



SAFE PRACTICE & TRAINING STANDARDS POLICY

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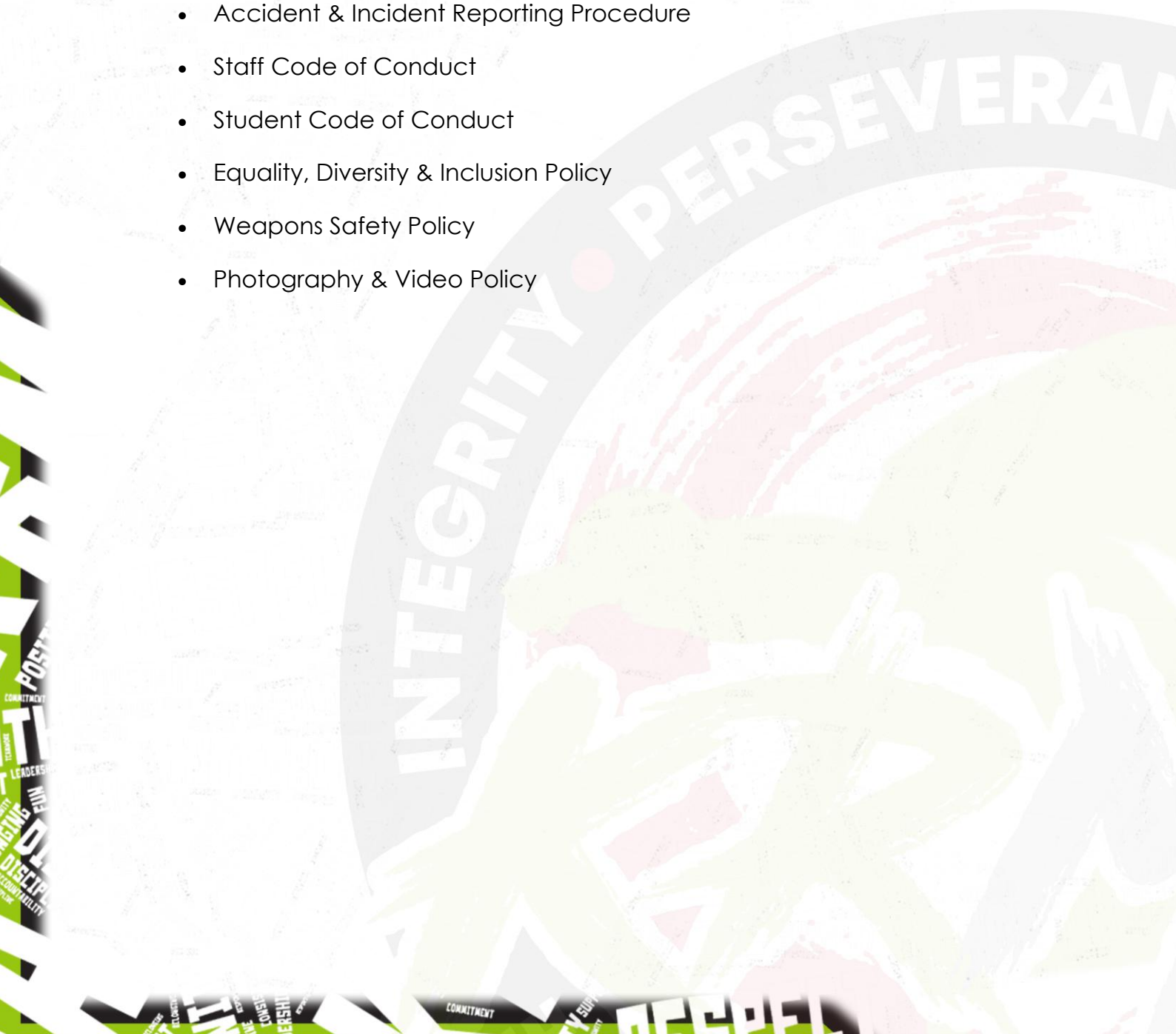
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Related Policies

This policy should be read alongside the following KRMA policies and procedures:

- Health & Safety Policy
- Safeguarding & Child Protection Policy
- Safeguarding Adults at Risk Policy
- Risk Assessment Policy
- Heat Safety Policy
- First Aid Policy
- Accident & Incident Reporting Procedure
- Staff Code of Conduct
- Student Code of Conduct
- Equality, Diversity & Inclusion Policy
- Weapons Safety Policy
- Photography & Video Policy



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1. Purpose

Koku-Ryu Martial Arts (KRMA) is committed to providing a safe, professionally managed and enjoyable training environment for every student, instructor, volunteer and visitor.

Martial arts are physical activities and, by their very nature, carry an inherent risk of injury. Whilst it is impossible to eliminate all risk, KRMA is committed to taking every **reasonable and proportionate** step to minimise foreseeable risks through:

- qualified instruction;
- appropriate supervision;
- progressive coaching methods;
- suitable equipment;
- safe facilities;
- effective risk assessment;
- age and ability appropriate training;
- ongoing instructor development; and
- a positive culture of safety.

The aim of this policy is to establish clear standards that promote safe participation whilst maintaining the quality and integrity of martial arts instruction.

This policy supports KRMA's commitment to protecting the health, safety and wellbeing of everyone participating in its activities.

2. Scope

This policy applies to every activity organised, delivered or authorised by KRMA.

