

This document is a comprehensive health and safety risk assessment for BBTA Taekwondo Academy's martial arts classes and activities.

Overview of BBTA Taekwondo Academy Safety and Risk Management

A comprehensive health and safety risk assessment outlines policies, procedures, and controls to ensure safe martial arts training for all participants at BBTA Taekwondo Academy.

Organization and Policy Framework

The document details the structure, safety policies, and legislative compliance of BBTA Taekwondo Academy.

- The academy conducts ITF Taekwondo instruction across multiple venues, including school halls and sports centres.
- It caters to students aged 4 years to adults, with a maximum class size of 30 students.
- First aid is provided by a qualified first aider with a stocked kit; AED is not routinely available.
- Enhanced DBS checks are required for instructors; safeguarding policies are in place.
- The risk assessment is reviewed annually or after significant incidents or venue changes.

Risk Assessment Methodology and Scoring

The academy uses a five-by-five risk matrix to evaluate hazards.

- Likelihood ratings: 1 (Rare) to 5 (Almost Certain).
- Severity ratings: 1 (Minor injury) to 5 (Fatality).
- Risk is calculated as Likelihood × Severity.
- Risk scores: 1–4 (Low), 5–9 (Medium), 10–16 (High), 17–25 (Very High).
- Immediate action is required for risks rated high or very high.

Responsibilities for Safety Management

Roles assigned to ensure safety include:

- Chief Instructor: maintains current risk assessments, verifies instructor competence, and liaises with venue management.
- Instructors: inspect training areas, supervise students, modify training, and record incidents.
- Assistant Instructors: follow instructions, supervise students, report hazards, and assist in emergencies.
- Students: follow instructions, wear appropriate gear, report injuries, and behave respectfully.
- Parents/Guardians: inform about medical conditions, provide emergency contacts, supervise young children, and report safeguarding concerns.

General and Emergency Control Measures

Universal safety controls include:

- Venue inspections, clear emergency exits, adequate lighting, ventilation, first aid kits, and mobile phones.
- Equipment checks, removal of jewellery, suitable uniforms, grouping by ability, and immediate removal of injured students.
- Emergency procedures involve stopping activities, assessing casualties, calling emergency services, and recording incidents.
- Fire procedures include evacuation, assembly points, and re-entry protocols.
- Medical emergencies require first aid, airway/breathing/circulation assessment, and AED use if available.

Safeguarding and Lone Working

Safeguarding measures:

- Enhanced DBS checks, professional conduct, no inappropriate contact, and safeguarding policies.
- Photography policies and reporting procedures for concerns. Lone working protocols:
- Inform responsible persons, keep mobile phones, avoid remaining alone with children, and report security concerns.

Incident and Near Miss Reporting

All accidents and near misses must be reported, recorded, and reviewed.

- RIDDOR reporting applies to serious injuries, hospital treatments, and dangerous occurrences.
- The accident reporting process involves documenting details, treatment, witnesses, and follow-up actions.

Equipment and Venue Inspection

Regular checks are mandated:

- Equipment such as kick shields, focus pads, and boards are inspected before use.
- Damaged equipment is removed immediately.
- Venue inspections ensure floors, lighting, exits, and safety equipment are in good condition.

First Aid and Fire Evacuation

First aid kits must contain essential supplies and be regularly checked.

- Fire evacuation procedures include identifying exits, assembly points, and ensuring routes are clear.
- Instructors are responsible for supervising during emergencies and ensuring safety protocols are followed.

Training and Participant Responsibilities

Participants:

- Arrive fit, wear proper uniforms, remove jewellery, and follow instructions.
- Report injuries or illnesses promptly. Parents/guardians:
- Keep contact details current, inform about medical conditions, and supervise children before and after classes.

Annual Review and Policy Compliance

The Chief Instructor reviews:

- Risk assessments, safeguarding policies, first aid, instructor qualifications, accident records, equipment, venues, emergency procedures, and feedback.
- The review ensures ongoing compliance and safety improvements.

Document Approval and Review

- The risk assessment is valid until July 2027 and must be updated after incidents or legislative changes.
- It aligns with policies on safeguarding, conduct, photography, equality, first aid, and emergency procedures.
- The document emphasizes continuous safety management and risk reduction.

