

ST MARTINS KARATE GROUP

Risk Assessment Pack

Regular training, venues, activities, safeguarding, events and trips

Organisation	St Martins Karate Group
Clubs covered	St Martins Junior Karate Club and St Martins Karate Carnforth
Version	1.2
Approval date	1 August 2026
Next scheduled review	August 2027

Approved by Paul Turner and Chris Haggan

1. Risk assessment method and responsibilities

These assessments identify reasonably foreseeable hazards and the controls used to reduce risk. The lead instructor present is responsible for confirming that the venue and planned activities are safe before each session. Activities must be modified, suspended or cancelled where risks cannot be controlled.

Risk rating

Rating

Meaning

Action

Low

Controls make serious harm unlikely.

Maintain controls and monitor.

Medium

Further attention or active supervision is required.

Apply controls before activity begins.

High

Serious harm is reasonably foreseeable or controls are inadequate.

Do not proceed until risk is reduced.

General review triggers

-

At least annually.

-

Following an accident, near miss, safeguarding concern or equipment defect.

-

When activities, equipment, staffing, participant needs or venue arrangements change.

-

Before a significant one-off event, external trip or unusual activity.

-

When venue fire arrangements or emergency procedures change.

2. Slyne with Hest Memorial Hall - Regular Training Risk Assessment

Venue: Slyne With Hest Memorial Hall, Hanging Green Lane, Lancaster, LA2 6JB. Usual spectator capacity approximately 20.

Training: Mondays and Wednesdays.

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Slips, trips and falls on floor or around furniture

Participants,

instructors, spectators Lead instructor checks floor before class. Chairs stacked at hall sides; tables moved to side on trolley.

Training space kept clear. Wet or damaged areas cordoned off.

Recheck before and during session.

Cancel or relocate activity if leak or floor condition cannot be managed.

Low

Lead

instructor Wooden sprung floor and impact from falls

Participants

Normal karate footwear rules followed. Mats used for repetitive takedowns, grappling and groundwork. Experienced participants may perform an isolated controlled fall without mats only at instructor discretion.

Match activity to age, grade and breakfall competence. Stop if floor becomes unsafe.

Medium

Instructors

Stage access and falls from stage Children and other participants Stage reserved for parents and carers viewing. Participants are not permitted on stage. Instructors intervene promptly if children approach or climb on it.

Remind new participants and families.

Maintain clear boundary between stage and training area.

Low

Instructors

Hot cast-iron heating pipes Participants and spectators Hall temperature controlled by thermostat. Participants are instructed not to touch pipes.

Activities positioned away from pipes where practical.

Monitor younger children and prevent equipment being placed against pipes.

Low

Instructors

Blocked exits or evacuation delay

Everyone

Two main entrances act as emergency exits. Exit routes remain clear. On alarm everyone evacuates to main car park. Venue fire systems and fire risk assessment maintained by venue and available to club.

Lead instructor confirms exits clear before session; conduct briefing where required.

Low

Lead

instructor

Unexpected

visitors / shared building Children and adults at risk Main hall not sole-use; small hall and upstairs room may be occupied. Unexpected visitors monitored and asked to leave if no genuine reason. Toilet use managed to avoid access by other groups where possible.

Use toilets on the side inaccessible to other users where practicable. Escalate concerns to venue management and DSL.

Medium

Instructors

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Toilets and changing Children and adults at risk Male, female and disabled toilets available. Disabled toilet may be used as a lockable single-person changing space. Most arrive in training clothing.

No adult supervises a child in a closed toilet or changing space. Apply safeguarding policy.

Low

Instructors

Car park and collection

Children,

parents and carers Parents and carers are responsible for suitable travel and collection arrangements. Children may leave independently where prior written permission has been provided by a parent or carer. Members leaving independently must tell an instructor before they leave. Alternative collectors must be notified to an instructor.

Record unusual collection arrangements and manage late collection under safeguarding procedures.

Low

Instructors

AED access / medical emergency

Everyone

AED located outside main entrance.

Cabinet code obtained through 999.

Both instructors carry mobile phones. First-aid kit stored under stage. Paul Turner primary first aider, Chris Haggan secondary.

Confirm AED location remains accessible and first-aid kit stocked.

Low

Instructors

Ventilation and emperature

Everyone

Thermostatic heating; opening windows and ceiling ventilation.

Planned building work may reinstate air bricks.

Adjust activity intensity, ventilation and breaks according to conditions.

Low**Lead**

instructor Storage under stage and small store Selected helpers and instructors Mats and equipment stored under stage; chairs/tables stored safely to sides or store room. Access supervised; equipment not left in walkways.