It includes:

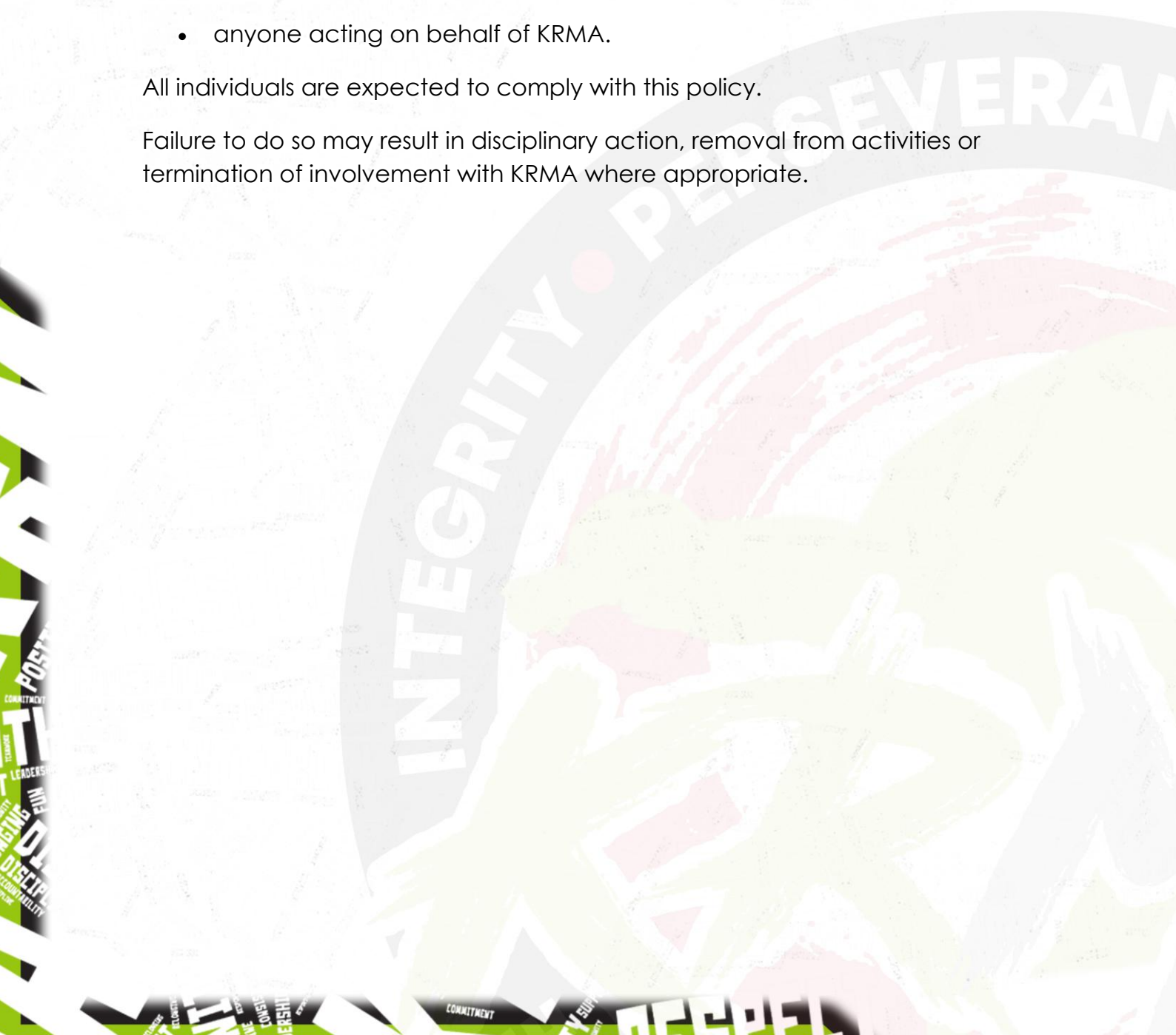
- Dragon Tots classes;
- Junior Dragons classes;
- Senior Dragons classes;
- Traditional Karate;
- Freestyle Martial Arts;
- Kickboxing;
- KRMA Kombat MMA;
- Hyper training;
- Weapons training;
- Jiu-Jitsu;
- Private tuition;
- Instructor training;
- Gradings;
- Demonstrations;
- Competitions;
- Seminars;
- Community programmes;
- School programmes;
- Holiday activities;
- Social events involving martial arts activities; and
- Any activity undertaken in the name of KRMA.

This policy applies to:

- employees;
- instructors;
- assistant instructors;
- junior instructors;
- volunteers;
- contractors;
- visiting instructors;
- students;
- parents and carers while on KRMA premises; and
- anyone acting on behalf of KRMA.

All individuals are expected to comply with this policy.

Failure to do so may result in disciplinary action, removal from activities or termination of involvement with KRMA where appropriate.



3. Commitment to Safe Practice

KRMA believes that excellent martial arts instruction is built upon safe practice.

Safety is not viewed as a separate activity but as an integral part of every lesson, grading, competition and event.

KRMA is committed to:

- providing safe and suitable training environments;
- maintaining equipment to an appropriate standard;
- ensuring instructors are suitably qualified and competent;
- delivering progressive, age-appropriate and ability-appropriate instruction;
- promoting respect, discipline and self-control;
- encouraging students to report injuries or concerns immediately;
- adapting activities where necessary to protect participants;
- providing appropriate first aid arrangements;
- maintaining effective safeguarding arrangements;
- promoting equality and inclusion;
- complying with relevant legislation and recognised good practice; and
- continually reviewing and improving safety standards.

Every participant shares responsibility for maintaining a safe training environment.

Students are expected to follow instructor guidance at all times and to behave in a manner that does not place themselves or others at unnecessary risk.

4. Legal Framework

This policy has been developed with reference to current legislation, recognised guidance and accepted good practice applicable in England, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Occupiers' Liability Act 1957;
- Occupiers' Liability Act 1984;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable;
- Children Act 1989;
- Children Act 2004;
- Care Act 2014;
- Equality Act 2010;
- Safeguarding Vulnerable Groups Act 2006;
- Working Together to Safeguard Children 2026;
- UK GDPR;
- Data Protection Act 2018; and
- Current guidance issued by relevant governing bodies, insurers and public authorities where applicable.

KRMA recognises that legislation and best practice evolve over time.

This policy will therefore be reviewed regularly and updated whenever necessary to reflect changes in legal requirements, recognised guidance or organisational practice.

5. General Safe Practice Principles

Safe practice is fundamental to every aspect of KRMA's operation.

All instruction should be based upon the following principles.

Progressive Learning

Students will be taught progressively.

New skills will only be introduced when appropriate prerequisite skills have been demonstrated.

Complex techniques should be broken into manageable stages.

