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| Work/Activity: Hung Leng Kuen Kung Fu Club Training Sessions |
| Lessons in traditional Kung Fu, Tai Chi, self-defence and sparring.The following sessions are every week during term time (amount, location, and times of sessions change during the summer break):

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| **Day of Week** | **Time** | **Activity** | **Location** | **Attendees** |
| Monday | 20:00-22:00 | Kung Fu | Activities Room | 30-45 |
| Tuesday | 19:30-21:30 | Tai Chi | Clubs & Socs Room | 15-25 |
| Thursday | 20:00-21:45 | Self-defence | Martial Arts Room | 40-60 |
| Saturday | 10:00-11:00 | Kung Fu (Advanced) | Clubs & Socs Room | 5-15 |
| Saturday | 11:00-13:00 | Kung Fu | Activities Room | 30-45 |
| Sunday | 12:00-13:00 | Sparring | Martial Arts Studio | 5-15 |

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| Group: Hung Leng Kuen Kung Fu Club | Assessor(s): Luke Jefferies | Contact: hungleng@soton.ac.uk |
| Guidance/standards/Reference documents  | Competence requirements |
| * Previous year’s risk assessments for same activity.
 | **Role** | **Skills, experience or qualifications:** |
| Instructor | Several years of experience in this Martial Art Style. Has achieved at least a 1st Duan Black sash and has been given permission to teach or run a club by a member of the Governing Committee. |
| Risk assessments linked |
| Fire safety and other risks that come with using Union facilities.  |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| Direct physical or personal injuries |
| Training | Strained or torn muscles and ligaments. | Participant | Thorough warm-up with instructor using correct techniques as well as careful supervision of partner work.Late comers are informed that they must take responsibility for warming up in their own time before joining the class.For all students’ first aid incidents, the members are clear that they are required to report the injury direct to the instructor to summon First Aid assistance if required. | 3 x 1 = 1 |  Risk acceptable |   |   |   |
|   Training | Joint dislocation | Participant |  Thorough coaching with correct techniques.Careful supervision of partner work.Floor areas and mats are to be inspected by the instructor before an activity and adequate steps taken. | 2 x 2 = 4 |  Risk acceptable |   |   |   |
|   Training | Bruising to arms, legs or torso | Participant during sparring or paired work |  Coach class at acceptable levels of contact and teaching of the importance of correct timing and technique.  | 3 x 1 = 3 | Risk acceptable |   |   |   |
|   Training | Concussion | Participant during sparring or paired work | Careful supervision of partner training/sparring in addition to careful coaching at acceptable levels of contact. Advise instructor drawing his/her attention to dangers of contact with obstaclesOnly experienced members are allowed to spar with each other in a free manner. Beginner’s sparring is very rigidly regulated by an instructor. |  2 x 2 = 4 | Risk acceptable |   |   |   |
|   Training | Loss of teeth | Participant during sparring or paired work |  Careful supervision or partner training/sparring in addition to careful coaching at acceptable levels of contact. Gum-shields are mandatory in all competitions and contact sparringOnly experienced members are allowed to spar with each other in a free manner. Beginner’s sparring is very rigidly regulated. |  2 x 2 = 4 |  Risk acceptable |   |   |   |
|   Training | Broken skin or cuts | Participant wearing jewellery or watch | Prohibit the wearing of any form of jewellery during training. If jewellery cannot be removed, then it should be taped over. | 2 x 1 = 2 |  Risk acceptable |   |   |   |
|   Training | Blisters or cut feet | Participant | Predominantly a problem experienced by novices, as the body becomes more conditioned through continuous training the skin becomes more robust and less likely to blister/cut. Novices are encouraged to train regularly. Bare foot training is only usually carried out on mats.The session instructor is responsible for making sure that the training area is free from debris.  | 2 x 1 = 2 | Risk acceptable |   |   |   |
|   Training | Muscle fatigue, cramps, stiff joints | Participant | It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches. Instructors should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if they feel that they are unfit or unwell.  | 3 x 1 = 3 |  Risk acceptable |   |   |   |
|   Training | Injury to head, neck or spine | Participant | It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches. Instructors should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if they feel that they are unfit or unwell.Injuries of this nature are extremely rare, and the small risks that do exist are reduced still further by observance of good kwoon etiquette and by being observant and considerate to others during practice. During class activities first aid will be sought in the event of a head injury.  |  1 x 3 = 3 | Risk acceptable |   |   |   |
|   Training | Unconsciousness caused by blow to the head | Participant | Immediately report injuries to the instructor for medical assistance, reporting of accident to the Emergency services etc. All members should be clear of the need to know to who and how to report accidents.  |  1 x 3 = 3 | Risk acceptable |   |   |   |
|   Training | Dizziness, hyperventilation and nausea | Participant | Dizziness and hyperventilation can occur during strenuous exercise in less well-conditioned people, and is generally alleviated by improved physical condition. Nausea can also result from eating a large meal too soon before training and members are aware to avoid this. |  3 x 1 = 3 | Risk acceptable |   |   |   |
