

Blackrod & Bolton Goju Ryu Karate

Risk Assessment

Signed: Amanda Winstanley < signed on original > Date: 10 February 2011
Subject to review, monitoring and revision by: Amanda Winstanley Every: 12 months or sooner if working habits or conditions change.
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Introduction

Blackrod & Bolton Goju Ryu Karate provides training sessions for both children and adults. As part of the students training, various equipment and display weapons (i.e. those without a sharp edge) are used. The sessions take place at four venues in the Bolton area as follows:

- Blackrod Community Centre
- Turton Sports Centre
- Sharples Sports Centre
- Wolfenden

The findings of this risk assessment have therefore been grouped into the three areas of Environment, Equipment and Person.

All of the venues are rented by Blackrod & Bolton Goju Ryu Karate and therefore it is the responsibility of the venue owners to provide a safe working environment, however Blackrod & Bolton Goju Ryu Karate has considered the environment in this risk assessment to ensure that risks are identified and mitigated. Three out of the four venues (Turton Sports Centre, Sharples Sports Centre and Wolfenden) are used while representatives of the venue owners are present, therefore any issues regarding safety can be identified to the appropriate person for rectification. At the same three venues only one room (or hall) is available to Blackrod & Bolton Goju Ryu Karate, apart from the use of public toilets. The Blackrod Community Centre is the only venue where representatives of the owners are not present during training sessions and the use of more than one room is available to the students. In the event of an emergency at this venue, an out of hour's telephone number has been provided. For these reasons, this risk assessment is based largely around the Blackrod Community Centre and the other three venues are considered to be bound by this.

The risk assessment for both the Equipment and Person is considered not to change with venue.

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Risk Assessment

This risk assessment took the form of a brainstorm session, followed by a walk around of the Blackrod Community Centre and also from observations at the training sessions. The rooms accessible for the walk around consisted of the Foyer, Side Room (off foyer), Toilets, Kitchen, Store Room (off kitchen), Hall (used as Dojo), Stage, two Side Rooms (between hall and stage) and Chair Store/Bar (off hall).

A list of the keywords used for this risk assessment can be found at the end of this document, together with a definition of those that may be harmed.

Assessment Findings

Environment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, Trips and Falls	Members and Visitors Lacerations, broken limbs	Mat provided at front door to help keep water and dirt off the floors. Anti finger trap devices fitted to doors. Floors to be checked at beginning of every lesson and swept and dried as necessary. Environment checked before every lesson. All furniture to be moved from Dojo floor. Where changing rooms are not available, use back of room.	None.			
Fire	Members and Visitors Burns, smoke inhalation	Make all members aware of fire exits and procedures. Six monthly reminders by Sensei. General housekeeping and tidiness maintained. Flammable substances are kept locked in the store room.	Blackrod Community Centre owner to be notified that the stage and two side rooms need cleaning.	Amanda Winstanley	With immediate effect.	

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Environment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Electricity	Members and Visitors Electrocution	Any faulty electrical equipment (domestic appliance) to be taken out of service. Faulty electrical services (power outlet, light switched etc.) to be cordoned off, the services isolated (if possible) and the venue owner notified.	None.			
Fall from Height	Members and Visitors Broken limbs	No member or visitor allowed on the stage except a senior member who has permission to put up and remove the flag.	None.			
Hazardous Substances	Members and Visitors Poisoning.	Poisonous substances are kept locked in the store room.	None.			
Manual Handling	Members and Visitors Broken limbs and/or sprained muscles	Chair trolley provided to aid moving large numbers of chairs.	Advise members and visitors of the risk of moving tables and chairs. Get them to ask for help and/or use the chair trolley provided if necessary.	Amanda Winstanley	With immediate effect.	

Equipment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Training Equipment	Members Broken limbs and/or sprained muscles	All equipment to be checked every time it is used. Faulty equipment to be put to one side for repair or replacement.	None.			

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Equipment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Weapons	Members Broken limbs and/or sprained muscles	Weapons practiced before or after lesson only to be used in child free area at front of Dojo. Weapons only to be practiced in pairs, one using and one watching. Each member is responsible for their own weapons and also putting them away after use. All members sign a declaration stating they are responsible for their own safety. Only display weapons to be used. Sensei reserves the right to ban any member who does not abide by the rules and take due care with their weapons. Parents are reminded that they are responsible for their own child until the lesson has started. Any junior member must be at least on brown belt before they can train with weapons and even then only under adult supervision of a senior member. Additional tuition is provided at brown belt level prior to the use of weapons. Sensei reminds members and parents of rules at least once a month.	None.			

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Person

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Clothing and Jewellery	Members Lacerations	No jewellery to be worn during lesson at all times. In exceptional circumstances, earrings may be covered with plasters. Hair to be tied back at all times. Karate should be practiced in a Gi but for new starters tracksuit bottoms and a T-shirt may be worn but no buckles, heavy buttons or zips are allowed on clothing. Toe and finger nails to be kept short.	None.			
Careless Behaviour	Members Broken limbs and/or sprained muscles	Sensei implements clear standards of behaviour which must be carried out throughout every lesson. Adults are expected to use common sense in these matters and to help and support children similarly. The ethos of the Club is one of self control and respect for others. This is reiterated at the beginning and end of every lesson. Members who do not behave to these standards will be asked to leave the Club. All adults of authority to direct children along similar path. Always ask permission from Sensei to move on and off the Dojo e.g. visiting the toilet. Not to re-enter Dojo until told to do so. Sensei tells them this every time anyone asks. Reinforced every session.	None.			

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Person

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Careless Behaviour	Visitors Scolding, broken limbs and/or sprained muscles	Hot drinks banned from Dojo. All visitors with young children who are not training are responsible for their own child at all times. All visitors to keep off Dojo floor. Visitors should sit at back of Dojo where possible or as far back as possible. Sensei makes all parents, visitors, spectators aware of rules. Rules are reinforced when someone appears to be unaware.	None.			
Intruders	Members and Visitors Theft, abduction	Doors locked by Sensei or senior member where no reception is available. Member at door of Dojo will question strangers. Children, who leave Dojo to use toilet facilities, etc., must be accompanied by a parent or appropriate adult if building is not locked. Children are not allowed to leave Dojo alone or with any person unknown to Sensei unless by prior notice from parent.	None.			

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Those That May Be Harmed

Two groups have been chosen for those that may be harmed, as follows:

- Members. This includes children and adults partaking in the training sessions and those providing the instruction or training.
- Visitors. This includes other people that are not students e.g. spectators and family members of the students.

Risk Assessment Keywords

The following keywords were used in the risk assessment. Only those keywords that could potentially result in “harm” are listed in the risk assessment tables above.

- Slips, Trips and Falls
- Fire
- Electricity
- Gas
- Fall from Height
- Hazardous Substances
- Noise
- Manual Handling
- Training Equipment and Weapons
- Clothing and Jewellery
- Careless Behaviour
- Intruders