No student should be pressured into attempting techniques beyond their current level of competence.

Age-Appropriate Instruction

Training methods will reflect the age, physical development and emotional maturity of participants.

Young children should not be expected to train in the same manner as teenagers or adults.

Activities will be modified where necessary to ensure they remain appropriate, enjoyable and safe.

Ability-Appropriate Training

Students develop at different rates.

Instruction will therefore be adapted to reflect:

- experience;
- confidence;
- fitness;
- mobility;
- coordination;

- medical conditions;
- disabilities; and
- individual learning needs.

Reasonable adjustments will be made wherever practicable to enable safe participation.

Qualified Supervision

All martial arts activities must be supervised by a suitably qualified instructor authorised by KRMA.

Junior instructors and assistant instructors must work under the supervision of an appropriately qualified instructor.

Students must never be permitted to lead activities beyond their level of competence or authority.

Risk Management

Instructors are expected to consider risk continuously throughout every session.

This includes monitoring:

- participant behaviour;
- environmental conditions;
- fatigue;
- equipment;
- floor surfaces;
- training intensity;
- contact levels; and
- changing circumstances.

Activities should be modified immediately where an unacceptable level of risk is identified.

Respect for Individual Welfare

Every participant should be treated with dignity, fairness and respect.

No individual should be subjected to:

- humiliation;
- bullying;
- intimidation;
- discriminatory treatment;
- excessive physical punishment;
- unsafe training practices; or
- unnecessary risk.

Student welfare will always take precedence over competitive success or training intensity.

Communication

Students are encouraged to inform instructors immediately if they:

- feel unwell;
- become injured;
- experience pain;
- feel unsafe;
- have concerns regarding another participant;
- require medical assistance; or
- believe equipment or facilities are unsafe.

Parents and carers should notify KRMA of any medical conditions, injuries or changes that may affect safe participation.

Safety Culture

KRMA promotes a culture where safety is everyone's responsibility.

Concerns relating to health, safety or safe practice should be reported promptly without fear of criticism.

Learning from accidents, incidents and near misses forms part of KRMA's commitment to continual improvement.



6. Warm-Up and Cool-Down Procedures

Every KRMA training session must include an appropriate warm-up before physical activity begins.

Warm-ups are an essential part of injury prevention and help prepare participants physically and mentally for training.

Warm-ups should always be:

- appropriate for the age of participants;
- appropriate for the activity being undertaken;
- progressive in intensity;
- adapted for individual needs;
- supervised by a qualified instructor; and
- modified where environmental conditions require.

Where appropriate, training sessions should also include a cool-down period to assist recovery, reduce muscle stiffness and encourage gradual return to a resting state.

The RAMP Principle

KRMA adopts the recognised **RAMP** warm-up model.

Raise

The first stage should gradually increase:

- heart rate;
- breathing rate;
- body temperature; and
- blood flow to working muscles.

Examples include:

- walking;
- light jogging;

- skipping;
- movement games;
- mobility circuits; or
- age-appropriate movement challenges.

For Dragon Tots and Junior Dragons, this stage may be delivered through fun movement-based games that encourage participation whilst raising body temperature safely.

Activate

Specific muscle groups required for the session should then be activated.

Examples include:

- core activation;
- glute activation;
- shoulder stability exercises;
- balance drills;
- hip activation; and
- controlled bodyweight movements.

Exercises should reflect the techniques planned for that lesson.

Mobilise

Participants should then complete controlled mobility exercises to improve movement through an appropriate range of motion.

Mobility work should focus on areas likely to be used during training.

Examples include:

- hips;
- ankles;
- shoulders;

- thoracic spine;
- wrists; and
- neck where appropriate.

Static stretching should not replace an effective dynamic warm-up before explosive activity.

Potentiate

The final stage prepares participants for the intensity of the lesson.

Activities may include:

- controlled kicking drills;
- reaction exercises;
- agility movements;
- light combinations;
- technical rehearsal;
- footwork drills; or
- progressive sport-specific movements.

Intensity should increase gradually.

Students should never move directly from rest into maximum effort activity.

Cool-Down

Where appropriate, sessions should conclude with a structured cool-down.

This may include:

- light movement;
- controlled breathing;
- mobility exercises;
- static stretching;

- relaxation; or
- review of learning.

Cool-downs should be adapted according to:

- participant age;
- lesson intensity;
- environmental conditions; and
- individual needs.



7. Environmental Conditions

KRMA recognises that environmental conditions can significantly affect participant safety.

Instructors must continually monitor conditions throughout every session and modify activities where appropriate.

Factors requiring consideration include:

- temperature;
- humidity;
- ventilation;
- floor condition;
- lighting;
- available space;
- weather (for outdoor activities);
- participant numbers; and
- physical demands of the lesson.

Training intensity should be reduced where environmental conditions increase the likelihood of injury, illness or fatigue.

Heat Management

Training during periods of elevated temperature presents increased risks including:

- dehydration;
- heat exhaustion;
- heat stroke;
- reduced concentration;
- fatigue;
- dizziness; and

- increased injury risk.

KRMA will monitor environmental conditions using recognised guidance, including the **Wet Bulb Globe Temperature (WBGT)** where appropriate.

Where heat presents an increased risk, instructors may:

- reduce lesson intensity;
- shorten activities;
- increase rest periods;
- increase hydration breaks;
- modify clothing requirements where appropriate;
- alter lesson content;
- move training to a cooler area; or
- cancel sessions where necessary.

The safety of participants will always take priority over maintaining the planned lesson.

Detailed procedures are contained within the **KRMA Heat Safety Policy**.

Cold Conditions

Cold temperatures may increase the likelihood of:

- muscle strains;
- reduced flexibility;
- slips;
- reduced coordination; and
- discomfort.

Warm-ups may therefore need to be extended during colder conditions.

Participants should wear suitable clothing before and after training.

Air Quality and Ventilation

Training areas should be adequately ventilated wherever reasonably practicable.

Where poor ventilation, excessive humidity or other environmental factors reduce safety, instructors should modify or suspend activities until conditions improve.

