

# Genbukan Kenshu Dojo UK (Genbukan – Ninjutsu)



玄武館忍法武芸  
GENBUKAN NINPO BUGEI

## General Risk Assessment (Including Covid 19 addendum)

Risk Assessment for martial arts practice at  
The Joseph Whitaker School Sports College,  
Rainworth

**GENERAL RISK ASSESSMENT  
FULL RISK ASSESSMENT FORM**

Essential information	Details
Subject for assessment	Martial arts practice
Location for assessment	Joseph Whitaker School Sports College
Detailed location within above	The gymnasium/Dance Studio
Date and time of assessment	15 <sup>th</sup> April 2021
Name and Job Title of Risk Assessor	Kevin Chapman (KC), Instructor
Other persons present	N/A
Clarification of titles	KC (Kevin Chapman-instructor), Venue (Joseph Whitaker Sports College) Students (Persons partaking in martial arts class) Guest (Non participant in martial arts class)

**REQUIREMENT FOR RISK ASSESSMENT**

Reason for assessment	Details
Review of procedures	Review to ensure ongoing safety of martial art students training at the club
Relevant Guidance	<b>Working safely during coronavirus (COVID-19)</b> Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published:11 May 2020
	<b>Return to recreational team sport framework</b> Department for Digital, Culture, Media & Sport Guidance Updated 18 September 2020
	<b>COVID-19: guidance for first responders</b> Public Health England <b>Updated 22 September 2020</b>

**HAZARDS IDENTIFIED (INCLUDING ESTIMATE OF CONSEQUENCES)**

Details
Becoming a casualty as a result of a slip, trip or fall during the physical practice of martial arts.
Becoming a casualty as a result of being hit or thrown during the physical practice of martial arts.
Becoming a casualty as a result of coming into contact with martial arts equipment / gym equipment.

## EXPOSURE (PERSONS AND FREQUENCY) TO HAZARDS IDENTIFIED

Category of exposure	Select	Category of exposure
Martial arts students	X	Constant Exposure
Instructors	X	Constant Exposure
Spectators	X	Intermittent Exposure

## RISK RATING

Category	Definition	Rating	Select
<b>HAZARD (H)</b> Potential severity	Minor injuries – first aid treatment only	1	
	Injury / Illness – medical treatment / brief absence	2	X
	Death or severe injury or illness	3	
<b>LIKELIHOOD (L)</b> Potential exposure	May occur in time. Low expectation of occurrence	1	
	Likely to occur in time. Occasional occurrence.	2	X
	Imminently / Regular occurrence. Much evidence of previous harm	3	
<b>CALCULATION</b>	<b>RISK = H x L = 2 x 2</b>	4	
Ratings	1-2 = Low; 3-4 = Medium; 6-9 = High	Medium	

## CONTROL MEASURES

Category	Select
Elimination?	No
Protection?	Yes
Any existing controls?	Yes
Any existing procedures?	Yes
Existing controls adequate?	Yes
Existing procedures adequate?	Yes

## RECOMMENDATIONS (EXISTING AND ADDITIONAL CONTROL MEASURES)

No	Details	Actions Who and Date
1	A qualified first-aid provider must be available at the venue.	KC, Venue, April 2021
2	The first duty of medical/first aid personnel is to their own safety and nothing should be done which compromises that and potentially increases the number of casualties.*	KC, Venue, April 2021
3	Upon becoming aware of a situation where medical/first aid is required, the first aid provider must administer immediate first aid, in accordance with their training and as required by the situation.	KC, Venue April 2021

4	The medical/first aid provider must seek professional advice as required and as soon as possible.	KC, Venue, April 2021
5	Medical/first aid personnel should ensure that they use a non-direct contact technique where equipment is available, e.g. Resusci-Aid, Vent Aid, Non re-breath mask, when performing assisted ventilations	KC, Venue, April 2021
6	Medical/first aid personnel should ensure that they wear disposable gloves when dealing with patients, particularly where body fluids are present.	KC, Venue, April 2021
7	After dealing with a patient, the first aid provider must wash their hands thoroughly, and tell the Instructor what first aid has been delivered.	KC, Venue, April 2021
8	There must be a first aid medical kit available at all times during the class, which must be stocked with suitable items with regards to the activities being carried out.	KC, Venue, April 2021
9	Every accident or incident which results in an injury must be recorded and such records should be held as per GDPR guidelines. ( <b>Appendix A</b> )	KC, April 2021
10	All accidents must be thoroughly investigated to try to ensure such accidents are preventable from happening in the future.	KC, April 2021
11	All students must declare any injuries they have prior to commencement of the class and recorded and stored in line with GDPR guidance. Students will be made aware of this during their induction.	Students, KC April 2021
12	All mats should be laid out for training closed together, ensuring that there are no gaps between the mats that could lead to injury.	KC, Venue, April 2021
13	Mats should be checked regularly throughout training to ensure there are no gaps between them. All students are to be made aware of this.	Students, KC, April 2021
14	Mats should be inspected regularly to ensure they are in good condition. Any mats deemed to be unsafe should be removed from the training area and reported to the venue provider.	KC, April 2021
15	If repositioning the mats students shall only lift one at a time, so that they do not attempt to lift beyond their limits. Students will be made aware of this.	Students, KC, April 2021
16	Students must not use any other equipment that is in the gymnasium, unless directed to do so by an instructor.	Students, KC, April 2021
17	Instructors should not ask students to do any technique that is beyond their current skill level or physical ability. If the training involves advanced level techniques, students must be given the opportunity to sit out. If students decline to sit out, then their practice must be closely supervised by the instructor at the class.	KC, April 2021

18	When students are being shown a new technique for the first time, the instruction should be given at an appropriate level to help students understand what is required. Practice should be slow and deliberate until students are familiar with the techniques.	KC, April 2021
19	All students are instructed to train with great care so as not to harm themselves or their training partners, particularly with techniques they are not familiar with or are learning for the first time.	Students, KC, April 2021
20	Students must have good quality training tools for weapons class. Each tool must be checked before class to ensure it is in good condition and not a danger to the student or their training partner. *	Students, KC, April 2021
21	Students must follow the instructor's specific instructions when practising martial arts techniques at all times.	Students, KC, April 2021
22	The instructors will decline training opportunities or membership to any student who refuses to follow the safety guidelines given by the club, or to a student who shows malicious intent to their training partners.	KC, April 2021
23	Spectators will be asked to watch the training a minimum of 2m from the activity being carried out. They will be instructed to not come onto the training area at any time without permission from an instructor	Guests, KC, April 2021
24	Food is not permitted to be consumed in the training room unless there is a medical need such as preventing diabetic hypoglycaemia. Fluids may be taken to avoid dehydration but may not be shared.	Students, KC, Guests, April 2021
	<b>SARS-Cov-2 / Covid 19 addendum</b>	<b>Sept 2020</b>
25	Club members must adhere to the guidance provided by the venue at all times.	Students, KC April 2021
26	Individual Covid 19 risk assessments will be completed for all students to personalise health measures employed. ( <b>Appendix B</b> )	Students, KC April 2021
	Payment for class will only be accepted via online systems (PayPal). No cash transactions will be taken in the class.	Students, KC April 2021
	Students will have to book their place in the class in advance. The number of students in any one class will be limited and in accordance with current government guidelines. The booking system will be used as a register and supplied to NHS Track and Trace if requested.	Students, KC April 2021
	Students are requested not to attend if they feel unwell or suspect they have been infected with Covid 19. Any person who appears unwell may be	Students, KC April 2021

	asked to not participate.	
	Students are advised to wait in vehicles until the start time to avoid gathering and leave promptly from the venue.	Students, KC April 2021
	Students are asked to come dressed ready for the class where they can. If travelling a distance greater than 1 hour then space to change at the end of class will be allocated in the training room and training clothing placed in a suitable carrier.	Students, KC April 2021
	On entering and leaving the venue students will be required to apply hand gel. Hand gel will be provided either by the club or venue.	Students, KC April 2021
	Any equipment must be provided by the individual where able. For new students some equipment may be available providing it is cleaned before and after use with suitable cleaning wipes, the wipes removed from the venue and disposed of accordingly. Social distancing to access the equipment will be maintained.	Students, KC April 2021
	Social distancing rules will be followed at all times when partaking in the class.	Students, KC April 2021
	If an activity has the potential to temporarily breach the 2m rule then Personal Protective Equipment (PPE) such as a face covering/mask and eye protection will be required in order to participate. These must be provided by the student. Failure to provide adequate face covering/mask will exclude the individual from that activity. Donning and doffing masks/eye protection will be at a distance greater than 2m of other participants. Used PPE will be removed from the venue and disposed of or cleaned in accordance with manufactures instructions.	Students, KC April 2021
	In the event of an injury the first aider must wear PPE. No assisted ventilations will be permitted unless performed by a medical professional wearing PPE appropriate for aerosol generating procedures.	Students, KC April 2021

