



Risk Assessment Forms

(Guidance form to be edited by each venue to suit)

TAEKWON-DO VENUE SPACE RISK ASSESSMENT FORM

Name of Venue/Room

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Address

**Type of Venue
(Tick)**

Dedicated Dojang	
Leisure Centre	
School	
Isolated Hall	

Risks Assessed	Yes	No	Remedial Action	Complete
Is there access to a First Aider?	✓		Instructor to take a one-day ITC official Emergency First Aid at Work Course including Sporting Injuries	Yes July 2020
Are there any devices or cables which could cause an electric shock?		NO		AUG 2020
If a full-time Dojang, are electrical goods PAT tested?	NA		As per venue Managed procedure	
Is the floor dry, smooth, level and/or matted?	✓		COULD BE SLIPPERY WHEN WET- CHECK BEFOREHAND.	Every Session
If a full-time Dojang has it passed a Fire Inspection?		N/A	As per venue Managed procedure	Venue to confirm
If a full-time Dojang are there certified Fire Extinguishers available?	✓		As per venue managed procedure	
Is there a Fire Alarm System fitted?	✓		As per venue Managed procedure	
Is the alarm tested when the class is on?		NO	As per managed venue Procedure	
Are all exit routes clear and signed?	✓		Highly visible access and egress points	AUG 2020
Do you/your students know the Muster point	✓		CHECK WITH LEISURE CENTRE STAFF	AUG 2020
If a full-time Dojang has an evacuation practise been carried out in the last year?		NO	CARRY OUT FIRE EVACUATION PROCESS	AUG 2020
Is the lighting level adequate?	✓		LIGHTING IS GOOD	AUG 2020
Is the temperature suitable for training?	✓		SUMMER MONTHS NEED AIR CON ON.	AUG 2020

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Risks Assessed	Yes	No	Remedial Action	Complete
Is the area well ventilated?	✓		CAN OPEN DOOR IF GETS TOO STUFFY	AUG 2020
Are there are chemical products around which could be a hazard if touched/moved?		NO	NOT APLICABLE	AUG 2020
Is there access to a First Aider throughout the class?	✓		INSTRUCTOR, ASS INSTRUCTOR AND LEISURE CENTRE STAFF	AUG 2020
If there is no First Aider are you fully trained/ refreshed/ certified?	✓		AS ABOVE	AUG 2020
Is there quick access to a well-equipped First Aid Box?	✓		INSTRUCTOR OWN AND LEISURE CENTRE	AUG 2020
Is there a Facility Accident Book and a TKD Accident Book?	✓		INSTRUCTOR OWN	AUG 2020
Are there any objects or furniture which could be a hazard?	✓		BENCHES / Netball Nets/ Football nets But moved to side out of floor practice area, students advised to avoid.	AUG 2020
Are there any Mirrors or Pictures on walls which could cause injury?	✓		Soft vinyl's only	AUG 2020
Is the provision of Insurance clear i.e. Venue, School, Instructor, other?	✓		Full Instructors £5million PL & I insurance provided to Instructor and £1million members individual membership to the ITC.	AUG 2020
Are insurance / Fire / Safety Certificates / Documents displayed?		NO	Available by Instructor and venue as per requirements and if requested.	AUG 2020
Do you have emergency telephone numbers readily available?	✓		KEPT BY INSTRUCTOR	AUG 2020
Do you have access to a telephone during classes?	✓		INSTRUCTOR MOBILE / Venue	AUG 2020
Are there adequate Toilet facilities for M/F/Disabled?	✓		M/F AND DISABLED	AUG 2020
Are there M/F changing Facilities?	✓		TRAINING FACILITIES ADEQUATE	AUG 2020

Assessor's Name

Title/Position in Club

Date of Assessment

Reassessment Due

Reassessed by

Date

Reassessed by

Date

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ACTIVITY-SPECIFIC RISK ASSESSMENT

Instructors should check the 'model' risk assessments against their own circumstances. These should be signed by the Instructor if appropriate to their specific activities. Additional risks can be assessed using this Form.

Taekwondo Activity

GENERAL MIXED ABILITY CLASS

Nº	Risk	LEVEL	Mitigation	LEVEL	Control
1	DANGER OF FALLING IN SPARRING	5	ENSURE AREA CLEAR OF OBSTICLES	2	CHECK SPARRING AREA PRIOR TO ANY SPARRING ACTIVITIES.
2	BREAKING A BONE WHILST KICKING OR STRIKING	3	TEACH CORRECT TECHNIQUE	1	REINFORCE CORRECT STRIKING/KICKING TECHNIQUE PRIOR TO PHYSICAL ACTIVITY
3	ASTHMA ATTACKS WHILE TRAINING	5	ACCESSIBLE INHALERS	2	ENSURE STUDENTS ARE ENCOURAGED TO BRING INHALERS TO CLASS
4	NEW MOTHERS – INJURY TO PELVIC FLOOR	5	CHECK DOCTORS CLEARANCE TO TRAIN POST PREGANANCY	3	DO NOT PERMIT JUMPING TECHNIQUES, ENCOURAGE REDUCED TRAINING SOON AFTER BIRTH. I.E. NO SPARRING.
5	YOUNGER CHILDREN INJURING EACH OTHER IN SPARRING	5	ENCOURAGE SEMI CONTACT	1	ENSURE SELF CONTROL IS STIPULATED
6	BEGINNING STUDENTS INJURING THEMSELVES DUE TO LACK OF KNOWLEDGE	5	EMPHASISE CORRECT TECHNIQUE	1	CLOSE MONITORING - KEEP WATCHING NEW BEGINNERS IN CLASS, ENCOURAGE GOOD SELF CONTROL AND PRACTISE
7	INJURY FROM FALLING INCORRECTLY FROM GRABS/THROWS	4	SHOW PEOPLE HOW TO FALL PROPERLY	2	TEACH CORRECT THROWS/USE MATS WHEN PRACTISING
8	LOSS OF SIGHT FROM BEING PUNCHED IN EYE	3	EMPHASISE SELF CONTROL	1	SHOULD NOT HAPPEN IN SEMI-CONTACT CLASS.
9	BROKEN FINGERS/TOES	5	SHOW HOW TO MAKE PROPER FIST & FOOT SHAPE	1	ALWAYS A RISK BUT IF CORRECT TECHNIQUE IS EXECUTED LESS LIKELY
10	HEART ATTACK	2	DURING PHYSICAL EXERCISE COULD HAPPEN	1	OBSERVE STUDENTS AT ALL TIMES. DEFIBRILLATOR TRAINING