8. Medical Conditions and Existing Injuries

KRMA encourages all participants to disclose relevant medical information that may affect safe participation.

Examples include:

- asthma;
- epilepsy;
- diabetes;
- severe allergies;
- heart conditions;
- respiratory conditions;
- musculoskeletal injuries;
- recent surgery;
- pregnancy where relevant;
- dizziness or fainting conditions;
- neurological conditions; and
- any other medical condition likely to affect safe participation.

Medical information will be handled confidentially in accordance with KRMA's Data Protection Policy.

Existing Injuries

Participants must inform an instructor of any injury before commencing training.

Where an injury is reported, instructors may:

- modify activities;
- reduce intensity;
- exclude specific techniques;
- recommend observation only;
- advise medical review; or
- refuse participation where continuing would present an unacceptable risk.

Participation should never be encouraged where doing so could reasonably worsen an injury.

Illness

Participants should not train where they are experiencing illness likely to:

- increase the risk of injury;
- place others at risk of infection;
- impair judgement;
- affect coordination; or
- compromise safe participation.

Instructors may refuse participation where illness presents a safety concern.

Pregnancy

KRMA recognises that many individuals are able to continue martial arts training during pregnancy.

However, participation should only continue following appropriate medical advice.

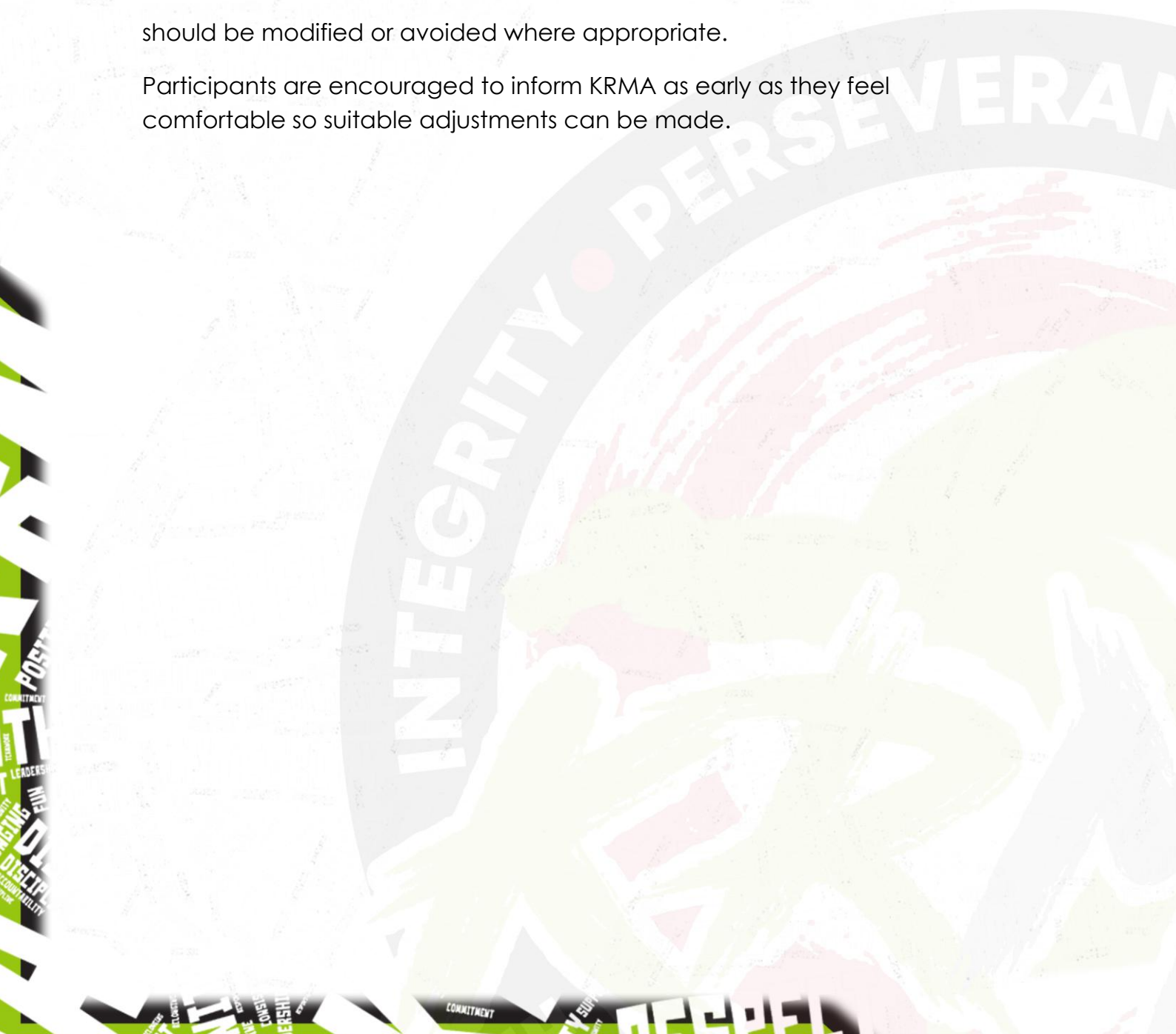
Training should be individually adapted.

Activities involving:

- heavy contact;
- high-impact landings;
- falls;
- throws;
- submissions;
- abdominal pressure; or
- significant collision

should be modified or avoided where appropriate.

Participants are encouraged to inform KRMA as early as they feel comfortable so suitable adjustments can be made.



9. First Aid Arrangements

KRMA is committed to providing appropriate first aid provision during its activities.

Suitable first aid equipment will be available at training venues.

Appropriately trained first aiders will be available in accordance with the nature of the activity and venue requirements.

Injury Response

Where an injury occurs, instructors will:

- stop the activity if necessary;
- assess the situation;
- provide first aid within the limits of their training;
- seek additional medical assistance where required;
- contact parents or carers where appropriate;
- contact emergency services where necessary;
- record the incident; and
- review whether any changes to future activities are required.

No instructor should attempt treatment beyond the scope of their qualifications.

