Cambridge Kung Fu

Risk Assessment Form

Subject of Risk Assessment:	Risk Assessment Conducted By:	Date:
Cambridge Kung Fu Kids Classes, Private Lessons, Workshops/Seminars (Led by CKF Instructors), Parties, Camps & Taster Sessions	Laura Sargent	24/02/26

General Information About the Activity:
Students in the classes are Tiny Tigers (aged 4 until School Year 1), Little Dragons (School Year 2 and 3) or Junior Warriors (School Year 4-6), Snow Leopards (students of varying ages with additional needs) or Students in our In-Curriculum Classes (aged 4-11) - note that kids ages in classes may vary dependent on circumstances. 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 is supervised pad work and light contact work between Instructor and student when useful and appropriate. During the classes Mats, Cones, Rubber Spots, Beanbags, Yoga Balls, Dodge Balls, Pool Noodles, Padded Sticks, Padded Whackers, Rope, Boxing Gloves, Kick Shields and Focus Pads 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 possible Venues:
Hills Road Sports & Tennis Centre - The Viewing Gallery, The Studio, The Cricket Nets, The Squash Court
Landmark International School - Main Hall
St. John's College School - Library (Byron House)
The Pelican School - Main Hall
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. Note that access to student details as specified below may not be always appropriate for younger helpers (such as DoE students).

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 games and activities 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 is use - Ask students to remove socks wherever possible, or wear grippy socks (if this is not possible, e.g. due to injury/verrucas ask them to keep on one sock only). If this is not possible (e.g. due to wearing tights at a schools class) assess the suitability of the planned activities and the flooring and adjust accordingly - Ensure any spillages are cordoned off and cleaned up as soon as it is safe to do so (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	- 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 (inc 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 - 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 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	- Inspect all equipment regularly for damage - Ensure any defective/dangerous equipment is removed from use	Instructors, Students	Whenever Used	Low

			immediately - Report any faulty equipment - Class Leaders to ensure all equipment is properly maintained (and tested where appropriate), repaired or replaced			
Misuse of Training Equipment Resulting in Injury	Instructors, Students and/or Spectators	Medium	- 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	- 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 Balls are generally only used by appropriately trained Instructors (unless students are specifically supervised/instructed) - Class Leaders to ensure Instructors are trained in the appropriate use of the Balls i.e. proper control/power - Ensure students are instructed as to when, and how, to use Balls appropriately - Ensure students are not left unsupervised with the Balls - Instructors may ask fellow Instructors, or students, that they feel are acting in a manner likely to cause injury, to stop - Any damage to the room to be reported to the venue	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/activities 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 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	Management Team, Class Leaders, Instructors, Students	Every Lesson	Low

			- Ensure mats do not overlap when in use - Ensure training mats and equipment are stored away from the training area when not is use - Ask students to remove socks wherever possible or wear grippy socks (if this is not possible, e.g. due to injury/verrucas 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 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 finger nails are not too long - Ensure parents (and school teachers) 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 carry this with them in their Class Folders/iPad - Ensure planned activities are adapted for those with prior injuries or medical conditions - Ensure students understand how to train safely in the environment they are in and monitor this - 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, Parents/Teachers	Every Lesson	Low
Training Fatigue (inc. Dehydration, Muscle Fatigue, Sore/Stiff Joints, Dizziness, Hyperventilation, Nausea/Vomiting, Asthma Attack, Collapse/Unconsciousness Seizures, Tummy	Instructors and/or Students	Medium	- Advise students to wear appropriate clothing - Instructors to ensure they are wearing appropriate clothing - Ensure parents (and teachers) 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	Management Team, Instructors, Students, Parents/Teachers	Every Lesson	Low

Aches/General Aches, Headaches, Cramps)			- 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 - 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 it's 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 'Community Class' 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 - 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 - 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.) - All classes have a "medication box" where epi-pens are kept and taken out if the fire alarm goes off.	-Management Team, Instructors, Students, Parents/Teachers	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) - Advise children where appropriate that hot taps can be very hot	-Management Team, Instructors, Students	Every Lesson	Low
Fire Resulting in Injury or	Instructors, Students	Medium	- Class Leaders to ensure Fire Drills are conducted each term	- Class Leaders,	Every Lesson	Low

Death	and/or Spectators		- 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	Instructors, Students		
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 venue. - 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 where appropriate when delivering First Aid - Management Team to ensure all staff have received, and read, a copy of the Company Handbook which includes a Health and Safety Policy - Ensure all In-Curriculum Class staff have been made aware of the relevant School's First Aid Policy and procedures - 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 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 'Community Class' students' guardians are asked to consent to administration of First Aid for their child. - Ensure all 'Community Class' students' guardians complete a Details Form when they sign up which specifically asks about medical conditions. - Ensure new students' guardians are asked about medical/behavioural issues to be aware of. - All Instructors to ensure they have read their students' medical information and have access to this (as well as guardian 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	-Management Team, Class Leaders, Instructors. Students, Parents/Teachers	If Situation Arises	Low

			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 parents (and teachers) 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/balls at regular intervals	Instructors, Parents/Teachers	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 Absconding, Students Leaving Unaccompanied, Uncollected Students)	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 all In-Curriculum Class staff are aware of the relevant School's Child Protection Policy and location of LOC Forms (and have supervision meetings as appropriate with the school in an Early Years setting) - Ensure all In-Curriculum Class staff are aware of the relevant procedure if children are absent - Management Team to ensure all Instructors who let kids go at the end of the class are trained in 'Pick Up' procedure - Ensure students are supervised within the class at all times - Ensure students seek permission before leaving the room (and are accompanied out as appropriate) - 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 when taking them to the toilet (be aware of our protocols) - Ensure students do not enter storage cupboards - Only children with written permission allowed to go home unaccompanied where this is appropriate - 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	- Management Team, Instructors, Students	Every Lesson	Low

			Company (and any relevant School) Policy (in liaison with any Schools if necessary) - 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			
Aggressive Behaviour from Students, their Parents/Guardians, Instructors or Other Venue Users	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 - Instructors to ensure someone always knows where/when they are teaching. - 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 - Instructors may end a session if they feel uncomfortable/unsafe teaching and report the incident immediately to Management Team	- Management Team, Instructors	Every Lesson	Low
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 and Class Leaders 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 Leadership Team	- Management Team, Class Leaders, 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 - If students are outside and not with a parent ensure that you are in control of the perimeter (visually or with a barrier such as a fence) - 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	- Management Team, Instructors	If Situation Arises	Low

			- 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.			
Improper Manual Handling Resulting in Injury	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

Risk Assessment Verified By: Ross Sargent	Date: 8/4/26	Risk Assessment Review Date: 8/4/27