

Cambridge Kung Fu

Risk Assessment Form



Subject of Risk Assessment: Cambridge Kung Fu Kids Classes, Parties, Camps & Taster Sessions	Risk Assessment Conducted By: Colin Maggs	Date: 31/01/2020
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General Information About the Activity:

Students in the classes are either Micro Monkeys (aged 2-3 with an accompanying adult), Tiny Tigers (aged 4-6), Little Dragons (aged 6-8) or Junior Warriors (aged 8-11), Snow Leopards (students of varying ages with additional needs) or Students in our Before-School, After-School or In-Curriculum Classes (aged 2-11). Students study a form inspired by a different martial art (or animals) each term; spending time learning the form (or other Kung Fu movements) during each class as well as playing Kung Fu games. Classes are largely non-contact however there may be some supervised light contact work between Instructor and student when useful and appropriate (i.e. those of Junior Warriors age). During the classes Mats, Cones, Rubber Spots, Beanbags, Yoga Balls, Pool Noodles, Padded Sticks, Padded Whackers, Rope, Boxing Gloves and Focus Pads may be used. Each class has one Lead Instructor with as many additional Assistant Instructors as needed to ensure effective running of the class.

Information About the Venues:

Hills Road Sports & Tennis Centre - The Viewing Gallery, The Multipurpose Room

Homerton Early Years Centre - The Rainbow Room

Landmark International School - Main Hall

Netherhall Sports Centre - Dance Studio, Pavilion Room, Martial Arts Studio, Blue Gym, The Atrium

Perse Prep School - Main Hall

St. Faith's School - Ashburton Hall

St. John's College School - Main Hall (Senior House), Drama Studio (Senior House), Music Room (Senior House), Song School (Senior House), Main Hall (Byron House), Library (Byron House), Music Room (Byron House)

St. Mary's School - Main Hall

The Pelican School - Main Hall

Trumpington Meadows Primary School - Main Hall, Dance Studio, Community Room

University of Cambridge Primary School - Sports Hall

Other Misc Venues as deemed fit for purpose by Cambridge Kung Fu Instructors

PLEASE NOTE: Any permanent changes at the venue, or to the classes, must be brought to the Health & Safety Officer's attention so an updated Risk Assessment can be carried out

Hazard?	Who Might be Harmed?	Risk Level?	Control Measures?	Actioned By?	When?	Revised Risk Level?
Slips, Trips, Falls Resulting in Injury	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Inspect condition of flooring and check for damage - Ensure any dangerous areas are cordoned off and/or adapt games and activities accordingly <ul style="list-style-type: none"> - Report any maintenance defects where applicable - Inspect cleanliness of floor; sweep if necessary and/or report any issues where applicable - Ensure all personal possessions are stored appropriately (i.e. tidily and/or away from training area where possible) - Ensure exits and walkways are kept clear of equipment and other obstacles <ul style="list-style-type: none"> - Ensure training mats do not overlap when in use - Ensure training mats and equipment are stored away from the training area (where possible) when not in use - Ask students to remove socks wherever possible (if this is not possible, due to injury/veruccas ask them to keep on one sock only). If this is not possible assess the suitability of the planned activities and the flooring and adjust accordingly - Ensure any spillages are cordoned off and cleaned up immediately (contact a caretaker if available/necessary) - Ensure students are only permitted to climb approved equipment (and under supervision) 	Instructors, Students, Spectators	Every Lesson	Low
Faulty Fixtures/Fittings Resulting in Injury	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Inspect condition of lighting and check for obvious damage (specific attention should be given to theatrical lights where applicable) - Inspect any other permanent fixtures such as Heaters/Radiators, Artwork, Noticeboards/Whiteboards etc. and check for obvious damage - Assess whether the class can continue if dangerous fixtures/fittings are discovered <ul style="list-style-type: none"> - Report any maintenance defects where applicable 	Instructors	Every Lesson	Low
Poor Storage of Equipment Resulting in Damage or Injury	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Ensure all equipment/furniture (inc. Soft Play, Climbing Towers, Chairs etc.) is stacked at a safe height, in a secure and balanced way and away from the training area (where possible) - Ensure exits and walkways are kept clear of equipment and other obstacles - Ensure equipment is stored appropriately to avoid long term damage when not in use <ul style="list-style-type: none"> - Ensure training mats and equipment are stored away from the training area (where possible) when not in use - Ensure any large 'roll out' mats are stored in such a way as to avoid them falling - Ensure any larger pieces of equipment (especially the 'roll out' mats) are carried/moved safely by Instructors only, unless students are specifically supervised/instructed 	Instructors, Students	Every Lesson	Low