Emergency Medical Assistance

Emergency services should be contacted immediately where a participant:

- loses consciousness;
- experiences difficulty breathing;
- suffers a suspected spinal injury;
- suffers a suspected fracture requiring emergency care;
- experiences severe bleeding;

- displays symptoms of heat stroke;
- experiences seizures requiring emergency intervention;
- suffers a suspected serious head injury; or
- presents any other life-threatening condition.

Emergency procedures should be followed calmly and efficiently.

Accident Recording

All accidents, injuries and significant near misses must be recorded using KRMA's Accident and Incident Reporting procedures.

Accident records should include:

- date;
- time;
- location;
- individuals involved;
- nature of injury;
- first aid provided;
- witnesses where applicable;
- further action taken; and
- name of the instructor completing the record.

Accident records should be reviewed periodically to identify recurring hazards or trends requiring further control measures.

Emergency Contact Information

KRMA will maintain appropriate emergency contact information for participants wherever practicable.

Emergency contact details should be treated confidentially and only accessed where necessary to protect the health or safety of a participant.

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DISCIPLINE
ACCOUNTABILITY
ONLINE

10. Programme-Specific Safe Practice

Whilst the principles of safe practice apply to all KRMA activities, each programme presents different physical, developmental and safeguarding considerations.

Instructors must ensure that training methods are appropriate for the age, ability, experience and individual needs of participants.

Activities should always be delivered progressively, safely and in accordance with KRMA's curriculum.

10.1 Dragon Tots (Ages 3–5)

Dragon Tots is designed to develop fundamental movement skills, confidence, coordination and listening skills through fun, structured martial arts activities.

Sessions should prioritise enjoyment and participation rather than technical performance.

Instructors should ensure:

- activities are delivered through games and imaginative learning where appropriate;
- techniques are taught without unnecessary physical contact between children;
- movements remain simple and age-appropriate;
- waiting times are kept to a minimum;
- equipment is suitable for young children;
- clear visual demonstrations are provided;
- adequate space is maintained between participants;
- activities are closely supervised at all times; and
- regular opportunities are provided for hydration where required.

Children should never be required to perform techniques beyond their physical or emotional development.

10.2 Junior Dragons (Ages 5–7)

Junior Dragons introduces structured martial arts whilst continuing to emphasise safety, enjoyment and confidence.

Training should progressively develop:

- coordination;
- balance;
- agility;
- discipline;
- respect;
- self-control; and
- basic martial arts skills.

Instruction should remain:

- closely supervised;
- positive;
- encouraging;
- progressive; and
- appropriate to the child's level of development.

Partner work should always be carefully managed.

Contact activities should remain controlled and age appropriate.

10.3 Senior Dragons (Ages 7+)

Senior Dragons introduces increasingly technical martial arts skills whilst maintaining appropriate progression.

Instruction may include:

- striking techniques;

- kicking techniques;
- pad work;
- forms;
- self-defence;
- controlled partner drills;
- weapons (where authorised);
- flexibility training;
- fitness development; and
- controlled sparring appropriate to grade and experience.

Instructors should ensure:

- techniques are introduced progressively;
- contact levels remain appropriate;
- supervision is maintained throughout;
- suitable protective equipment is used where required;
- students understand safety instructions before activities begin; and
- unsafe behaviour is addressed immediately.

10.4 Traditional Karate

Traditional Karate places particular emphasis upon:

- discipline;
- technical precision;
- etiquette;
- control;
- respect;
- balance; and

- continuous improvement.

Training should reflect recognised traditional teaching methods whilst maintaining modern health and safety standards.

Kata, kihon and partner work should always be taught progressively.

Controlled contact should be appropriate to the experience of participants.

Traditional practices must never override participant safety.

10.5 Freestyle Martial Arts

Freestyle Martial Arts combines traditional martial arts with modern sport-based training.

Activities may include:

- striking;
- kicking;
- combinations;
- forms;
- creative movement;
- controlled sparring;
- pad work;
- flexibility;
- athletic movement; and
- weapons.

Instructors should ensure students demonstrate competence before progressing to more advanced techniques.

Where students train together with mixed grades, activities should be differentiated to ensure that every participant trains safely at an appropriate level.

10.6 Kickboxing

Kickboxing sessions involve higher levels of cardiovascular activity and partner work.

Training should include appropriate:

- warm-ups;
- hydration;
- technical instruction;
- conditioning;
- cool-downs; and
- recovery periods.

Partner drills should emphasise:

- control;
- respect;
- communication; and
- technical accuracy.

Uncontrolled contact is not acceptable.

Appropriate protective equipment must be worn whenever required by the instructor.

10.7 KRMA Komбат MMA

Mixed Martial Arts combines striking, clinch work and grappling.

Due to the increased physical demands of MMA, instructors must ensure participants possess sufficient experience before progressing to advanced techniques.

Activities may include:

- striking drills;
- pad work;

- takedowns;
- wrestling;
- positional control;
- ground movement;
- submissions;
- escapes;
- transitions; and
- controlled sparring.

Safety requirements include:

- clear explanation of tapping procedures;
- immediate release of submissions upon a tap or verbal submission;
- no uncontrolled throws;
- progressive introduction of takedowns;
- prohibition of dangerous neck cranks or spinal manipulation;
- close supervision during grappling;
- appropriate matting; and
- suitable protective equipment where applicable.

Students must understand that training partners are not opponents.

Control is expected at all times.

10.8 Hyper Training

Hyper training includes:

- tricking;
- acrobatics;
- tumbling;

- aerial techniques;
- creative movement;
- jumping;
- spinning techniques; and
- performance skills.

These activities present increased risks if taught incorrectly.

Accordingly:

- progressions must be followed;
- prerequisite skills must be demonstrated;
- appropriate crash mats should be used where required;
- spotting should be provided where appropriate;
- instructors must remain within the limits of their own competence;
- adequate ceiling height and floor space must be available; and
- participants must never be pressured into attempting skills beyond their current ability.

High-risk aerial techniques should only be introduced after suitable preparation and under close supervision.