Reasoning and Approach

To summarize the key health and safety risks at BBTA Taekwondo Academy, I have reviewed the detailed risk assessment provided in the official Health & Safety Risk Assessment document. The summary below highlights the main categories of risks, the people affected, and the control measures in place. This approach ensures that the summary is comprehensive, actionable, and directly aligned with the documented evidence.

Key Health and Safety Risks at BBTA Taekwondo Academy

1. Slips, Trips, and Falls

- **Who is at risk:** Students, instructors, visitors
- **Risks:** Medium (initial), reduced to low with controls
- **Controls:** Training area inspection, floor checks, safe storage of bags/equipment, immediate cleaning of spillages
- **Example:** Before each class, instructors check for wet floors or obstacles to prevent accidents.

2. Uneven or Damaged Flooring

- **Who is at risk:** Students, instructors
- **Risks:** High (initial), reduced to low
- **Controls:** No training until flooring is inspected; unsafe areas isolated or reported

3. Collisions and Contact Injuries

- **Who is at risk:** Students
- **Risks:** High (initial), reduced to medium/low
- **Controls:** Grouping by age/size/experience, close supervision, mandatory protective equipment for sparring, immediate intervention for unsafe behavior
- **Example:** During sparring, students are matched by size and experience, and instructors supervise continuously.

4. Medical Emergencies and Pre-existing Conditions

- **Who is at risk:** Students (especially those with asthma, allergies, or other conditions)
- **Risks:** High (initial), reduced to medium with controls
- **Controls:** Medical info collected, emergency contacts available, medication accessible, emergency procedures in place
- **Example:** Students with asthma keep inhalers accessible and instructors are informed of management plans.

5. Fatigue, Overexertion, and Dehydration

- **Who is at risk:** Students
- **Risks:** Medium (initial), reduced to low
- **Controls:** Training intensity adjusted, water breaks encouraged, rest allowed

6. Infectious Illness

- **Who is at risk:** Students, instructors
- **Risks:** Medium (initial), reduced to low
- **Controls:** Ill participants advised to stay at home, equipment cleaned, hand hygiene promoted

7. Fire and Emergency Exits

- **Who is at risk:** Everyone
- **Risks:** High (initial), reduced to low
- **Controls:** Fire exits identified and kept clear, evacuation procedures in place, register checked after evacuation

8. Equipment Hazards

- **Who is at risk:** Students, everyone
- **Risks:** Medium to high (initial), reduced to low/medium

- **Controls:** Regular inspection, damaged equipment removed, safe storage
- **Example:** Kick shields and focus pads are checked before every session.

9. Safeguarding Risks

- **Who is at risk:** Children, vulnerable adults
- **Risks:** Medium to high (initial), reduced to low
- **Controls:** Enhanced DBS checks, safeguarding policy, supervision, zero-tolerance for bullying, controlled communication

10. Supervision and Security

- **Who is at risk:** Students, especially children
- **Risks:** Medium to high (initial), reduced to low
- **Controls:** Attendance registers, controlled release of children, instructor and parent responsibilities

Summary Table of Key Risks and Controls

Risk Area	Initial Risk	Residual Risk	Key Controls
Slips, Trips, Falls	Medium	Low	Area inspection, safe storage, cleaning
Collisions/Sparring	High	Medium/Low	Grouping, supervision, protective equipment
Medical Emergencies	High	Medium	Medical info, emergency contacts, medication
Fatigue/Dehydration	Medium	Low	Water breaks, rest, intensity adjustment
Infectious Illness	Medium	Low	Stay home if ill, hygiene, equipment cleaning
Fire/Emergency Exits	High	Low	Fire exits clear, evacuation plan
Equipment Hazards	Medium/High	Low/Medium	Inspection, removal of damaged items
Safeguarding	Medium/High	Low	DBS checks, policy, supervision, reporting
Supervision/Security	Medium/High	Low	Registers, controlled release, instructor vigilance

Conclusion:

Martial arts training at BBTA Taekwondo Academy involves inherent risks, but these are systematically managed through robust inspection, supervision, equipment checks, safeguarding, and emergency procedures. The Academy's approach ensures risks are reduced to the lowest practicable level while maintaining a safe and inclusive environment.

