

(Appendix 5) HEALTH & SAFETY POLICY

1. Safe Training Environment – (Karate, Self Defence & Other relevant Physical activities)

<http://www.englishkaratefederation.com/governance/docs/ekf-risk-management-1a-270308.pdf>

IKC instructors must be qualified and experienced and ensure the 'Health and Safety' of students and others by providing, as far as is reasonable, a safe practicing environment maintaining discipline but at the same time enjoyable training sessions especially with children. The following key areas should be checked:

Suitable Preparation for Training

ALL training activities should comprise of the following to ensure the safe learning environment and to avoid injuries to the students where appropriate:

- (i) ALL participants must wear suitable clothing (Karate Gi/Suit – beginners/informal training; suitable loose clothing. No jewelry to be worn and finger and toe nails must be short and clean.
- (ii) Introduction to the activities to follow and recap if appropriate of the last training session.
- (iii) Warm up activities including initial movements and a thorough stretch of all muscle groups which will be used during the training sessions.
- (iv) Activities to gently raise the heart rate to the training level to follow.
- (v) Students must only practice what they have been taught so as to prevent injuries from executing dangerous techniques or techniques they do not understand so as to avoid injuries especially regarding Children.
- (vi) Instructors will ensure that all techniques are carried out with regard to the target areas e.g. NO CONTACT POLICY TO THE HEAD for CHILDREN UNDER 16 years, must be thoroughly adhered to with only touch contact to the face target for Adults.
- (vii) Contact to the body must also be controlled to avoid injury from heavy blows.
- (viii) Appropriate PP equipment will be worn when sparring and competition work or other appropriate activities where contact to the body may be envisaged.
- (ix) Instructors must ensure equipment such as focus pads, kick bags etc. are used with care to ensure no injuries especially regarding children and those with disabilities.
- (x) The Age, Size, Weight and any other considerations (SEN, disabilities etc.) must be taken into account when practicing competition type activities to ensure no injuries occur.
- (xi) Self defence type activities involving weapons shall only be carried out under the strict supervision of the instructor and only with 'dummy' type weapons e.g. rubber knives.
- (xii) Main training activities must be followed by an appropriate warm down and include: Cool Down phase, Developmental Stretching Phase, Pulse Raiser Phase as appropriate to the training.
- (xiii) Care MUST be taken during Stretching and Flexibility training especially with children who are still in their developmental stages of growing up and those with disabilities and SEN to ensure no injuries occur to the muscles or joints.

Floor Surface

- (i) An ideal training surface for all aspects of karate would be a sprung wooden or padded vinyl type floor.
- (ii) If premises have a more solid floor the instructor should explore ways of providing safe covering, for example suitable mats that are well maintained and lock together.
- (iii) If training does take place on a solid floor, the Instructor must ensure the suitability and content of the lesson to minimise injury.
- (iv) All floor surfaces must be clean and devoid of all sharp objects, for example broken glass and splinters, and be free from hazards, such as loose boards or major holes or cracks.
- (v) The surface should have sufficient grip to maintain stability yet allow twisting, and this grip should not be allowed to deteriorate through condensation, which often results from hard training on cold floors. Adequate ventilation via windows, doors and fans will often alleviate this problem.
- (vi) Any blood spills should be wiped - this is important because of the danger of contamination through cuts and cracks in the feet.

Lighting

- (i) Lighting must be adequate for safe vision.
- (ii) Artificial lighting should be well positioned to avoid glare and direct shine. Curtains or blinds should be used to prevent glare from the sun.

Heating

- (i) An Instructor must use common sense regarding a suitable temperature in which to conduct a lesson. As a guide, this is comfortable room temperature (around 18 degrees Centigrade).

Ventilation

- (i) Again the Instructor must use common sense. Fresh air is necessary for strenuous exercise, and there should be provision for opening of windows, doors or operation of extractor fans.

