

## Risk Assessment Form

Activity being assessed		<i>Blackburn Academy of Martial Arts – all areas except exercise room</i>			Assessment date	27/07/2021	Assessment No.	21/06		
Activity	Person at Risk	Significant Hazards	Risk			Risk Control measure required	Residual Risk *			
			L	S	DR		L	S	DR	
All activities	All	<ul style="list-style-type: none"> <li>General cleanliness / hygiene / health</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Sanitising fluid will be available for use by all</li> <li>There will be no access if the student is suffering any COVID 19 symptoms for 7 days</li> <li>Climate control systems will be on full fans at all times while there are personnel in the building and all windows will be open to supplement fresh air ventilation</li> </ul>	1	4	4	
Entrance and stairs	All	<ul style="list-style-type: none"> <li>Trip hazards</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Carpet and Stairs in good condition</li> <li>Keep clean and tidy</li> <li>Panel to prevent access behind top hand rail</li> </ul>	1	4	4	
Top floor disable toilets	All	<ul style="list-style-type: none"> <li>Slip / trip hazards</li> <li>Locked in</li> <li>Hot water</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Keep toilet areas clean and dry – regularly checked</li> <li>Locks can be accessed from outside / alarm system installed and checked regularly</li> <li>Hot water controlled by external thermostat</li> </ul>	1	4	4	
Service area door	Instructors only	<ul style="list-style-type: none"> <li>Access by unauthorised personnel</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Door kept locked / spare key kept in key cupboard</li> </ul>	1	4	4	
Toilets	All	<ul style="list-style-type: none"> <li>Slip / trip hazards</li> <li>Locked in</li> <li>Use of baby changing facility</li> <li>Hot water</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Keep toilet areas clean and dry – regularly checked</li> <li>Locks can be accessed from outside</li> <li>Baby changing facility has full instructions on display</li> <li>Hot water controlled by external thermostat</li> </ul>	1	4	4	
Boiler room	Instructors only	<ul style="list-style-type: none"> <li>Access by unauthorised personnel</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Door kept locked / spare key kept in key cupboard</li> </ul>	1	4	4	
Kitchen	Instructors only	<ul style="list-style-type: none"> <li>Access by unauthorised personnel</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Door kept locked / spare key or code kept in key cupboard</li> </ul>	1	4	4	
Changing Rooms	Students and parents	<ul style="list-style-type: none"> <li>Trip hazard if lights off</li> <li>General trip hazards</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Lights switched on when instructors open up</li> <li>Coat hooks and chairs provided to keep items off the floor</li> </ul>	1	4	4	

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		<ul style="list-style-type: none"> <li>• Privacy in female changing room</li> </ul>				<ul style="list-style-type: none"> <li>• Blinds fitted to female changing room</li> </ul>				
Waiting room / Quiet room	All	<ul style="list-style-type: none"> <li>• Slip / trip hazards</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Both rooms kept clean and tidy</li> </ul>	1	4	4	
Fire exit	All	<ul style="list-style-type: none"> <li>• Used by accident</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Door alarmed to signify unauthorised use</li> </ul>	1	4	4	
Instructors office	Instructors only	<ul style="list-style-type: none"> <li>• Access by unauthorised personnel</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Door kept locked / spare key or code kept in key cupboard</li> </ul>	1	4	4	
Viewing / Seating Area	All	<ul style="list-style-type: none"> <li>• Slip / trip hazards</li> <li>• Children running around</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Area kept clean and tidy / Chairs locked together</li> <li>• All children to be accompanied by an appropriate adult</li> </ul>	1	4	4	
Main dojo mat	Instructors & students	<ul style="list-style-type: none"> <li>• Walls surrounding mats</li> <li>• Equipment used on mats</li> <li>• Equipment failing</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Red mats not to be used for training / Wall edges protected by angled foam</li> <li>• Equipment stacked neatly beneath viewing window on red mats</li> <li>• All equipment check prior to each use and regularly inspected</li> </ul>	1	4	4	
New dojo	Instructors & Students	<ul style="list-style-type: none"> <li>• Number of instructors</li> <li>• Access by others</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• All windows will currently be <b>CLOSED</b> until secondary glazing has been installed</li> <li>• For junior classes there must be a <b>minimum of two</b> instructors in the dojo at all times</li> <li>• Senior students must have at least one instructor present</li> <li>• Junior students cannot enter the dojo without clearance from an instructor and have two instructors present</li> <li>• Parents and visitors can only enter with the permission of a senior instructor</li> <li>• A student CANNOT leave the dojo without clearance from an instructor</li> </ul>	1	4	4	

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						<ul style="list-style-type: none"> <li>Only juniors 12 years of age and over can use the punch bags and with the permission of a senior instructor</li> <li>Students and instructors must return to the main dojo at the end of each class</li> </ul>			
Exercise room	Students	<ul style="list-style-type: none"> <li>Equipment</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Junior students are not allowed to enter the exercise room or use the equipment in there</li> <li>There is a separate risk assessment for adults using the exercise room and its equipment</li> </ul>	1	4	4
Emergency	All	<ul style="list-style-type: none"> <li>Any emergency situation</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>All instructors receive regular instruction regarding all aspects of emergency situations</li> <li>Red Emergency Booklet with all required procedures available next to reception</li> </ul>	1	4	4
Classes	Students	<ul style="list-style-type: none"> <li>Incorrect instruction</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>ALL instructors must be fully qualified coaches, insured, DBS, first aid</li> <li>All assistant coaches qualified, DBS, first aid</li> </ul>	1	4	4
<i>Additional Documentation</i>							<i>Issue or version Date</i>		
<p><b>Notes</b></p> <p><b>LIKELIHOOD (L)</b> - Frequent (5), Probable (4), Occasional (3), Improbable (2), Remotely (1)    <b>SEVERITY (S)</b> – Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)</p> <p><b>DEGREE OF RISK (DR)</b> – Likelihood X Severity</p> <p><i>Residual Risk is the level of risk that remains after suitable and sufficient control measures are introduced</i></p>									
<b>Assessor Name</b>	Peter Cheshire				<b>Assessors Signature</b>	A P Cheshire		<b>Date</b>	27/07/2021