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11	DOMS	5	ENCOURAGE STRETCHING	2	ENSURE ALL STUDENTS ARE STRETCHED OFF BEFORE PHYSICAL ACTIVITY
12	TRIPPING OVER FLOOR	3	ENSURE FLOOR IS CLEAN AND SAFE	1	COULD HAPPEN, IF FLOOR IS CLEAN SHOULDN'T BE AN ISSUE.
13	THROWING UP IN CLASS	1	UNLIKELY BUT ON A HOT DAY COULD HAPPEN	1	CLEAN UP ASAP IF IT DOES HAPPEN AND SANITISE AREA, LEAVE TO DRY.
14	DEHYDRATION IN CLASS	4	GIVE PEOPLE DRINK BREAKS	1	ENSURE WATER IS AVAILABLE AT CLASS
15	NOSE BLEEDS	5	ENSURE TISSUES AVAILABLE	1	CORRECT FIRST AID TRAINING AND IF EXCESSIVE SEEK MEDICAL ADVICE
16	INFECTION OF FLU TYPE ILLNESS	5	FOLLOW REGISTERED NGB & GOVERNMENT GUIDENCE	2	SIGNAGE AND PRE-ENTRY QUESTIONAIRES FOR ATTEENDEES ENSURE BEST SANITISATION PROCEEDURES ARE FOLLOWED AS PER NGB AND GOV GUIDENCE.
17	UPTO DATE QUALIFICATION OF INSTRUCTOR STATUS	3	Completion of ITC instructors' course and attend refresher courses	1	ENSURE THE CONTIUED DEVELOPMENT OF INSTRUCTOR IN CHARGE BY ATTENDING REFRESHER TRAINING AS RECOMMENDED OR NEEDED.
Covid Specific guidelines below					



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18	Premises - Access to building	5	<p>As per section 16 above but to clarify in this Risk Assessment.</p> <p>2 metre non congregational spacing markers.</p> <p>Temperature check via Infrared non-contact tester</p> <p>Information on procedures of entry and exit presented to all attendee's including signage at entrance area.</p>	1	<p>CONTINUE TO BE UPDATED BY NGB GUIDANCE</p> <p>TO CONTINUE TO CHECK ON THE AVAILABLE ADVICE FROM THE NGB AND GOVERNMENT.</p> <p>FOLLOWING SOCIAL DISTANCING MEASURES THAT ARE CUREENT AND NON-CONTACT PRACTICE</p>
19	Ventilation	5	<p>As per section 16 above but to clarify in this Risk Assessment.</p> <p>To follow the ITC Airflow management information provided.</p> <p>Ensure adequate spacing</p> <p>Maintain Airflow.</p> <p>Keep room at comfortable temperature.</p>	1	<p>CONTINUE TO BE UPDATED BY NGB GUIDANCE</p> <p>TO CONTINUE TO CHECK ON THE AVAILABLE ADVICE FROM THE NGB AND GOVERNMENT.</p> <p>FOLLOWING PERMISSABLE NUMBER ALLOWANCES AS PER SPACE AVAILABLE.</p> <p>FOLLOW AND KEEP UPTO DATE WITH TIER ALERT LEVEL IN LOCAL REGION</p>



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18	Premises - Access to building	5	<p>Non-contact hand dispenser of sanitiser minimum of 80% hand cleanser and wipes</p> <p>Track and trace registration in effect.</p> <p>Shared venue cleansed prior to entry and shoes to be work whilst in attendance.</p> <p>If Matted then no footwear but floor to be sanitised and allowed to fully dry before group enters.</p> <p>Students to arrive dressed and ready for participation</p> <p>Students must use their own toilet facilities before attending</p> <p>If toilets are used at venue, venue to ensure toilets also cleaned regularly between sessions</p> <p>2 metre spacing and no congregating or sharing of equipment.</p>	1	<p>CONTINUE TO BE UPDATED BY NGB GUIDENCE</p> <p>TO CONTINUE TO CHECK ON THE AVAILABLE ADVICE FROM THE NGB AND GOVERNMENT.</p> <p>FOLLOWING SOCIAL DISTANCING MEASURES THAT ARE CUREENT AND NON-CONTACT PRACTICE</p>
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KEY-

- 5 HIGH RISK
- 4 RISK REDUCED SLIGHTLY
- 3 MODERATE RISK
- 2 LOW RISK
- 1 RISK SIGNIFICANTLY LOW

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