 x 4 – Low 3. 1 x 2 – Low 4. 4 x 3 – Med 5. 5 x 2 – Med 6. 3 x 3 – Low

FURTHER ACTION/MEASURES RECOMMENDED:		REVISED RISK RATING:	
<ol style="list-style-type: none"> 1. Nil. 2. Nil. 3. Nil 4. Instructors to ensure extra vigilance during weapon training. 5. Instructors to ensure extra vigilance during sparring training. 6. Regular safeguarding communication to instructors, students and parents/guardians. 		<ol style="list-style-type: none"> 1. No change. Risk as low as so far is reasonably practicable. 2. No change. Risk as low as so far is reasonably practicable. 3. No change. Risk as low as so far is reasonably practicable. 4. No change. Risk as low as so far is reasonably practicable. 5. No change. Risk as low as so far is reasonably practicable. 6. No change. Risk as low as so far is reasonably practicable. 	
ASSESSOR:			
Name: JKN J S SLACK		Signature: <i>Signed digitally</i>	Date: 01/01/2024
INSTRUCTOR/RISK HOLDER REMARKS:			
<p>I agree with the Health and Safety Assessment recorded above. I have taken the following actions:</p> <ul style="list-style-type: none"> • I will ensure regular emails are sent out to remind everyone of their responsibilities. • I will ensure that activity related to techniques and sparring are closely monitored. • I will ensure that any individual remaining in the hall during the classes is closely monitored and away from ongoing activity. 			
Date to be Reviewed: Jan 25		Reason for Review: Completion of further actions and assess future changes to activity.	*Follow up action:

Name: JIKJN K C SLACK	Signature: <i>Signed digitally</i>	Date: 01/01/2024
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Notes:

1. If using a 'Generic' risk assessment, Assessors and Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
3. Risk Assessments are to be reviewed:
 - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
 - if there is reason to doubt the effectiveness of the assessment.
 - following an accident or near miss.
 - following significant changes to the task, process, procedure, personnel or line management.
 - following the introduction of more vulnerable personnel.
 - If a "Generic" assessment then prior to use.
4. Managers are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review regularly or if there are any changes.

Severity	1	2	3	4	5
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Likelihood	Frequent	Likely to occur 3 or more times per year	5	Low	Med	High	V. High	V.High
	Occasional	Likely to occur 1-2 times a year	4	Low	Low	Med	High	V. High
	Remote	Likely to occur one or more times in 10 years	3	Low	Low	Low	Med	High
	Improbable	Likely to occur less than once every 10 years	2	Low	Low	Low	Low	Med
	Incredible	Likely to occur less than once every 25 years	1	Low	Low	Low	Low	Med