Inspect storage access and stacking. No unsupervised child access.

Low**Instructors**

Compiled by

Date

Reviewed by

Date

Next review

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3. Carnforth Civic Hall - Regular Training Risk Assessment

Venue: Carnforth Civic Hall, North Road, Carnforth, LA5 9LJ. Usual spectator capacity approximately 10. Training: Fridays, 7:00-9:00 pm.

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Slips, trips and falls on solid floor

Participants,

instructors, spectators Lead instructor checks floor and training area. Tables and chairs remain in one corner outside training space. Walkways and exits kept clear.

Recheck during session and stop activity if floor becomes unsafe.

Low

Lead

instructor impact from falls on concrete-type floor

Participants

Mats used for takedowns, grappling and groundwork. Activities requiring mats do not begin until mat area is correctly laid and checked.

Limit falls outside matted area. Match activity to competence.

Medium

Instructors

Transporting mats from cellar

Selected

suitable members and instructors Cellar accessed through gated stairs. Gate unlocked only for access and secured afterwards.

Only selected suitable members, normally aged 13+, may assist, based on maturity, physical ability and instructor approval.

Carry manageable loads, maintain clear stairs and use instructor supervision. Remove permission if unsafe.

Medium

Lead

instructor Blocked exits or evacuation delay

Everyone

Main door and side fire exit available. Exit routes kept clear.

Assembly point next to adjacent primary school. Venue fire systems and fire risk assessment maintained by venue.

Confirm routes and assembly point before sessions and events.

Low**Lead**

instructor

Unexpected

visitors / shared building Children and adults at risk Small hall may occasionally be used by others. Main door normally unlocked for parents. Visitors monitored and challenged where appropriate.

Lock door when circumstances require. Manage toilet access if other groups are present.

Medium**Instructors**

Toilets and changing Children and adults at risk Male, female and disabled toilets available. Disabled toilet can be used as a lockable single-person changing area. If other groups use the building, toilet trips are monitored and the disabled toilet may be designated for solo use.

No adult enters a closed toilet/changing area with a child except emergency and safeguarding procedures.

Low**Instructors**

Roadside drop-off

Children,

Most parking is on-road. Parents and carers should consider roadside risks when agreeing independent travel arrangements.

Medium**Parents/**

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

and collection Parents and carers are responsible for suitable travel and collection arrangements. Children may leave independently where prior written permission has been provided by a parent or carer. Members leaving independently must tell an instructor before they leave.

Alternative collector must be notified.

Independent travel arrangements should take account of the roadside environment and the child's needs.

carers and instructors AED access / medical emergency

Everyone

Nearest AED is at Carnforth Community Primary School and is accessible 24/7; cabinet code obtained through 999. First-aid kit kept by the door. Instructors carry mobile phones.

Check access remains unobstructed and kit stocked.

Low

Instructors

Ventilation, heating and lighting

Everyone

Thermostatic heating, ventilation fans and LED strip lighting available.

Adjust fans, breaks and intensity to conditions.

Low

Lead

instructor

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4. Crag Bank Village Hall - Occasional Training Risk Assessment

Venue: Crag Bank Village Hall, Crag Bank Road, Carnforth, LA5 9UR. Occasional alternate venue. Usual spectator capacity approximately 10.

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Slips, trips and falls

Participants,

instructors, spectators Lead instructor checks floor. Chairs and tables stored in store room.

Clear training area maintained.

Stop or modify activity if floor or layout becomes unsafe.

Low

Lead

instructor Falls / takedowns without mats

Participants

No mats are available. Throws, takedowns, groundwork and any activity requiring mats do not take place at this venue.

Instructor planning must exclude these activities.

Low

Instructors

Fire evacuation

Everyone

No steps to access hall. Evacuate to main car park. Venue fire systems and fire risk assessment maintained by venue.

Confirm exit routes before use.

Low

Lead

instructor Door security and ventilation Children and adults at risk Club has sole use when present.

Door normally locked but may be opened for ventilation. Unexpected visitors asked to leave.

Position instructor to monitor entrance when door is open.

Low**Instructors**

Car park and collection

Children,

parents and carers Hall-user car park available.

Parents and carers are responsible for suitable travel and collection arrangements.

Alternative collector must be notified.

Children may leave independently where prior written permission has been provided by a parent or carer.

Members leaving independently must tell an instructor before they leave.

Low**Instructors**

Toilets / changing Children and adults at risk Normal venue toilet facilities used.

Participants generally arrive changed.

Apply single-person changing and safeguarding rules.

Low**Instructors**

AED access / medical emergency

Everyone

AED outside main entrance; code obtained through 999. First-aid kit kept by the door. Instructors carry mobile phones.

Confirm AED remains accessible.

Low**Instructors**

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5. Karate Activities and Safe Practice Risk Assessment

Applies across both clubs, all regular sessions and normal club-organised karate activities.

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Inadequate warm-up, fatigue or overexertion

Participants

Structured warm-up and progressive activity. Intensity adjusted for age, fitness, health and experience. Water and rest breaks allowed. Participants may stop or request adjustment.

Longer sessions and camps require planned breaks and hydration.

Low

Instructors

Strikes, kicks and partner drills

Participants

Techniques taught progressively with control. Partners matched by age, size, grade, experience and skill.

Mismatches used only for controlled teaching, with the experienced partner supporting the less experienced.

Stop drills where control, confidence or behaviour is inadequate.

Medium

Instructors

Sparring injuries

Participants

Sparring supervised only by instructors or adult assistant instructors. Gloves and gum shields used where applicable. Head guards required under club policy and strongly recommended more generally. Contact level matched to ability.

No sparring without appropriate equipment and competent supervision.

Medium

Instructors

Head injury / suspected concussion

Participants

Any suspected concussion means immediate removal from training for the day. Participant remains supervised, parent/carer informed, and medical advice sought. No same-day return.

Use staged return: normal daily activity first, then light non-contact, harder non-contact, controlled partner work, and sparring/contact last. Stop if symptoms recur.

Medium

Instructors

Throws, takedowns, grappling and groundwork

Participants

Mats used for repetitive falls and groundwork. Instructor assesses breakfall skill, size, age and experience. Locks and takedowns taught progressively and stopped immediately on tap or instruction.

No repeated falls without mats; no mat-dependent activity at Crag Bank.

Medium

Instructors

Weapons practice - wooden sticks and raining knives Participants and spectators Restricted by age, grade, experience and instructor judgement. Wooden or rubber knives used as appropriate.

Equipment inspected. Adequate Use rubber knives for faster or less experienced partner drills. Stop if spacing or control is inadequate.

Medium

Instructors

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

spacing maintained. Beginners do not use unsuitable weapons.

Reusable breaking boards Participants and holders Boards inspected before use. Clear area maintained. Suitable holder and target position used. Attempts limited and matched to competence. Participation is optional.

Stop where technique, confidence, injury or fatigue makes continuation unsafe.

Medium

Instructors

Jewellery, nails and glasses

Participants

Jewellery removed; items that cannot be removed covered securely. Fingernails and toenails short and clean. Glasses not worn for contact activity.

Instructor checks before contact training.

Low

Participants

and instructors Damaged pads, mats or equipment

Participants

Equipment checked before use.

Damaged equipment assessed:

continue only if safe, otherwise repair, quarantine or discard.

Record significant defects and replacement action.

Low

Instructors

Illness, medical conditions and medication

Participants

Medical conditions and allergies collected annually.

Participants/parents keep information updated. Inhalers or emergency medication remain accessible. Fitness to train assessed each session.

Develop individual arrangements where condition requires. Call 999 for emergency.

Medium

Instructors

Physical contact and coaching adjustments

Participants,

especially children/adults at risk Contact used only when necessary, proportionate and appropriate for coaching, safety or first aid. Explain where practical and respect refusal or discomfort.

Use visible, open coaching practice and alternative demonstration where possible.

Low

Instructors

Reusable equipment hygiene

Participants

Shared protective equipment and pads checked for cleanliness.

Participants use personal gum shields and gloves where required.

Clean/disinfect shared equipment as needed and remove contaminated items from use.

Low

Instructors

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Date

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6. Safeguarding, Supervision and Collection Risk Assessment

Applies to all children, young people, adults at risk, parents, carers, instructors, assistants and visitors.

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

One adult instructor alone with one child Child and instructor Sessions should not proceed privately. If only one child attends and no second authorised adult is available, the parent/carer must remain in the hall throughout.

Otherwise the session is cancelled or does not begin.

Record unusual one-child attendance where appropriate.

Low

Lead

instructor nsufficient supervision

Participants

Maximum 20 students with two instructors plus parent observers.

Activities organised so instructors retain oversight. Under-18 assistants never run a class or subgroup unsupervised.

Reduce activity, split safely or cancel where staffing is inadequate.

Medium

Lead

instructor Late collection

Child

Child remains supervised and is never left alone. Parent/carer and emergency contacts called. Two responsible people remain where reasonably possible. Child is not transported by an instructor except under a separately agreed emergency arrangement.