Surrounding Area

- (i) Pillars, low beams and radiators should be well padded to avoid impact injuries.
- (ii) Wall fixings such as fire extinguishers, pictures, clocks and notice boards should be properly and securely mounted.
- (iii) Unsecured objects, such as stacked chairs or items on shelves must be checked for stability - a class landing in unison can have the effect of a minor earthquake!
- (iv) Instructors must be aware of possible dangers caused by glass, and keep a safe border area away from any non-toughened or unprotected windows and mirrors.
- (v) It is also important to have a safety area if there are spectators, or if some class members are sitting.

Spatial Considerations

- (i) There must be adequate amount of space for the numbers attending and the nature of the lesson or activity.
- (ii) If the room is too full, collision injuries could occur, and it will also be more difficult for the Instructor to monitor the class and for students to clearly see the Instructor.
- (iii) Good discipline is important to maintain safe spacing of students.

Changing Facilities

- (i) Instructors who own or privately rent facilities are responsible for providing clean, tidy and well stocked changing rooms and toilets, washing facilities and drinking water.
- (ii) If a club trains in a sports centre and facilities are not adequate, the Instructor should lobby facility management for improvements.

Emergency Exits

- (i) Instructors must be fully aware of the facilities' rules and regulations.
- (ii) Fire escapes should be clearly marked and known and kept free from obstruction.
- (iii) A central assembly point should be known and detailed.

Equipment

- (i) Any equipment used should be in safe working order and only used by appropriate groups.
- (ii) Students should be encouraged to use recommended protective equipment, for example, gum shields and groin guards.
- (iii) Students who need glasses should wear 'Sports-safe' type, and not be allowed to spar without these or suitable contact lenses.
- (iv) No jewellery should be worn, and nails should be short.

2. Emergencies and First Aid

All coaches and instructors must have First Aid Training and carry a suitable and well stocked First Aid Kit which must be regularly replenished, suitably marked and visible throughout instruction sessions.

- (i) In the event of an emergency or accident, an Instructor will often be the one best suited and expected to take charge.
- (ii) Instructors should be aware of fire exits and evacuation procedures, and be able to account for all students. For this reason, it is best that students should sign in before each class if possible.
- (iii) The following points need to be considered when dealing with emergencies:
 - Keep calm, take charge of the situation, organise immediate help.
 - Deal promptly with any potentially life threatening situation.
 - Give reassurance to any injured party.
 - Be aware that people may be affected by shock.
 - Hospital treatment may be required and no drugs, food or drinks should be given.
- (iv) **ALL** incidents requiring First Aid **MUST BE** recorded in the 'Accident Record Book', and treatment followed up with parents or carers in the case of minors.
- (v) Accident prevention is always the first priority, but should an accident happen, the instructor should be able to care for any injured person without causing further complications, and know if it is necessary to call an ambulance or send that person to hospital.
- (vi) The Instructor should always have at hand the location of the nearest casualty hospital and be able to arrange transportation if required.
- (vii) The Instructor should be versed in what is commonly known as 'Emergency Aid' procedure, and have the ability to deal with life-threatening situations - for example choking, cardiac arrest, epilepsy and severe bleeding - quickly and confidently.
- (viii) Contact numbers of students, participants and relevant facilities must be kept on hand in case of emergency.

3. Club/Dojo Risk Assessment

The following should be carried out before every training session by the Instructor or designated person:

Risk Levels: N Negligible L Low M Medium H High

No	POTENTIAL RISK	RISK LEVEL				MANAGEMENT OF RISK
		N	L	M	H	
1	Grit on floor from outdoor shoes etc					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 allowing training to commence.
2	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.
3	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.
4	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 caretaker/janitor etc. Drinks to be prohibited from the vicinity of the main training area.
5	Lacerations from uncut 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.
6	Trip hazard from trousers that are too long.					Advise students to wear only correctly fitting karate-gi trousers.
7	Impact injury from incorrectly controlled techniques					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.
8	Spread of contagious foot conditions such as athletes foot, verrucas 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
9	Children wandering off, getting lost or abducted 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 and when necessary arrange for supervised group trips i.e. accompanied by a responsible person.
10	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.

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