



HEALTH & SAFETY POLICY

Approved by: Andrew Banks – CEO and Chief Instructor

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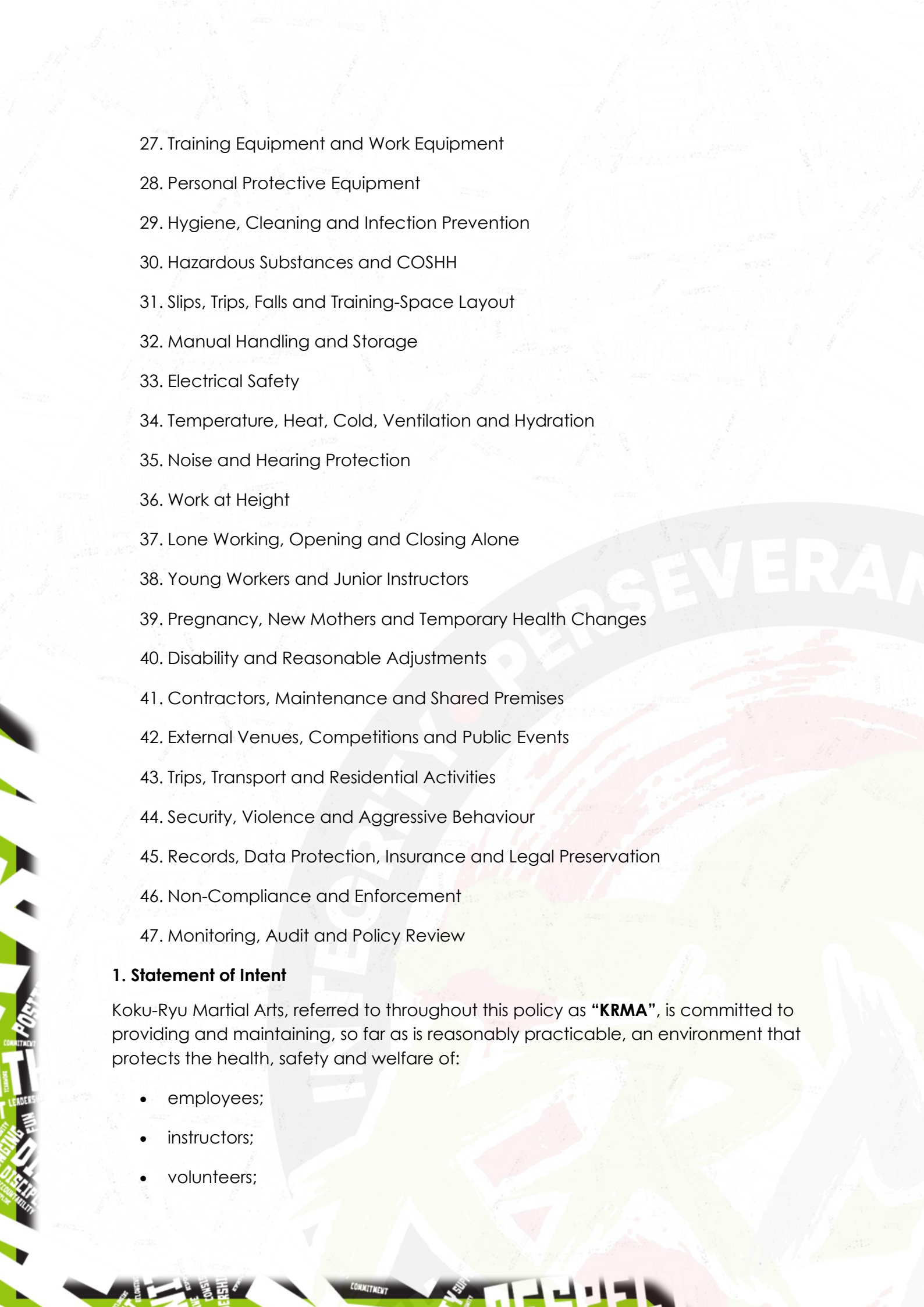
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Contents