Reasoning and Approach

To provide detailed information on safety procedures for martial arts instruction at BBTA Taekwondo Academy, I have extracted and organized the relevant procedures, responsibilities, and checklists from the official Health & Safety Risk Assessment. This ensures the answer is comprehensive, actionable, and directly aligned with the documented evidence.

Detailed Safety Procedures for Martial Arts Instruction**1. General Safety Procedures (Applicable to All Classes)**

- **Venue Inspection:** Training area is inspected before every session for hazards (wet floors, loose or uneven surfaces, obstacles). Fire exits are identified and kept clear.
- **Equipment Checks:** All equipment (kick shields, focus pads, boards, protective gear) is inspected before use. Damaged or defective items are removed immediately.
- **First Aid:** A qualified first aider is present with a stocked first aid kit. Emergency contact details are accessible. Mobile phone available for emergencies.
- **Supervision:** Instructors supervise students at all times, adapting activities to age and ability. Unsafe behavior is stopped immediately.
- **Student Grouping:** Students are grouped by age, size, and experience, especially for sparring and drills.
- **Protective Equipment:** Mandatory for sparring (gloves, foot protectors, shin guards, mouthguard, groin protector, head guard as required). Equipment must be correctly fitted, clean, and replaced if damaged.
- **Personal Hygiene:** Students must wear clean uniforms, remove jewelry, and keep nails short.
- **Hydration and Rest:** Water breaks are encouraged, especially in warm weather. Students may rest as needed.

2. Activity-Specific Procedures

- **Warm-Up and Stretching:** Progressive warm-up and dynamic stretching before training. Static stretching for cool-down. Forced stretching is prohibited.
- **Sparring:** Only authorized students participate. Rules are explained before activity. Contact level is controlled and excessive force is prohibited. Continuous instructor supervision.
- **Board Breaking:** Only instructor-approved techniques are used. Boards are checked before use. Participants are assessed for competence. Spectators are kept clear of the breaking area.
- **Flying/Jumping Techniques:** Introduced progressively, with landing techniques taught first. Adequate landing space is maintained.

3. Emergency Procedures

- **General Emergency:**

1. Stop all activities immediately.
2. Secure the training area.
3. Assess the casualty and administer first aid if trained.
4. Call 999 if required.

5. Send a responsible adult to direct emergency services.
6. Inform parents/emergency contacts if needed.
7. Record the incident and review control measures.

- **Fire:**

- Stop training, evacuate calmly, assemble at the designated point, account for all students, and do not re-enter until authorized.

- **Medical Emergencies:**

- Stop activity, protect the casualty, assess airway/breathing/circulation, call 999 if needed, continue first aid, keep casualty warm, inform parents, and complete an accident report.

4. Safeguarding and Supervision

- **DBS Checks:** All instructors have Enhanced DBS checks.
- **Supervision Ratios:** Maintained according to age and activity.
- **Child Collection:** Children are only released according to academy procedures. Attendance registers are maintained.
- **Zero Tolerance for Bullying:** Respect and inclusion are promoted at all times.
- **Photography:** Only allowed with appropriate consent and in line with the Academy's policy.

5. Checklists for Daily Operations

- **Venue Inspection:** Floor clean/dry, no trip hazards, lighting/ventilation adequate, fire exits clear, first aid kit present, equipment in good condition, emergency contacts accessible, toilets and drinking water available.
- **Equipment Inspection:** All training and protective equipment checked for damage before use.
- **First Aid Kit:** Regularly checked and restocked as needed.

6. Reporting and Review

- **Accident and Near Miss Reporting:** All incidents and near misses are recorded and reviewed to prevent recurrence.
- **Annual Review:** Risk assessment, safeguarding policy, first aid arrangements, instructor qualifications, accident records, and equipment condition are reviewed annually or after significant incidents.

Example Implementation:

- **Before each class, the lead instructor arrives early to inspect the venue, checks all equipment, ensures the first aid kit is present, and confirms emergency exits are clear. During class, students are grouped by age and ability, and all sparring participants wear approved protective gear. Any unsafe behavior is addressed immediately, and water breaks are provided. After class, any incidents or near misses are recorded and reviewed.**