



## RISK ASSESSMENT

Full Review Annually in January

ACTIVITY	POTENTIAL HAZARDS	LEVEL OF RISK (1-9)	ACTION TAKEN (MITIGATION MEASURES)	ACTIONS REQUIRED
Access & egress from the building.	Slips & trip from main entrance steps. Slips & trips possible falling from height, cuts, bruising, and fractures from first floor external escape route.	2 main entrance 4 fire exit	Steps to upper floor dojo in sound condition and well-lit and maintained by school. Emergency exit follows the same stairs. Secure railings in place, emergency lights, etc. These are managed by the Sports centre.	Continue to review stairs/general access
Using changing rooms and building	Slips & Trips on stairs and moving about in building. Floor in sound condition with no obvious trip hazards visible.	1 generally 2 for stairs	Regularly monitor the condition of the lighting and flooring for deterioration.	Continue to review changing rooms
Entering or leaving the training area.	Slips and trips on the steps leading down to the training area.	1	Students instructed only to bow when on the mat	Zero/extremely low risk
Moving about and training on the matted area.	Slips & trips from sticky or damaged mats, or slips from mats getting wet. Injuries to toes from getting trapped between mats – or in holes/tears in mats	2	Mats to be kept clean. Any wet or dampness to be dried up straight away and warning to be given to the students. Instructor to check matted area before the class begins for gaps between the mats and push mats together before start of class.	Minor risk or unlikely. Reviewed upon each class
Wearing of Gi and Hakama.	Slip, trip, fall.	2	Students trained and shown how to wear and tie clothing correctly. Instructors briefed to challenge any student wearing clothing in a manner that could injure self or others.	Minor risk or unlikely. Reviewed upon each class



## RISK ASSESSMENT

Warm up.	Strains, damage to muscles, ligaments or tendons.	2	Training for all instructors to ensure safe warm ups are carried out with knowledge shown of outcomes if correct. Warm up to be taken by competent person, taking into account the room temperature and ability of those taking part	Guidance issued to all instructors on how to deliver a safe and effective warm up.
Training with weapons.	Hitting off target, bruising, fractures etc.  Lack of spatial awareness	4	Only wooden, rubber or plastic weapons to be used. Correct systems of training established especially where beginners are concerned. Students to be fully briefed and to be supervised closely by instructors.	Guidance issued to all instructors who wish to use weapons within their classes
Training in locks and throws.	Strains to muscles, ligaments or tendons and possible fractures.	3	Training mats securely fixed to reduce impact when being thrown or falling. Correct systems of training established and especially where beginners are concerned. To be supervised closely by instructors	Beginners to be offered direct instruction on aikido forms and only paired with more experience students.
Training Environment	Air flow and oxygen supply.	2	Windows to be opened and the use of fans to provide airflow through the dojo during hotter months or as required.	Monitor and implement as required and by any member.
Training in Groups or with other people.	Overcrowding or inexperience.	3	Information and instruction also monitoring of area allocated to ensure no crowding.	Monitor – ongoing.
Heaters / fans	Electric shock, trips from cable. Falling onto equipment.	3	Visual inspection of all appliances for damage to cables or appliance. Trailing cables to be covered so not to cause trip hazard. Fans are to have safe guards on them to ensure no damage from rotating blades caused to persons leaning or brushing against fans. Warning to take care when training near fans.	Fans are portable and so in the interim are removed when not being used.