Defective Training Equipment Resulting in Injury	Instructors and/or Students	Medium	<ul style="list-style-type: none"> - Inspect all equipment regularly for damage - Ensure any defective/dangerous equipment is removed from use immediately - Report any faulty equipment - Line Managers to ensure all equipment is properly maintained (and tested where appropriate), repaired or replaced 	Line Mangers, Instructors, Students	Whenever Used	Low
Misuse of Training Equipment Resulting in Injury	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Ensure equipment is generally only used by appropriately trained Instructors (unless students are specifically supervised/instructed) - Ensure students are instructed as to when, and how, to use equipment appropriately - Ensure equipment is only used in the manner prescribed by Cambridge Kung Fu - Ensure students are not left unsupervised with equipment - Instructors may ask fellow Instructors, or students, that they feel are acting in a manner likely to cause injury, to stop 	Instructors, Students	Whenever Used	Low
Ball Games Causing Damage to the Training Space and/or Injury (inc. Lighting or Ceiling Tile Damage or Falling, Equipment Falling/Being Knocked Over)	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Inspect training space for potential hazards (especially Low Hanging Lights, Low Ceilings and Projectors) and adapt the games and activities accordingly - Ensure Yoga Balls are appropriately inflated - Ensure Yoga Balls are generally only used by appropriately trained Instructors (unless students are specifically supervised/instructed) - Line Managers to ensure Instructors are trained in the appropriate use of the Yoga Balls i.e. proper control/power - Ensure students are instructed as to when, and how, to use Yoga Balls appropriately - Ensure students are not left unsupervised with the Yoga Balls - Instructors may ask fellow Instructors, or students, that they feel are acting in a manner likely to cause injury, to stop 	Line Mangers, Instructors, Students	Whenever Used	Low
Collision with Objects or Other Persons in Training Resulting in Injury	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Line Managers to ensure that class sizes kept at a safe level with an appropriate number of instructors assigned to each class - Ensure that there is adequate space to train for the planned activities - Be aware of changes to the normal training space (such as staging being assembled) and adapt the class/activities accordingly - Inspect training area for potential hazards such as Heaters/Radiators, Low Ceilings, Low Beams, Low Hanging Lights, Sharp Corners, Wall Fixtures, Artwork, Noticeboards/Whiteboards and any other Equipment/Furniture in the room and adapt the class/activities accordingly - Inspect cleanliness of floor; sweep if necessary and/or report any issues where applicable - Ensure personal possessions are stored appropriately (i.e. tidily and/or away from training area where possible) - Ensure exits and walkways are kept clear of equipment and other obstacles - Ensure doors into the training space are closed wherever possible - Ask spectators to watch at a safe distance 	Line Mangers, Instructors, Students	Every Lesson	Low