Persistent late collection documented and discussed; safeguarding concerns referred to DSL.

Low**Instructors/****DSL****Unauthorised**

collection

Child

Where a collection arrangement applies, children are released only to a parent/carer or a person notified to an instructor. Children may leave independently where prior written permission has been provided by a parent or carer, and must tell an instructor before they leave. The instructor may seek confirmation where arrangements are unclear.

Record changes and refuse release where identity or authority is uncertain.

Low**Instructors**

Toilet and changing solation Children and adults at risk Single-person lockable changing space available where needed.

Adults do not supervise children in closed toilets/changing spaces.

Toilet trips monitored proportionately where building is shared.

Follow safeguarding procedures if assistance is required.

Low**Instructors**

Unexpected visitors Children and adults at risk Visitors monitored, challenged and asked to leave if no genuine reason.

Doors locked when necessary.

Parent viewing restricted to designated areas.

Record concerning incidents and notify venue/DSL.

Medium**Instructors**

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Photography, video and mobile phones

Participants

Consent and club photography rules apply. No recording in toilets or changing areas. Workforce use approved channels and professional boundaries.

Event-specific reminders where photography is likely.

Low

Instructors

Bullying,

harassment, discrimination or misuse of karate

Participants

Codes of conduct apply. Instructors intervene promptly. Karate techniques used only in authorised training, competition or genuine self-defence.

Record serious or repeated incidents and use complaints/safeguarding procedures.

Low

Instructors/

DSL

Disclosure or safeguarding concern Children, adults at risk and workforce Listen, reassure, do not promise secrecy or investigate. Record facts and report promptly to DSL/Deputy. Call 999 if immediate danger.

Use safeguarding concern form and secure case log.

Low

All

workforce Participant with mobility or evacuation support needs

Participant/

visitor No current known requirement.

Anyone needing assistance is asked to tell an instructor. Individual evacuation arrangement agreed before participation.

Review whenever a need is identified.

Low

Lead

instructor

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7. Gradings, Camps, Seminars and Visiting Instructors - Event Addendum

Use alongside the relevant venue and activity assessments. Complete event details before each significant event.

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Higher numbers and crowding at grading/event Participants and spectators Attendance planned in advance.

Training, waiting and spectator areas defined. Exits kept clear.

Venue capacity and usual spectator limits respected.

Use sign-in and adjust timetable or entry if overcrowding risk arises.

Medium

Event lead Longer duration, fatigue, dehydration

Participants

Planned rest, hydration and meal breaks. Activities phased and adjusted. Participants may withdraw or reduce intensity.

Extra monitoring for children and participants with medical needs.

Medium

Instructors

Visiting instructor unsuitable or unfamiliar with club rules

Participants

Identity, instructor status, insurance and relevant safeguarding/DBS evidence checked where appropriate.

Planned activities agreed. Club instructors remain responsible for safeguarding and supervision.

Provide briefing on policies, emergency arrangements and reporting routes.

Low

Lead

instructors ncreased photography and presentations Children and adults at risk Consent arrangements checked.

Photography areas and restrictions communicated. No private or changing-area recording.

Nominate responsible photographer where appropriate.

Low

Event lead Medical information not available during extended event

Participants

Emergency contacts and relevant medical information accessible.

First-aid kit and phones available.

Medication arrangements confirmed.

Event register checked before start.

Low

Event lead Breaking, weapons or advanced activities in event programme Participants and spectators Only competent instructors lead.

Controls from activity assessment apply. Suitable space, equipment and progression used.

Remove activity if venue or staffing is unsuitable.

Medium**Lead**

instructor Arrival, breaks and collection

Children

Sign-in/out used for camps or extended sessions. Children supervised during breaks.

Collection is by an authorised person unless prior written parent/carers permission allows independent departure.

Clear collection time and late collection procedure issued in advance.

Low

Event lead

Emergency

evacuation of larger

Everyone

Venue exits and assembly point briefed. Instructors conduct Maintain attendance list and delegate

Low

Event lead

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

group headcount and account for participants.

headcount role.

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Date

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Event

Venue

Date/time

_____	Expected participants/spectators
_____	Event lead / first aider
_____	Additional risks or controls

8. External Competitions and Trips Risk Assessment

Use for competitions, demonstrations, seminars or trips away from the normal club venues. No overnight events are currently organised.

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

Travel and transport Children and adults Parents normally responsible unless club-organised travel is agreed. Drivers, vehicles, consent and supervision confirmed for any club-arranged transport.

Create journey-specific plan for minibus, shared cars or long-distance travel.