**RESIDUAL RISK ONCE ABOVE CONTROL MEASURES HAVE BEEN IMPLEMENTED**

<b>CALCULATION</b>	<b>RISK = H x L = 1 x 2</b>	<b>2</b>	
Ratings	1, 2 = Low; 3, 4 = Medium; 6, 9 = High	<b>Low</b>	

**SIGNATURE OF RISK ASSESSOR**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Kevin Chapman	<i>K Chapman</i>	15 <sup>th</sup> April 2021

**NOTES / PROGRESS / REVIEW**

<b>Details of action</b>	<b>Initials</b>	<b>Date</b>
Review yearly, next review April 2022	KC	15/04/2021

## Appendix A



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## Accident Reporting Form

In the event of an accident, the following procedure should be followed by the club or organisation:

- Fill in 2 copies of the Accident reporting form for **ALL** accidents.
- Make contact with parents/guardians if involves a child or young person.
- One copy of form to incident folder.
- Forward 1 copy to designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from senior Instructor.

<b>Name of organisation: Genbukan Kenshu Dojo UK</b>	
<b>Coach in attendance:</b>	
<b>Address:</b>	
<b>Day time/ evening Tel No:</b>	
<b>Email address:</b>	

<b>Injured person information:</b>	
<b>Name of injured person:</b>	
<b>Address:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	Male / Female



<b>Accident information:</b>			
<i>(To be recorded by organisation/club and shared with relevant staff and parents/carers)</i>			
<b>Date of accident:</b>		<b>Time of accident:</b>	
<b>Date reported:</b>		<b>Time reported:</b>	
<b>Accident reported by who:</b>			
<b>Location of accident:</b>			
<b>Details of injury:</b>			
<b>Nature and how accident happened:</b>			
<b>Did anyone witness the accident:</b>	Yes / No <i>(If Yes, state witness name/s and details below)</i>		
<b>Name of witnesses:</b>			
<b>First aid involved:</b> <i>(please provide details)</i>			
<b>Parents/carers notified:</b>	Yes / No <i>(If Yes, by whom and when below)</i>		
<b>Parents/carers notified by whom and when:</b>			
<b>Form completed by:</b>			
<b>Recommended action to be taken:</b>			
<b>Refer to designated Person's:</b>	Yes / No <i>(If Yes, signature and name below)</i>		
<b>Signature:</b>			
<b>Print name:</b>			

<b>Has the person returned to the organisation?</b>	Yes / No
<b>Signature of Genbukan Kenshu Dojo representative:</b>	
<b>Print name:</b>	
<b>Role within organisation:</b>	

## Appendix B



### GENBUKAN KENSHU DOJO UK - NINJUTSU

#### COVID 19 INDIVIDUAL MEMBER RISK ASSESSMENT (IMRA)

The following generic risk assessment is a guide to instructors to support the assessment of risk to members who may be more vulnerable to severe illness if they contract COVID-19 infection, to assess safety and if adjustments are advised. This includes members who have underlying health conditions, who are over 70, who are pregnant, who are from a Black, Asian and minority ethnic group (BAME) have a BMI of >40 (or > 35 in BAME group) and males.

The Risk Reduction Framework provided by the NHS for individuals considered at risk of COVID-19 infection provides a framework to support discussions with the instructor when completing this risk assessment: <https://www.nhs.uk/conditions/coronavirus-covid19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

Name		Date	
Assessor		Class	<i>Genbukan Kenshu Dojo UK - Ninjutsu</i>

Individual Question	Answer Yes/No	What control Measures or Safeguards are already in place?	Are these measures adequate?	Are there any further adjustments that can be put in place to support the member's health and wellbeing?	Actions taken
1. Does the member have an underlying health condition and/or disability?					
2. Is the member from a Black, Asian and Minority Ethnic (BAME) group?					
3. Is the member over 70?					
4. Is the member pregnant?					
5. Has the member got a BMI > 40 (or > 35 in BAME group) <small><a href="https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/">https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/</a></small>					
6. Is the member male?					
10. Is the member able to adhere to social distancing guidance?					
11. Does the member have access to hand washing/hand sanitising facilities?					

Any additional information /further details/ comments

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Risk Assessment Review Date	
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