Cambridge Kung Fu

Risk Assessment Form

Subject of Risk Assessment:	Risk Assessment Conducted By:	Date:
Cambridge Kung Fu Adults Classes, Private Lessons, Camps, Workshops/Seminars (Led by CKF Instructors) & Taster Sessions	Laura Sargent	24/2/26

General Information About the Activity:
Students in the classes are normally aged 16 and above however some exceptions may be made if students meet an acceptable standard (in terms of maturity and ability). Students train in Wing Chun, Escrima Concepts, Tai Chi Chuan and Self Defence, all of which may involve contact between the students and/or Instructors. During the classes Mats, Padded Sticks, Boxing Gloves, Focus Pads, Mitts, Shin Pads, Training Weapons (e.g. non-sharp sticks, non-sharp knives, non-sharp machetes, non-sharp swords or other non-sharp training blades), Head Guards, Groin Guards, Mouth Guards, Escrima Armour and Armoured Gloves may be used (and other equipment as necessary). 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 and Tennis Centre - Viewing Gallery, The Studio, Crickets Nets, Squash Court
The Scout Hut - Flamsteed Road
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.
The Management Team currently refers to Col, Ross and Laura.

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	- Inspect condition of flooring and check for damage - Ensure any dangerous areas are cordoned off and/or adapt the class plan accordingly - 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 - 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 - Ensure students and Instructors are wearing suitable footwear - Ensure any spillages are cordoned off and cleaned up as soon as it is safe to do so (contact a caretaker if available/necessary)	Instructors, Students, Spectators	Every Lesson	Low
Faulty Fixtures/Fittings Resulting in Injury	Instructors, Students and/or Spectators	Medium	- 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, Notice Boards/Whiteboards etc. and check for obvious damage - Assess whether the class can continue if dangerous fixtures/fittings are discovered - 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	- Ensure all equipment/furniture 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 - Ensure training mats and equipment are stored away from the training area (where possible) when not in use - Ensure any larger pieces of equipment are carried/moved safely	Instructors, Students	Every Lesson	Low
Defective Training Equipment Resulting in Injury	Instructors and/or Students	Medium	- Inspect all equipment regularly for damage - Ensure any defective/dangerous equipment is removed from use immediately - Report any faulty equipment - Class Leaders to ensure all equipment is properly maintained (and tested where appropriate), repaired or replaced	Management Team, Instructors, Students	Whenever Used	Low
Misuse of Training Equipment Resulting in Injury	Instructors, Students and/or Spectators	Medium	- 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 newer students are not left unsupervised with equipment (if necessary). - 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
Collision with Objects or Other Persons in Training Resulting in Injury	Instructors, Students and/or Spectators	Medium	- Management Team and Class Leaders 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 plan accordingly - Inspect training area for potential hazards such as Heaters/Radiators, Low Ceilings, Low Beams, Low Hanging Lights, Sharp Corners, Wall Fixtures, Artwork, Notice Boards/Whiteboards and any other	Management Team, Instructors, Students	Every Lesson	Low

			Equipment/Furniture in the room and cordon off or adapt the class plan 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 - Ensure mats do not overlap when in use - Ensure training mats and equipment are stored away from the training area when not in use - Ensure students and Instructors are wearing suitable footwear - 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 Management Team ASAP			
Training Injuries (inc. Sprains, Strains, Muscle Aches, Superficial Cuts, Scrapes, Grazes, Bruises, Carpet Burns, Nose Bleeds, Broken Bones, Dislocations, Eye Injuries)	Instructors and/or Students	Medium	- Advise students to wear appropriate clothing - Instructors to ensure they are wearing appropriate clothing - 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 fingernails are not too long - Ask students to make Instructors aware of any prior injuries or medical conditions - All Instructors to ensure they have read their students' medical information and leaders to carry this with them in their Class Folders/ipad - Ensure planned activities are adapted for those with prior injuries or medical conditions - Ensure students and Instructors participate in a warm up at the beginning of each session where possible - Ensure students understand how to train safely in the environment they are in and monitor this - Ask students to moderate their own behaviour in response to their partners experience - Ensure mats are used during groundwork where appropriate - 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 - Management Team to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has its own First Aider - First Aid Trained Instructor/Staff Member to assess whether student should continue training after sustaining an injury and be mindful of how that student is getting home.	Management Team, Instructors, Students	Every Lesson	Low
Training Fatigue (inc. Dehydration, Muscle Fatigue, Sore/Stiff Joints, Dizziness, Hyperventilation,	Instructors and/or Students	Medium	- Advise students to wear appropriate clothing - Instructors to ensure they are wearing appropriate clothing - Ensure students are asked to make Instructors aware of any prior injuries or medical conditions - All Instructors to ensure they have read their students' medical information and Class Leaders to carry this with them in their Class Folders/iPads. - Ensure planned activities are adapted for those with prior injuries or medical conditions - Ensure students and Instructors participate in a warm up at the beginning of each session where possible - 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 during the session during the scheduled drinks breaks	Management Team, Instructors, Students	Every Lesson	Low

Nausea/Vomiting, Asthma Attack, Collapse/Unconsciousness Seizures, Stomach Aches/General Aches, Headaches, Cramps)			- 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 - Management Team to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has its own First Aider - First Aid Trained Instructor/Staff Member to assess whether student should continue training after experiencing training fatigue and be mindful of how that student is getting home.			
Severe Allergic Reaction or Anaphylaxis	Instructors, Students and/or Spectators	Medium	- Ensure all students complete a Details Form which specifically asks about medical conditions - All Leaders and assistants to ensure they have read their students' medical information and Leader's to carry this with them in their Class Folders/ipads. - 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 - Management Team to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has its own First Aider ((who knows how and when to use an epi-pen.))	Management Team, Instructors, Students	Every Lesson	Low
Choking	Instructors, Students and/or Spectators	Medium	- Ensure that no snacks or chewing gum are consumed during training - Management Team to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has its own First Aider (trained in dealing with Choking)	Management Team, Instructors, Students	Every Lesson	Low
Burns/Scalds	Instructors, Students and/or Spectators	Medium	- 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 - Management Team to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has its own First Aider (trained in dealing with Burns/Scalds)	Management Team, Instructors, Students	Every Lesson	Low
Fire Resulting in Injury or Death	Instructors, Students and/or Spectators	Medium	- 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) - 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	Management Team, Instructors, Students	Every Lesson	Low
Poor Response to Accidents/Injury/Incidents Leading to Further Harm	Instructors, Students and/or Spectators	Medium	- Management Team and Class Leaders to ensure class sizes are kept at a safe level with an appropriate number of Instructors assigned to each class - Ensure you have First Aid Kit readily available at every venue - Designated First Aider to ensure First Aid Kits are checked and re-stocked regularly -- Designated First Aider to ensure 'First Aid Kit Usage Reports' and 'Incident/Accident Report Forms' are available in First Aid Kits/ Instructor Folders - Ensure gloves are worn when delivering First Aid where needed - Management Team to ensure all staff have received, and read, a copy of the Company Handbook which includes a Health and Safety Policy - Management Team to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each venue or that venue has its own First Aider - Management Team to ensure that regular Health & Safety Training is provided	Management Team, Class Leaders, Instructors. Students	If Situation Arises	Low