Medium

Trip lead Loss or separation of child

Children

Attendance list, emergency contacts, meeting points and headcounts used. Children know supervising adult and reporting point.

Headcount at arrival, transitions and departure.

Medium

Trip lead Unfamiliar venue and changing facilities Children and adults at risk Event organiser's arrangements checked where possible. Club safeguarding rules continue to apply. Children not left unsupervised in isolated areas.

Brief participants and identify welfare/safeguarding contact.

Medium

Trip lead Competition injury / concussion

Competitors

Protective equipment and event rules followed. Club instructor may withdraw competitor regardless of event pressure. Suspected concussion means no further participation that day.

Ensure parent/carer informed and medical advice obtained.

Medium

Instructors

External organiser controls inadequate

Participants

Organiser has primary responsibility for venue/event assessment, but club assesses its own participation.
Instructor may withdraw group or activity if conditions unsafe.

Review organiser information before attendance.

Medium

Trip lead Medical information and medication unavailable

Participants

Relevant emergency information and medication travel with participant or authorised adult.

Phones and first-aid arrangements confirmed.

Check before departure.

Low

Trip lead Photography and social media Children and adults at risk Consent and event rules followed.

Avoid unnecessary identification and private changing-area Brief families before event.

Low

Trip lead

Hazard / risk

Who may be

harmed

Existing controls

Further action / monitoring

Risk

Responsible

photography.

Collection after event

Children

Release is to an authorised collector unless prior written parent/carer permission allows independent departure. Changes must be notified to the trip lead.

Use sign-out where appropriate.

Low

Trip lead

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Date

Reviewed by

Date

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9. Pre-session Venue and Equipment Checklist

Check

Yes

No / N/A

Action taken Floor and training area clean, dry and free from hazards.

- ☐ ☐ Chairs, tables, trolleys and storage items safely positioned.
- ☐ ☐ Exits and evacuation routes clear.
- ☐ ☐ Door and visitor arrangements appropriate for the session.
- ☐ ☐ Heating, ventilation and lighting suitable.
- ☐ ☐ Toilets/changing arrangements suitable and safeguarding controls understood.
- ☐ ☐ First-aid kit accessible and stocked; mobile phone available.
- ☐ ☐ AED location known; access obtained through 999 if required.
- ☐ ☐ Attendance, medical information and collection arrangements available.
- ☐ ☐ Planned activity suitable for venue, staffing, age, ability and equipment.
- ☐ ☐ Mats correctly laid where required; no mat-dependent activity at Crag Bank.
- ☐ ☐

Check**Yes****No / N/A**

Action taken Pads, weapons, breaking boards and protective equipment checked.

☐ ☐ Jewellery, nails, glasses and personal protective equipment checked before contact activity.

☐ ☐ Any leak, damage or other venue issue controlled, cordoned off or session cancelled.

☐ ☐ Any participant requiring adjustment or evacuation support has an agreed arrangement.

☐ ☐

Date: _____ Venue: _____ Lead instructor: _____ Signature: _____

10. Risk Action Plan

Use this page where an assessment identifies an additional action, unresolved issue or improvement. It follows the headings used in the Safeguarding Code template.

Risk

Actions to treat risk Person responsible Timetable for implementation Monitoring of risk

Date of risk review: _____ Compiled by: _____ Date: _____

Function/activity: _____ Reviewed by: _____ Date: _____

11. Additional risk assessments - when required

The assessments in this pack are sufficient for current regular training and the activities described. The following should be created only when the relevant activity or circumstance arises:

Assessment

When needed Club-organised transport or minibus use Required if the club begins arranging transport rather than parents making their own arrangements.

Overnight residential activity Required before any overnight camp, residential course or trip.

Outdoor training or public demonstration Required for weather, public access, uneven ground, crowd management and equipment security.

Large competition organised by the Group Required if the Group becomes the event organiser rather than simply attending another organiser's competition.

Participant-specific assessment Required where a medical condition, disability, behavioural need or evacuation need cannot be managed through ordinary reasonable adjustments.

Building works or temporary venue disruption Required if redevelopment, maintenance, restricted exits, unusual noise, dust or temporary layouts affect a session.

Communicable disease outbreak Required where public-health advice or a local outbreak creates additional controls beyond normal hygiene.

New high-risk activity or equipment Required before introducing activities not covered here, such as unfamiliar weapons, specialist breaking materials or new competition formats.

Current conclusion: No additional standing risk assessment is presently essential beyond this pack. Event-specific details should be added to the event addendum whenever a grading, camp, seminar or similar extended activity is planned.

Document control

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