10.9 Jiu-Jitsu

Jiu-Jitsu training includes:

- breakfalls;
- throws;
- holds;
- escapes;
- groundwork;
- submissions;

- positional control; and
- self-defence techniques.

Safety principles include:

- correct breakfall training before throwing techniques;
- progressive teaching of submissions;
- immediate release following a tap;
- no prolonged joint locks;
- no unnecessary pressure on the neck or spine;
- controlled application of techniques;
- close instructor supervision; and
- immediate cessation where injury is suspected.

Participants should always prioritise the safety of their training partner over successful completion of a technique.

10.10 Weapons Training

Weapons training presents additional risks and therefore requires enhanced supervision.

Only equipment authorised by KRMA may be used.

Training weapons may include:

- foam weapons;
- wooden weapons;
- aluminium weapons;
- blunt steel training weapons; and
- other approved training equipment.

Live blades must only be used:

- for authorised demonstrations;

- by appropriately qualified instructors;
- following suitable risk assessment; and
- under strictly controlled conditions.

Before every session instructors should inspect equipment for:

- cracks;
- loose fittings;
- sharp edges;
- structural damage; and
- general suitability.

Damaged equipment must be removed from use immediately.

Participants should maintain appropriate distancing throughout weapons practice.

Weapons must never be used outside authorised training activities.

Horseplay involving weapons will not be tolerated.

10.11 Demonstrations and Competitions

Demonstrations and competitions often involve increased physical and psychological demands.

Instructors should ensure participants are:

- appropriately prepared;
- medically fit to participate;
- adequately supervised;
- using appropriate equipment;
- fully briefed regarding venue safety procedures; and
- training within their level of competence.

Where unfamiliar venues are used, instructors should undertake an appropriate dynamic risk assessment before activities commence.

10.12 Inclusive Participation

KRMA is committed to making martial arts accessible wherever reasonably practicable.

Reasonable adjustments will be considered for participants with:

- disabilities;
- additional learning needs;
- neurodivergence;
- sensory impairments;
- medical conditions;
- temporary injuries; or
- other individual requirements.

Adjustments may include:

- modified techniques;
- additional instruction;
- adapted equipment;
- altered lesson structure;
- additional supervision;
- reduced training intensity; or
- alternative learning methods.

Safety remains the overriding consideration when making reasonable adjustments.

Where an activity cannot be delivered safely despite reasonable adjustments, instructors should explain the reasons respectfully and identify suitable alternative methods of participation wherever possible.

11. Personal Protective Equipment (PPE)

Koku-Ryu Martial Arts (KRMA) is committed to reducing the risk of injury through the appropriate use of Personal Protective Equipment (PPE).

The level of PPE required will depend upon:

- the activity being undertaken;
- the age of participants;
- the experience of participants;
- the level of contact;
- the training environment; and
- the instructor's dynamic risk assessment.

Students are responsible for ensuring that their own protective equipment is:

- clean;
- well maintained;
- correctly fitted;
- suitable for the activity; and
- free from defects.

Instructors must refuse participation where PPE is considered unsafe, damaged, unsuitable or is not being worn correctly.

Mandatory Protective Equipment

Where required by the instructor, participants must wear appropriate PPE, which may include:

- Gumshield (mouthguard)
- Hand protection (gloves)
- Shin guards
- Foot protection
- Groin protector

- Chest protector
- Headguard
- Forearm protection
- Approved martial arts footwear where appropriate

Additional protective equipment may be required depending upon the activity.

The instructor's decision regarding PPE requirements is final.



12. Safe Contact and Sparring

Controlled partner work forms an important part of martial arts training.

However, safety must always take precedence over competitive success.

All sparring and contact drills must be:

- supervised by an instructor;
- appropriate to the age and experience of participants;
- progressive;
- controlled;
- technically appropriate; and
- stopped immediately if safety becomes compromised.

Participants should be matched as appropriately as reasonably practicable, taking into account:

- age;
- experience;
- size;
- confidence;
- physical ability; and
- medical considerations.

No participant should feel pressured to take part in contact activities beyond their level of confidence or competence.

Levels of Contact

KRMA adopts progressive contact appropriate to each programme.

Depending upon the class, activities may involve:

- non-contact;
- light contact;

- controlled contact;
- technical sparring;
- competition preparation; or
- full-contact activities where specifically authorised and appropriately supervised.

Contact levels must always reflect:

- the curriculum;
- participant welfare;
- instructor judgement;
- governing body guidance where applicable; and
- appropriate risk assessment.

Uncontrolled or reckless contact is never acceptable.

Any participant deliberately using excessive force may be removed from the activity.

Tapping Procedures

Where grappling or submission techniques are taught:

- participants must tap clearly when wishing to stop;
- instructors must ensure all students understand tapping procedures;
- submissions must be released immediately following a tap or verbal submission;
- no participant should resist a recognised submission beyond the point of safety.

Failure to release immediately following a tap may result in disciplinary action.

13. Concussion and Head Injury Management

KRMA recognises the importance of early identification and appropriate management of concussion.

Any participant suspected of sustaining a concussion must be removed from training immediately.

They must **not** return to training or competition on the same day.

Possible signs include:

- headache;
- dizziness;
- confusion;
- memory problems;
- blurred vision;
- nausea;
- vomiting;
- unusual behaviour;
- poor balance;
- sensitivity to light or noise;
- slowed responses; or
- loss of consciousness.

Where concussion is suspected:

1. Stop participation immediately.
2. Remove the participant from activity.
3. Assess immediate safety.
4. Seek medical advice.
5. Inform parents or carers where appropriate.
6. Record the incident.

7. Follow medical guidance before returning to activity.

Return to training should only occur following appropriate medical advice and a gradual return-to-activity programme where necessary.

When in doubt, the participant should sit out.



14. Equipment Safety

All equipment used by KRMA should be appropriate for its intended purpose.

Equipment includes:

- focus pads;
- kick shields;
- strike shields;
- training mats;
- weapons;
- agility equipment;
- fitness equipment;
- cones;
- resistance equipment; and
- any other training aids.

Equipment should be inspected regularly.

Items should be removed from use immediately where defects present a safety risk.

