

| ASSESSMENT DETAILS | | | | |
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| | Risk Assessment Date: [ENTER DATE HERE] | | | |
| | Risk Assessment Location: [ENTER LOCATION HERE] | | | |
| | Risk Assessment Performed By: [ENTER ASSESSOR NAME HERE] | | | |
| REF | AREA | YES/NO | If NO Severity | If NO Please detail steps to mitigate Risk |
| 1 | ROOM | | | |
| 1.1 | Is the minimum height of the ceiling 3.5 metres with no objects hanging below this level? (If weapons are used a greater height is needed). | | | |
| 1.2 | Are all windows above 6 feet in height or covered in protective mesh; and consist of shatterproof glass? | | | |
| 1.3 | If there are doors near, or on, the edge of the mat do they open outwards, away from the activity area, and not have protruding handles or furniture? | | | |
| 1.4 | Are fire extinguishers present? | | | |
| 1.5 | Are pictures, clocks and notice boards etc. properly secured? | | | |
| 1.6 | Are stacked chairs or items on shelves secured safely? | | | |
| 1.7 | Are all walls near the contact area a) free from protuberances e.g. radiators, pipes, protruding comers, columns etc. b) covered with impact absorbing material below shoulder height? | | | |
| 1.8 | Is the floor round the training area uncluttered and free from bags, chairs etc.? | | | |
| 1.9 | Is there a one-metre safety zone around all sides and a safety zone away from non-toughened or unprotected windows and mirrors? | | | |
| 1.1 | Is the floor sprung? | | | |
| 1.11 | Is the mat space adequate for the number of persons practising person to person i.e. 2m2 per person or the instructor instituting group work to cater for larger numbers or other good coaching practice? | | | |
| 1.12 | Does the area have good ventilation to deal with the body heat produced during practice? | | | |
| 1.13 | Is heating present to ensure that the temperature does not fall to unacceptable levels? | | | |
| 1.14 | Are emergency Exits and the escape routes known and marked which are also kept free of obstructions. Do all students know where the premises assembly point is? | | | |
| 1.15 | Do the premises offer appropriate changing facilities, water for drinking, toilets & washing facilities? | | | |
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| 2 | LIGHTING | | | |
| 2.1 | Is adequate lighting available for safe vision? | | | |
| 2.2 | Are curtains or blinds present where needed to prevent glare from the sun? | | | |
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| 3 MATS | | | |
| 3.1 | Are mats sufficiently dense and resilient that an adult's fall is absorbed without feeling the floor has been reached i.e. not fully compacted? | | |
| 3.2 | Are mats when laid, secured so as not to slip? | | |
| 3.3 | If a canvas is used the surface is kept taut and free from folds or wrinkles? | | |
| 3.4 | Are mats that incorporate a surface directly free from tears or pitting of their surfaces? | | |
| 3.5 | Does the surface of the mat allow the free turning of participants? | | |
| 3.6 | Are mats of different heights used, which could cause a trip hazard? | | |
| 3.7 | Are mats of the same density? | | |
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| 4 HYGIENE | | | |
| 4.1 | Are the mats kept to the highest hygienic requirements, especially when shared with other activities? | | |
| 4.2 | Are surrounding areas kept clear to prevent transmission of dirt or grit to the surface of the practice area? | | |
| 4.3 | Are blood spills wiped up using an appropriate cleanser? | | |
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| 5 SESSION | | | |
| 5.1 | Prior to the practice is there a suitable warm-up? | | |
| 5.2 | Are the exercises used in warm-up appropriate and can they be regarded as non- injurious/non dangerous? Are they regularly reviewed in the light of new information? | | |
| 5.3 | Are the techniques and exercises taught appropriate to the level of the students? | | |
| 5.4 | At the end of a session is there a suitable cool-down? | | |
| 5.5 | Do students who wear glasses use sport-safe type? | | |
| 5.6 | Do students remove all jewellery before the session? | | |
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| 6 EMERGENCIES AND HEALTH | | | |
| 6.1 | Is First Aid equipment available? | | |
| 6.2 | Is there a person qualified in First aid at sessions or available on the premises? | | |
| 6.3 | Is there a known procedure to summon emergency services? | | |
| 6.4 | Are fire and bomb alarm procedures in place? | | |
| 6.5 | Is there a procedure in place to report more serious accidents to appropriate bodies such as your Association / BAB / Health & Safety Executive / the premises manager or agent? | | |
| 6.6 | Is there a procedure in place for Instructors to continually monitor the health of their students? For example, a return to training too early after any injury may aggravate the initial injury. | | |
| 6.7 | Is there a procedure to monitor and review accidents? | | |
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| 7 INSTRUCTION | | | |
| 7.1 Is the class taught only by appropriately qualified instructors? | | | |
| 7.2 Is the class able to clearly hear and see the Instructor when demonstrations are given? | | | |
| 7.3 Are all instructors CRB checked if required (only required if members present under the age of 18)? | | | |
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| 8 SUPERVISION | | | |
| 8.1 Does the coach remain with the class throughout the lesson? | | | |
| 8.2 Is close attention paid at all times, especially where there are people with special needs? | | | |
| 8.3 Are training partners made aware of the need for special care when practising with people with special needs and where there are differences in physical stature, health and age? | | | |
| 8.4 Is there a procedure whereby inexperienced people are not put into any competitive situation until techniques can be performed correctly? | | | |
| 8.5 Are participants made aware of the extra care needed when practising with a low grade? | | | |
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| 9 WEAPONS | | | |
| 9.1 Are all weapons maintained in good condition and checked regularly for defects? | | | |
| 9.2 Is weapon work only taught by Instructors that are deemed to be competent by their Association? | | | |
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| 10 NEW MEMBERS | | | |
| 10.1 Is a new member screened and given basic information? | | | |
| 10.2 Is the screening carried out by an application form? | | | |
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| 11 INSURANCE | | | |
| 11.1 Are the relevant Public Liability insurances in place? | | | |
| 11.2 Are the relevant Instructor (Professional Indemnity) insurances in place? | | | |
| 11.3 Are the relevant Student (Personal Accident) insurances in place? | | | |