			- Management Team to ensure that all Instructors, even those without First Aid training, are aware of their role during an emergency situation - Management Team to ensure that all Instructors are aware of how to identify, and respond to, head injuries - Ensure all students are asked to provide consent to administer First Aid - Ensure all students complete a Details Form which specifically asks about medical conditions - Ensure new students are asked about medical behavioural issues to be aware of. - All Leaders and assistants to ensure they have read their students' medical information and Class Leaders to carry this with them in their Class Folders/ipad (as well as emergency contact details) - Ask all Instructors have Rota Phone Numbers stored in their personal Mobile Phones - Designated first aider to ensure all First Aid Kit Usage Reports and Incident/Accident Report Forms are reviewed - Management Team and Class Leaders to ensure any relevant Incidents/Accidents are reported to RIDDOR			
Contraction of Infectious Diseases from Blood/Bodily Fluids or other sources of infection	Instructors, Students and/or Spectators	Medium	- Ensure students are asked to make Instructors aware of any relevant illnesses/conditions - Ensure gloves are worn when dealing with blood or other bodily fluids - Ensure all cuts are promptly cleaned and dressed - Ensure any residual blood/bodily fluids on the floor, mats and/or any equipment is cleaned immediately using appropriate equipment/products by someone 18 or over who knows the protocol (a caretaker should be contacted if appropriate) - Ensure all blood spillages are reported to the venue where appropriate - Ensure anything used to clean blood/bodily fluids is disposed of appropriately - Ensure you are vigilant for superficial injuries sustained during training (particularly pad work) - Sanitise mats at regular intervals if used with bare feet	Instructors	If Situation Arises	Low
Child/Vulnerable Adult Protection Issues Resulting in Physical or Psychological Damage (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 and/or Instructors Under 18	Medium	- Management Team to ensure all relevant staff have DBS checks - Management Team 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 - Management Team to ensure all staff receive regular Child Protection Training particularly in identifying the signs/symptoms of abuse - Ensure a register and/or headcount is taken at every class - Avoid where possible instructors being in a private one-to-one situation with a student under 18 - Ensure students under 18 do not enter storage cupboards - Ensure all 'strangers' are challenged - Management Team to ensure any reported incidences of bullying or suspected abuse are dealt with swiftly and in accordance with Company policy. - Management Team to ensure that Instructors who are under 18 do not work above the appropriate number of hours or outside the appropriate times - Management Team to ensure that Instructors who are under 18 have been appropriately trained in their Child Protection duties - Management Team to ensure that Instructors who are under 18 have been provided with appropriate Health and Safety training	- Management Team, Instructors, Students	Every Lesson	Low
Aggressive or Inappropriate Behaviour	Instructors, Students and/or	Medium	- Management Team and Class Leaders to ensure class sizes are kept at a safe level with an appropriate number of Instructors assigned to each class - Instructors to ensure someone always knows where/when they are teaching.	Management Team, Class	Every Lesson	Low

from Students, Instructors or Other Venue Users	Spectators		- Instructors to avoid teaching alone in a venue where possible - Instructors to ensure they have the means to contact others if necessary - Ask all Instructors to have Rota Phone and (fellow Instructors Phone Numbers where appropriate) stored in their personal Mobile Phones - Instructors provided with Health & Safety Training which includes dealing with aggressive situations - Ensure student interactions are monitored and training partner changes implemented where necessary - Instructors may end a session if they feel uncomfortable/unsafe teaching and report the incident immediately to Management team	Leaders, Instructors		
Unexpected, Last Minute, Changes Leading to Unsafe Classes (inc. Instructor Absence, Sudden Instructor Illness, Room Change, No Room Access)	Instructors, Students and/or Spectators	Medium	- Management Team to ensure class sizes are kept at a safe level with an appropriate number of Instructors assigned to each class - Ask all Instructors to have Rota Phone and fellow Instructors Phone Numbers (where appropriate) 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	Management Team, Instructors	If Situation Arises	Low
Illness or Injury caused by Training Outside/the Weather (inc. Heatstroke/Sunstroke, Sunburn, Sun Damage, Dehydration)	Instructors, Students and/or Spectators	Medium	- 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) - Inspect ground for hazards - Assess suitability of the environment for the class and ensure students know how to behave and train safely in the environment - 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) - Management Team to ensure that at least one 'Emergency First Aid at Work' Trained staff member is rota'd in each class or that venue has its own First Aider - First Aid Trained Instructor/Staff Member to assess whether student should continue training after experiencing any injury/illness and be mindful of how that student is getting home.	Instructors	If Situation Arises	Low
Improper Manual Handling	Instructors	Medium	- Ensure high shelves are used for light objects only - Avoid lifting objects that appear too heavy to handle - Do not carry too many objects down the stairs at once.	Instructors	If Situation Arises	Low

Resulting in Injury						

Risk Assessment Verified By: Col Maggs	Date: 12/03/2026	Risk Assessment Review Date: 12/03/2027