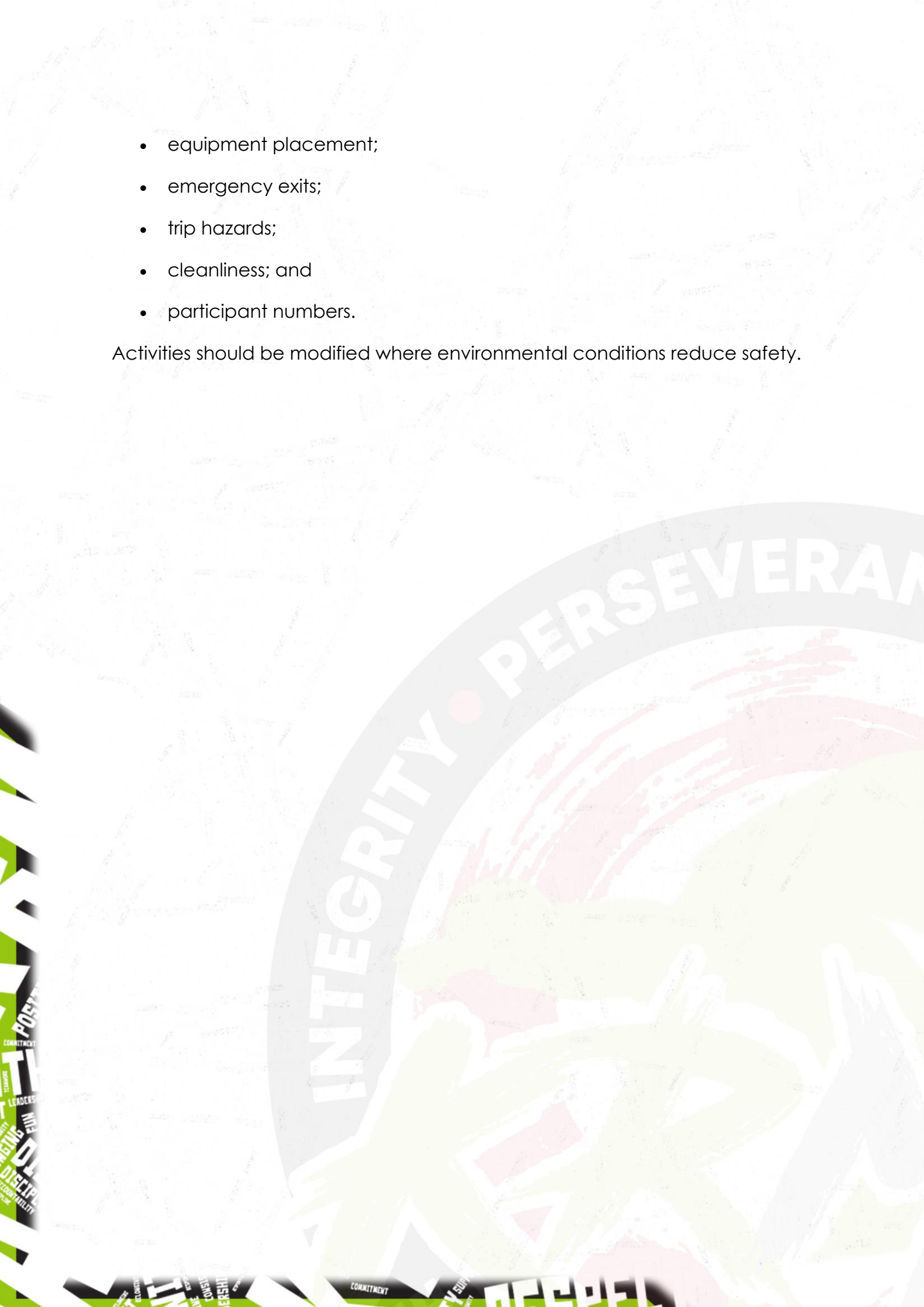
Training areas should be kept free from unnecessary hazards.

Walkways and fire exits must remain unobstructed.

Training Areas

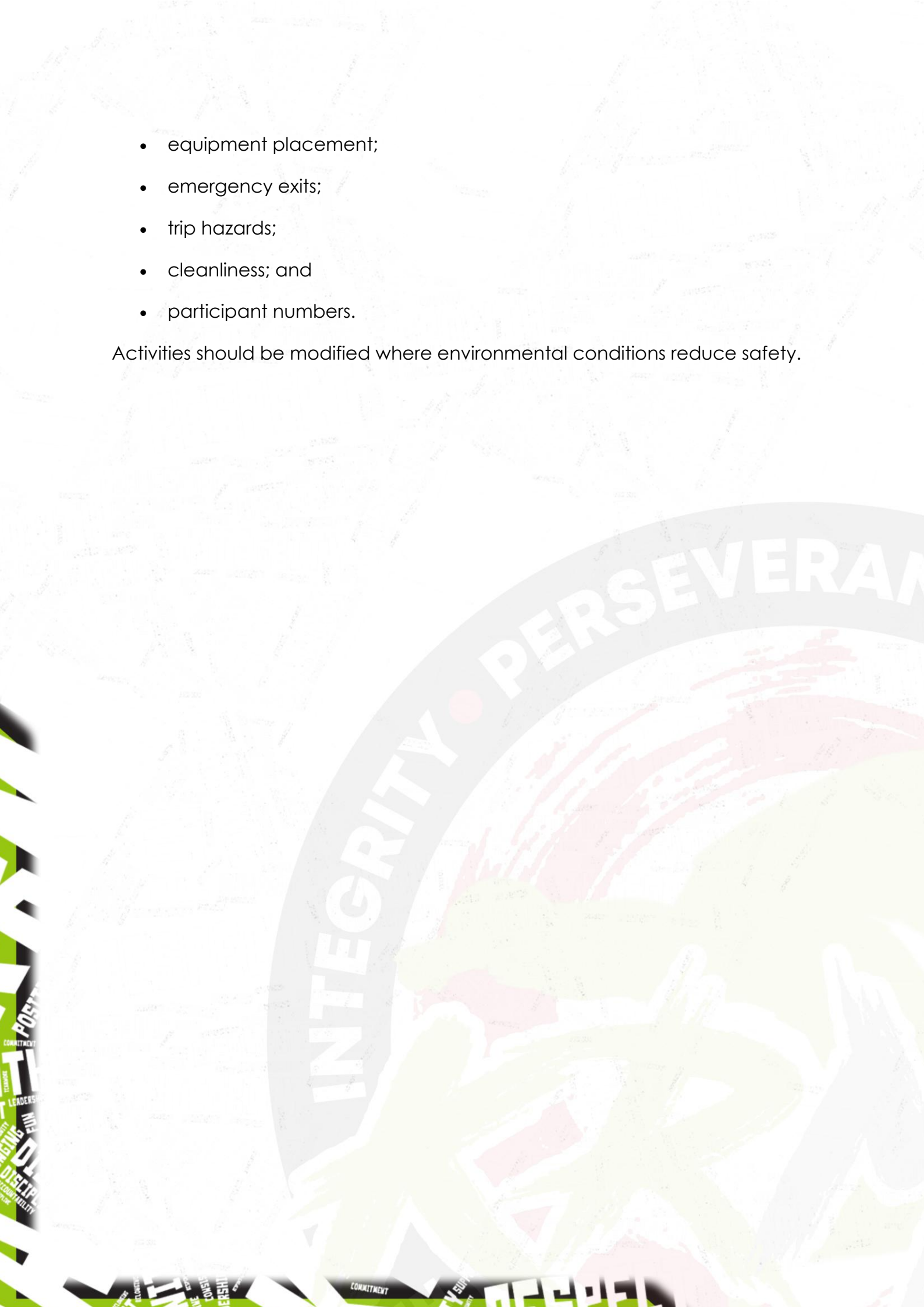
Before every class instructors should consider:

- floor condition;
- lighting;
- ventilation;
- available space;
- temperature;

- equipment placement;
 - emergency exits;
 - trip hazards;
 - cleanliness; and
 - participant numbers.
- Activities should be modified where environmental conditions reduce safety.
- 

- equipment placement;
- emergency exits;
- trip hazards;
- cleanliness; and
- participant numbers.

Activities should be modified where environmental conditions reduce safety.



15. Instructor Responsibilities

Every instructor has a duty to provide safe, professional and well-managed instruction.

Instructors are responsible for:

- delivering activities appropriate to participant ability;
- maintaining professional standards;
- supervising activities effectively;
- monitoring participant welfare;
- adapting activities where required;
- ensuring appropriate PPE is worn;
- undertaking continual dynamic risk assessments;
- responding appropriately to injuries;
- maintaining first aid awareness;
- reporting accidents;
- following safeguarding procedures;
- maintaining professional boundaries;
- inspecting equipment before use;
- stopping unsafe behaviour immediately;
- encouraging good sportsmanship;
- promoting respect and inclusion; and
- acting as positive role models.

Instructors should never ask participants to undertake activities that the instructor reasonably believes present an unacceptable level of risk.

16. Student Responsibilities

Every participant shares responsibility for maintaining a safe training environment.

Students are expected to:

- follow instructor instructions immediately;
- behave respectfully towards others;
- use equipment safely;
- wear appropriate clothing and PPE;
- report injuries promptly;
- report illness before training;
- avoid unsafe behaviour;
- train within their level of ability;
- respect training partners;
- maintain good personal hygiene;
- avoid horseplay; and
- report damaged equipment or hazards.

Students should stop immediately when instructed by an instructor.

Repeated unsafe behaviour may result in removal from activities.

17. Dynamic Risk Assessment

Risk assessment is an ongoing process.

In addition to formal written risk assessments, instructors are expected to continually assess changing conditions throughout every class.

Examples include:

- participant fatigue;
- illness;
- behaviour;
- equipment failure;
- weather;
- temperature;
- overcrowding;
- injuries;
- floor conditions; and
- changing participant numbers.

Where conditions change, instructors must adapt activities accordingly.

This may include:

- modifying techniques;
- reducing contact;
- increasing supervision;
- changing lesson content;
- increasing hydration breaks;
- suspending activities; or
- ending the session if necessary.

Dynamic risk assessment is an expected part of professional instruction.

18. Accident and Incident Reporting

All accidents, injuries, dangerous occurrences and significant near misses should be reported in accordance with KRMA procedures.

Records should include:

- date;
- time;
- location;
- persons involved;
- nature of incident;
- action taken;
- first aid administered;
- witnesses;
- follow-up actions; and
- instructor completing the report.

Where required by law, incidents will be reported under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

Accident records will be reviewed periodically to identify recurring risks and opportunities for improvement.

19. Monitoring and Policy Review

Safe practice is subject to continual monitoring throughout KRMA.

Monitoring may include:

- instructor observations;
- accident reports;
- incident trends;
- participant feedback;
- equipment inspections;
- safeguarding concerns;
- risk assessments;
- training records; and
- policy compliance.

Lessons learned from incidents will be used to improve future practice.

Policy Review

This policy will be reviewed:

- annually;
- following significant incidents;
- following legislative changes;
- following changes in recognised good practice;
- following organisational changes affecting safety; or
- whenever considered necessary by senior management.

Updated versions will be communicated to instructors, staff and volunteers.

20. Policy Approval

Policy Title: Safe Practice & Training Standards Policy

Organisation: Koku-Ryu Martial Arts (KRMA)

Version: 3.0

Policy Owner: Chief Instructor

Approved By: Andrew Banks – CEO & Chief Instructor

Effective Date: 13 July 2026

Next Review Date: 13 July 2027

Declaration

Koku-Ryu Martial Arts is committed to maintaining the highest standards of safe practice across all of its programmes.

Every instructor, employee, volunteer and participant shares responsibility for creating an environment where martial arts can be practised safely, professionally and with mutual respect.

By following the principles contained within this policy, KRMA aims to minimise foreseeable risk, promote wellbeing and ensure that every student can enjoy the many physical, mental and social benefits of martial arts within a safe and supportive environment.