			<ul style="list-style-type: none"> - Ensure mats do not overlap when in use - Ensure training mats and equipment are stored away from the training area when not in use - Ask students to remove socks wherever possible (if this is not possible, due to injury/verruccas ask them to keep on one sock only). If this is not possible assess the suitability of the planned activities and the flooring and adjust accordingly - Instructors may ask students, or fellow Instructors, that they feel are acting in a manner likely to cause injury, to stop - Report any permanent changes to the room to a Line Manager ASAP 			
<p>Training Injuries</p> <p>(inc. Sprains, Strains, Muscle Aches, Superficial Cuts, Scrapes, Grazes, Bruises, Carpet Burns, Nose Bleeds, Broken Bones, Dislocations, Eye Injuries)</p>	Instructors and/or Students	Medium	<ul style="list-style-type: none"> - Advise students to wear appropriate clothing (Kung Fu uniform) - Instructors to ensure they are wearing approved Kung Fu uniform - Advise students (and Instructors) to remove any watches and jewellery, or cover ear studs with surgical tape/plasters where necessary - Advise students (and Instructors) to tie back long hair where necessary - Advise students (and Instructors) to ensure finger nails are not too long - Ensure parents (and teachers) are asked to make Instructors aware of any prior injuries or medical conditions <ul style="list-style-type: none"> - All Leaders to ensure they have read their students' medical information and carry this with them in their Class Folders - Ensure planned activities are adapted for those with prior injuries or medical conditions <ul style="list-style-type: none"> - Instructors may ask students, or fellow Instructors, that they feel are acting in a manner likely to cause injury, to stop - Instructors may ask students, or fellow Instructors, to stop training if they witness any distress - Line Managers to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has it's own First Aider - First Aid Trained Instructor/Staff Member to assess whether student should continue training after sustaining an injury 	Line Managers, Instructors, Students, Parents/Teachers	Every Lesson	Low
<p>Training Fatigue</p> <p>(inc. Dehydration, Muscle Fatigue, Sore/Stiff Joints, Dizziness, Hyperventilation, Nausea/Vomiting, Asthma Attack, Collapse/Unconsciousness Seizures, Tummy Aches/General Aches, Headaches, Cramps)</p>	Instructors and/or Students	Medium	<ul style="list-style-type: none"> - Advise Students to wear appropriate clothing (Kung Fu uniform) - Instructors to ensure they are wearing approved Kung Fu uniform - Ensure parents (and teachers) are asked to make Instructors aware of any prior injuries or medical conditions <ul style="list-style-type: none"> - All Leaders to ensure they have read their students' medical information and carry this with them in their Class Folders - Ensure planned activities are adapted for those with prior injuries or medical conditions <ul style="list-style-type: none"> - Assess suitability of the planned activities for the class (taking into consideration room and/or outside temperature, exertion levels, student abilities) - Encourage students to bring water to class and to drink regularly 	Line Managers, Instructors, Students, Parents/Teachers	Every Lesson	Low

			<ul style="list-style-type: none"> - during the session during the scheduled drinks breaks - Encourage students to take additional breaks if needed - Instructor may ask any students, or fellow Instructors, that they feel is acting in a manner likely to cause injury, to stop - Instructors may ask students, or fellow Instructors, to stop training if they witness any distress - Line Managers to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has it's own First Aider - First Aid Trained Instructor/Staff Member to assess whether student should continue training after experiencing training fatigue 			
Severe Allergic Reaction or Anaphylaxis	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Ensure all 'Community Class' students complete a Details Form which specifically asks about medical conditions - All Leaders to ensure they have read their students' medical information and carry this with them in their Class Folders - Ensure all Instructors have been made aware of any severe student allergies and any treatment plans i.e. epipens for specific students in their classes - Ensure all Before/After-School and In-Curriculum Class staff have been made aware of the relevant School's anaphylaxis policies procedures (including location of Allergy Kits if necessary) - Ensure that students attending Camps are asked not to bring nuts in their packed lunches - Line Managers to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has it's own First Aider (trained in dealing with Anaphylaxis) 	Line Managers, Instructors, Students, Parents/Teachers	Every Lesson	Low
Choking	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Ensure that no snacks or chewing gum are consumed during training - Line Managers to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has it's own First Aider (trained in dealing with Choking) 	Line Managers, Instructors, Students	Every Lesson	Low
Burns/Scalds	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Ensure any heaters/radiators are not hot enough to cause a burn - Ensure that heaters/radiators are not misused i.e. sat on, stood on, used to store water bottles on - Ensure students supervised closely in any room with a 'Boiling Water Tap' (i.e. the Netherhall Pavilion Room) - Line Managers to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has it's own First Aider (trained in dealing with Burns/Scalds) 	Line Managers, Instructors, Students	Every Lesson	Low
Fire Resulting in Injury or Death	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Line Managers to ensure Fire Drills are conducted each term - Ensure Instructors and students are familiar with the location of fire exits and fire assembly points - Ensure exits and walkways are kept clear of equipment and other obstacles - Ensure that no smoking rules are adhered to at all venues - Ensure Instructors are familiar with the location of fire extinguishers and break glass points (where available) 	Line Managers, Instructors, Students	Every Lesson	Low

			<ul style="list-style-type: none"> - Ensure any heaters/radiators are not hot enough to cause a burn - Ensure that heaters/radiators are not misused i.e. sat on, stood on, used to store water bottles on 			
Poor Response to Accidents/Injury/Incidents Leading to Further Harm	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Line Managers to ensure class sizes are kept at a safe level with an appropriate number of Instructors assigned to each venue or that venue has it's own First Aider - Ensure you have First Aid Kit readily available at every venue or that venue has it's own First Aider - Line Managers to ensure First Aid Kits are checked and re-stocked regularly <ul style="list-style-type: none"> - Line Managers to ensure 'First Aid Kit Usage Reports' and 'Incident/Accident Report Forms' are available in First Aid Kits and Instructor Folders - Ensure gloves are worn when delivering First Aid - Line Managers to ensure all staff have received, and read, a copy of the Company Handbook which includes a Health and Safety Policy - Ensure all Before/After-School and In-Curriculum Class staff have been made aware of the relevant School's First Aid Policy and procedures - Line Managers to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has it's own First Aider - Line Managers to ensure that regular Health & Safety Training is provided - Line Managers to ensure that all Instructors, even those without First Aid training, are aware of their role during an emergency situation - Line Managers to ensure that all Instructors are aware of how to identify, and respond to, head injuries - Ensure all 'Community Class' students are asked to provide signed consent to administer First Aid <ul style="list-style-type: none"> - Ensure all 'Community Class' students complete a Details Form which specifically asks about medical conditions - All Leaders to ensure they have read their students' medical information and carry this with them in their Class Folders (as well as Next of Kin details) - Ensure all Instructors have CKF HQ and Rota Phone Numbers stored in their personal Mobile Phones <ul style="list-style-type: none"> - Line Mangers to ensure all First Aid Kit Usage Reports and Incident/Accident Report Forms are reviewed - Line Mangers to ensure any relevant Incidents/Accidents are reported to RIDDOR 	Line Managers, Instructors, Students, Parents/Teachers	If Situation Arises	Low
Contraction of Infectious Diseases from Blood/Bodily Fluids	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Ensure parents (and teachers) are asked to make Instructors aware of any prior illnesses/conditions - Ensure gloves are worn when dealing with blood or other bodily fluids <ul style="list-style-type: none"> - Ensure all cuts are promptly cleaned and dressed 	Instructors, Parents/Teachers	If Situation Arises	Low