|   Training |  Dehydration | Participant | Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate hydration before training, and to re-hydrate adequately during and after training. In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles to the kwoon and the coaches will allow for regular breaks to enable them to re-hydrate.  |  3 x 1 = 3 | Risk acceptable |   |   |   |
|   Training |  Seizures from over-exertion or contra-indications | Participant | Instructors are to advise novices of physical exertion levels that will be encountered and so provide reasonable recovery periods during training, particularly after demanding elements of training. Instructors are aware at the beginning of training of any medical issues of its members which may prove to be a problem when taking part in the sport. |  1 x 3 = 3 | Risk acceptable |   |   |   |
| General risks |
| Training | Enrolling novices with no prior Martial Arts experience | Beginners | All training sessions will involve a warm up session and a run through the basic techniques. Students of different abilities will then be taught according to their grade.A detailed grading syllabus is taught.  | 2 x 1 = 2 | Risk acceptable |  |  |  |
| Training | Qualification/registration and insurance of instructors | Participant | All instructors must have at least a 1st Duan Black sash and must be given permission to teach or run a club by a member of the Governing Committee. The Head of Federation ensures instructors are suitably qualified and insured. | 1 x 3 = 3 | Risk acceptable |  |  |  |
| Training | Lack of qualified instructor at a session | Participant | There is always at least one qualified instructor at each session to guarantee safe practice. If for any reason a qualified Instructor is not present, then the session is cancelled. | 1 x 3 = 3 | Risk acceptable |  |  |  |
| Training | Specialist and safety equipment | Participant | Specialist equipment is used for sparring. This includes fist mitts/gloves, hood, feet pads, shin pads, gum shields and groin protector. The instructor will ensure suitable protective equipment is worn taking into account the level of contact. | 2 x 2 = 4 | Risk acceptable |  |  |  |
| Training | Injured spectator | Spectator, through collision or being landed on by a participant | Spectators are warned of possible collision with the members while they are training. The instructor makes sure that sparring partners are kept away from the spectators’ area. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Any club event | Not knowing a student’s medial conditions | Student with medical condition | New members are told to report any medical conditions to the instructor.The registration form includes a section for any existing medical conditions.Instructors should ensure that all members are aware of the risk assessment and procedures. | 1 x 3 = 3 | Risk acceptable |  |  |  |
| Training | Fire | Attendees of a club event | Instructors are aware of exits from the building and are responsible for clearing the Kwoon if the Fire Alarms sound. Instructors and members are to inform the Site Manager on duty if exits are blocked or locked. | 1 x 3 = 3 | Risk acceptable |  |  |  |
| Training | Issues with the facility that could lead to injury (lighting, heating, ventilation, mats) | Attendees of a club event | The instructor notifies the Facilities Manager of any facility faults which need to be repaired. | 2 x 2 = 4 | Risk acceptable |  |  |  |
| Competitions |
| Competition | Regional, national, and international competitions | Competitor | Although our club is rarely involved in competitions, all events entered are organised by various governing bodies and will have appropriate venues and first aid cover.  | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Weapons Training |
| Training | Injury from bladed or wooden weapons | Participant | Metal weapons will only be used for forms training and not paired training. Sparring will not take place with weapons. Paired training will only take place with wooden weapons and be closely supervised. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Self-inflicted injury | Participant | There are no sharp edges or points on the training weapons | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Being struck by another participant | Participant | There are no sharp edges or points on the training weapons.Rubber or wooden only for self-defence training.Ensure students practice at a pace at which they will not lose control. Keep bystanders out of training area Form work: ensure each student has sufficient space to carry out assigned form without coming within weapons reach of another individual. Self-defence: keep pairs of students at sufficient distance they cannot accidentally strike neighbouring pairs. When demonstrating technique, instructor must ensure non-participating individuals keep their distance  | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Injury from accidentally thrown weapon | Attendee of a training session | There are no sharp edges or points on the training weapons.Ensure students practice at a pace at which they will not lose control. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Children and vulnerable adults |
| Any club event | Any form of abuse from any member of the Federation | Any persons attending a club event | All instructors and volunteers are carefully selected and must be CRB checked. All instructors and senior students to be made aware of the Child protection policy, and all guidance and good practice in the Federation Child Protection policy to be followed. A Welfare Officer will be designated and made known to participants.  | 1 x 3 = 3 | Risk acceptable |  |  |  |

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| Reviewed By: | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |