



**Meadowside Leisure Centre – Burton-upon-Trent  
Shobnall Leisure Centre – Burton-upon-Trent  
Midway Community Centre – Swadlincote**

**General Risk Assessment Record Form**

1. Assessor(s) Mr Andrew Arkinstall CMIOSH DIP2OSH MIIRSM OSHCR
2. Description of Task/Activity/Area/Premises etc. – Provision of Taekwon – Do instruction at Violet Way Academy.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
1. Equipment Kick shields, breaking boards	External users, injury from faulty equipment, over exertion by student, falling objects.	<ul style="list-style-type: none"> <li>• Equipment checked by activity leader before use</li> <li>• Damaged equipment disposed of</li> <li>• Instruction for use given by qualified instructor</li> <li>• Supervision provided by adult instructor/ senior grade.</li> <li>• Kick shields available for all ages and grades to avoid injury.</li> </ul>	LOW	NONE	N/A	LOW



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2. Activity – Taekwon – do instruction including floor work, patterns, sparring and breaking	External users, physical injuries such as cuts, grazes, broken bones	<ul style="list-style-type: none"> <li>• Instructor carries out warm up and cool down exercises</li> <li>• Instructor ensures class members do not exercise beyond their ability – reminders regularly given</li> <li>• Instructor has necessary qualification and grade to lead activity</li> <li>• Instructors and Club fully insured.</li> <li>• Trained first aiders always available.</li> <li>• Paramedic and nurses available at most times.</li> <li>• Fully stocked appropriate first aid kit available.</li> <li>• Chairs and tables moved to safe location if deemed a hazard to students before class starts.</li> </ul>	LOW	NONE	N/A	LOW



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		<ul style="list-style-type: none"> <li>• Mobile phone always available to call emergency services if required.</li> <li>• Accidents recorded and investigated in proportion to severity and likelihood of recurrence.</li> <li>• When sparring, head guards, shin guards, gloves, foot pads and mouth guard are mandatory. Male students must wear groin guard.</li> <li>• Any existing injuries must be declared before each class – Instructor reviews.</li> <li>• Any existing health issues (asthma etc.) declared to instructor.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Student responsible for ensuring they have adequate medication before each class.</li> <li>• Kit and kit bags stored away from training area.</li> <li>• Trained first aider and first aid kit available every class.</li> </ul>				
3. Premises defects	External users, injury from premises defects (e.g. slips, splinters)	<ul style="list-style-type: none"> <li>• Instructor checks area being used for any defects prior to activity</li> <li>• Faulty floors reported to Landlord.</li> <li>• Adequate lighting provided.</li> <li>• New students made aware of venue hazards.</li> </ul>	LOW	NONE	N/A	LOW
4. Safeguarding issues	Young people and adults	<ul style="list-style-type: none"> <li>• DBS check carried out for all staff, available to</li> </ul>				



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		<p>Jubilee Centre on request.</p> <ul style="list-style-type: none"> <li>• Parents can and do stay to observe classes.</li> <li>• Male and female changing facilities and toilets available.</li> <li>• All suspected safeguarding issues noted and investigated.</li> <li>• Contact levels explained and monitored by instructor in every class.</li> <li>• Excessive contact dealt with immediately and actions taken to avoid recurrence.</li> <li>• Persistent offenders will be asked to leave the Club without notice.</li> </ul>	LOW	NONE	N/A	LOW
5. Emergency - fire	External users, risk	<ul style="list-style-type: none"> <li>• The Instructor is responsible for making</li> </ul>				



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	from fire or other emergencies	<p>themselves familiar with the emergency exits in their area.</p> <ul style="list-style-type: none"> <li>• The Instructor is appointed Fire Marshal for every class.</li> <li>• The Instructor will lead their group out of the building, by the nearest exit, to the assembly point (front car park).</li> <li>• Instructor to check everyone is accounted for in the event of a fire and instructor will inform fire services of anyone missing.</li> <li>• Fire procedures available on site – students and parents informed of arrangements and muster point(s).</li> </ul>	LOW	NONE	N/A	LOW



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		<ul style="list-style-type: none"> <li>• New starters informed of local site arrangements at first class.</li> <li>• Fire exits and escape routes visually checked before each class.</li> </ul>				
6. Gradings	Excessive contact during grading tasks (sparring, breaking, floor work etc).	<ul style="list-style-type: none"> <li>• Grading examiner asks if anyone has any existing injuries before gradings.</li> <li>• Students are informed about level of contact and conduct required before each task.</li> <li>• Grading examiner appoints black belts to monitor sparring to ensure contact is managed in a safe manner.</li> <li>• Any excessive contact is noted and task is stopped. Offender(s) are</li> </ul>	LOW	None	N/A	LOW



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		<p>spoken to in front of all students grading.</p> <ul style="list-style-type: none"> <li>Any potential safeguarding issues are investigated and action taken to prevent recurrence. Further action taken by Safeguarding Officer if he feels it is warranted.</li> </ul>				

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User





If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

### 6. Assessment

Signature of Assessor(s):  
Print Name: Mr Andrew Arkinstall

Signature of Line Manager:  
Print Name:

Date Assessed: 8/12/2023

Review Date: 8/12/2024

### 7. Communication and Review



This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.