			<ul style="list-style-type: none"> - Ensure any residual blood/bodily fluids on the floor, mats and/or any equipment is cleaned immediately using appropriate equipment/products (a caretaker should be contacted if available) - Ensure all blood spillages are reported to the venue - Ensure anything used to clean blood/bodily fluids is disposed of appropriately - Ensure you are vigilant for superficial injuries sustained during training 			
<p>Child/Vulnerable Adult Protection Issues Resulting in Physical or Psychological Damage</p> <p>(inc. Bullying, Abuse of a Child by another Child, Abuse of a Child by an Instructor, Abuse of a Child by a Member of the Public, Students Absconding, Students Leaving Unaccompanied, Uncollected Students)</p>	Students and/or Instructors Under 18	Medium	<ul style="list-style-type: none"> - Line Managers to ensure all relevant staff have DBS checks - Line Managers to ensure all staff have received, and read, a copy of the Company Handbook which includes a comprehensive Child Protection Policy Protection and Anti-Bullying Policy - Line Managers to ensure all staff receive regular Child Protection Training particularly in identifying the signs/symptoms of abuse - Ensure all Before/After-School and In-Curriculum Class staff are aware of the relevant School's Child Protection Policy and location of LOC Forms (and have regular supervision meetings with the school in an Early Years setting) - Ensure all Before/After-School and In-Curriculum Class staff are aware of the relevant procedure if children are absent - Line Managers to ensure all Instructors are trained in 'Pick Up' procedure - Ensure students are supervised within the class at all times - Ensure students seek permission before leaving the room - Ensure a register and/or headcount is taken at every class - Ensure the 'Buddy System' is in operation during Toilet Breaks where necessary - Ensure younger children (i.e. Tiny Tigers) are accompanied on Toilet Breaks <ul style="list-style-type: none"> - Ensure students do not enter storage cupboards - Only children with written permission allowed to go home unaccompanied - Ensure all 'strangers' are challenged - Line Managers to ensure any reported incidences of bullying or suspected abuse are dealt with swiftly and in accordance with Company (and any relevant School) Policy (in liaison with any Schools if necessary) - Line Managers to ensure that Instructors who are under 18 do not work above the appropriate number of hours or outside the appropriate times - Line Managers to ensure that Instructors who are under 18 have been appropriately trained in their Child Protection duties - Line Managers to ensure that Instructors who are under 18 have been provided with appropriate Health and Safety training 	Line Managers, Instructors, Students	Every Lesson	Low
Aggressive Behaviour from Students, their Parents/Guardians,	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Line Managers to ensure class sizes are kept at a safe level with an appropriate number of Instructors assigned to each class - Ensure all Instructors have CKF HQ, Rota Phone and fellow 	Line Managers, Instructors	Every Lesson	Low

Instructors or Other Venue Users			<ul style="list-style-type: none"> Instructors Phone Numbers stored in their personal Mobile Phones - Instructors provided with Health & Safety Training which includes dealing with aggressive situations - Instructors may end a session if they feel uncomfortable/unsafe teaching and report the incident immediately to a Line Manager 			
<p>Unexpected, Last Minute, Changes Leading to Unsafe Classes</p> <p>(inc. Instructor Absence, Sudden Instructor Illness, Room Change, No Room Access)</p>	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Line Managers to ensure class sizes are kept at a safe level with an appropriate number of Instructors assigned to each class - Ensure all Instructors have CKF HQ, Rota Phone and fellow Instructors Phone Numbers stored in their personal Mobile Phones - Instructors provided with Health & Safety Training which includes dealing with unexpected, last minute, changes - In the event of a last minute change Instructors should perform a dynamic Risk Assessment looking at the suitability of the training space, class plan and check for any new/additional hazards - Instructors may end a session if they feel uncomfortable/unsafe teaching and report the incident immediately to a Line Manager 	Instructors	If Situation Arises	Low
<p>Illness or Injury caused by Training Outside/the Weather</p> <p>(inc. Heatstroke/Sunstroke, Sunburn, Sun Damage, Dehydration)</p>	Instructors, Students and/or Spectators	Medium	<ul style="list-style-type: none"> - Advise students to wear appropriate clothing for the weather (covering up against the sun, keeping warm when it's cold) - Advise students to use sun protection when appropriate (i.e sun cream and sun hat) - Assess suitability of the planned activities for the class (taking into consideration outside temperature, exertion levels, student abilities) - Encourage students to bring water to class and to drink regularly during the session during the scheduled drinks breaks - Encourage students to take additional breaks if needed - Instructor may ask any students, or fellow Instructors, that they feel is acting in a manner likely to cause injury, to stop - Instructors may ask students, or fellow Instructors, to stop training if they witness any distress - Instructors may cancel the class if it is deemed unsafe to continue due to the weather (i.e. too hot, too cold, too wet) - Line Managers to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each class or that venue has it's own First Aider - First Aid Trained Instructor/Staff Member to assess whether student should continue training after experiencing any injury/illness 	Instructors	If Situation Arises	Low

Risk Assessment Verified By:
Ross Sargent

Date:
31/01/2021

Risk Assessment Review Date:
31/01/2022