## RISK ASSESSMENT

Training persons under the age of 18  NOT CURRENTLY ALLOWED	Strains to muscles, ligaments or tendons and possible fractures.	2	Training mats securely fixed to reduce impact when being thrown or falling. Correct systems of training established and especially where beginners are concerned. No locks to be applied to young children. To be supervised closely by instructors. Safeguarding policy in place	Additional training and certification for instructors working with under 18s TBA
Putting out mats for training and putting mats away again.	Musculoskeletal injuries associated with handling, carrying and lifting, the mats.	1	Only carried out by persons who received training in manual handling. The mats are a two person lift. Dojo is permanently matted. Mats purchased for studio dojo are lightweight and 1m square.	No changes - minimal risk due to permanent matted area
Training In A Restricted space.	Not having enough space around the matted area to run off, coursing impacting walls, or any other immovable obstruction.	3	Pre training brief of all such areas, to all participants of the art. Any obstructions that could possibly cause an injury are to be covered with protective barriers, or moved out of the way.	
Training with inadequate supervision.	Physical injuries from training partner and, or falling on the mats incorrectly. Musculoskeletal injuries associated with in correct training.	2	No training will take place without a competent instructor.	No training will be allowed without correctly qualified instructors
Training with existing injuries, illnesses or other medical conditions	Existing injuries made worse by inappropriate participation of physical activity. Participation may not be appropriate and instructors will advise accordingly.	2	Instructor to ensure that all those with existing injuries, illnesses etc are identified. Students advised to tell training partners about existing injuries and are to take responsibility for their own actions Strict supervision is essential at all times.	Coaches are required to do a verbal screening done at the start of every session
Training in poorly lit areas.	Poor visibility leading to, bodily injuries from impact with other persons and solid structures. Trip and slip injuries	1	The lighting is adequate if all lights are switched on and in working order. Lights are to be switched on before start of training. Any lights that are not working are to be replaced as soon	All lighting in working order - appropriate in all areas.



## RISK ASSESSMENT

	from misjudging the movement of the other person.		as possible. If the pre training risk assessment shows it too dark because of faulty lights the training is to be moved, or cancelled.	
Training without following Dojo rules.	Musculoskeletal injuries associated with bodily contact.	2	Everyone to be made aware of the Dojo rules. The instructor will maintain strict Dojo etiquette at all times.	Instructors currently address issues regarding etiquette and inappropriate behaviour as it arises
Persons joining the training late	Muscle pulls or tears due to lack of warm up. Bodily injuries from impact with other persons and solid structures. Possible injuries of all of the above.	2	The instructor is to ensure that the person joining the training late gets a full warm up. They must also fully understand the Dojo rules and any rules for that session, and abide by the instructor's decision.	Monitor and advise as appropriate
Training in Groups or with other people.	Overcrowding or inexperience	2	Information and instruction also monitoring of area allocated to ensure no crowding.	Consider a maximum number for training at one time. 20 plus lead instructor  Comment: Additional mats are being procured for the dojo (Feb/2022)
Training in hot weather, or prolonged exertion.	Dehydration, heat stress, cramps.	1	Regular intake of fluids. More frequent breaks. Get an air flow across training area using fans and doors. Water freely available in changing rooms	Regular water are suggested and free to take within the class
Training in cold weather.	Clothing restricting movement. The body getting cold, causing pulled muscles.	2	Heating of the area if possible. A longer warm up and additional layers as required by instructor/students.	Heaters are available in the dojo and central heating can be set if required
Training near glass doors and / or mirrors	Falling onto mirrors or though glass doors resulting in lacerations / cuts	2	Mats are placed at a 1m distance from mirrors and a curtain can be drawn to provide addition protection from contact.	No issues have been recorded.
Locking up and opening up	Could be done alone and / or during the dark on winter evenings.	3	Lighting is provided on site by Sports Centre/School.	No issues have been recorded. However instructors are last to leave.



## RISK ASSESSMENT

All training put those with health problems (e.g. bad back, or pregnancy) at extra risk. In such a case, special instruction/consideration must be given. The student must inform their instructor if they are pregnant, or have an injury.

All requests for access to training from e.g. those undertaking chemo, pregnancy shall be agreed with the teachers and the student(s) in question on a case by case basis and with a strong leaning towards inclusion where at all possible.

Initial Risk Assessment carried out by Nigel Porter & Laurence Hobson

Jan 2022

NB: CCTV covers main public areas and is managed by the Sports Centre/School. The club can retrieve and hold any footage relating to incidents or concerns with permission. No audio.