1. Statement of Intent
2. Purpose
3. Scope
4. Legal and Regulatory Framework
5. Health and Safety Principles
6. Health and Safety Management System
7. Roles and Responsibilities
8. Competent Health and Safety Assistance
9. Consultation and Worker Involvement
10. Risk Assessment and the Hierarchy of Control
11. Information, Instruction, Training and Supervision
12. Health and Safety Induction
13. Reporting Hazards and Authority to Stop Unsafe Activity
14. Venue Opening, Closing and Pre-Session Checks
15. Premises Safety and Welfare Facilities
16. Fire Safety, Evacuation and Emergency Planning
17. First Aid and Medical Emergencies
18. Accidents, Incidents, Near Misses and RIDDOR
19. Safe Class Planning and Structure
20. Participant Information and Fitness to Train
21. Warm-Ups, Cool-Downs and Physical Preparation
22. Supervision, Staffing and Class Capacity
23. Contact Training, Sparring and Pad Work
24. Grappling, Takedowns, Throws and Ground Training
25. Weapons Training
26. Tricking, Acrobatics, Breaking and Demonstrations

- 
27. Training Equipment and Work Equipment
 28. Personal Protective Equipment
 29. Hygiene, Cleaning and Infection Prevention
 30. Hazardous Substances and COSHH
 31. Slips, Trips, Falls and Training-Space Layout
 32. Manual Handling and Storage
 33. Electrical Safety
 34. Temperature, Heat, Cold, Ventilation and Hydration
 35. Noise and Hearing Protection
 36. Work at Height
 37. Lone Working, Opening and Closing Alone
 38. Young Workers and Junior Instructors
 39. Pregnancy, New Mothers and Temporary Health Changes
 40. Disability and Reasonable Adjustments
 41. Contractors, Maintenance and Shared Premises
 42. External Venues, Competitions and Public Events
 43. Trips, Transport and Residential Activities
 44. Security, Violence and Aggressive Behaviour
 45. Records, Data Protection, Insurance and Legal Preservation
 46. Non-Compliance and Enforcement
 47. Monitoring, Audit and Policy Review

1. Statement of Intent

Koku-Ryu Martial Arts, referred to throughout this policy as “**KRMA**”, is committed to providing and maintaining, so far as is reasonably practicable, an environment that protects the health, safety and welfare of:

- employees;
- instructors;
- volunteers;

- junior instructors;
- students;
- children;
- parents and carers;
- visitors;
- contractors;
- spectators;
- and other people who may be affected by KRMA activities.

KRMA recognises that effective health and safety management is an essential part of:

- responsible leadership;
- safeguarding;
- professional martial arts instruction;
- staff welfare;
- student development;
- organisational sustainability;
- and public trust.

Health and safety will not be treated as:

- a paperwork exercise;
- an obstacle to effective martial arts training;
- a responsibility belonging only to the Health and Safety Lead;
- or something considered only after an accident.

It will form part of:

- decision-making;
- curriculum design;
- instructor education;
- venue management;

- equipment purchasing;
- event planning;
- staffing;
- student supervision;
- and ongoing organisational review.

KRMA will:

1. Identify foreseeable hazards.
2. Assess risks appropriately.
3. Eliminate risks where reasonably practicable.
4. Introduce suitable controls where elimination is not possible.
5. Provide appropriate information, instruction, training and supervision.
6. Maintain safe premises, equipment and systems of work.
7. Consult staff and consider concerns raised by students and families.
8. provide appropriate emergency and first aid arrangements.
9. investigate significant accidents, incidents and near misses.
10. review controls when circumstances change.
11. take action where unsafe conduct or conditions are identified.
12. provide suitable resources to meet this commitment.

No class, grading, competition, event, deadline or financial consideration is more important than preventing serious and avoidable harm.

No member of staff will be criticised for stopping or modifying an activity in good faith where they reasonably believe that continuing may create a significant risk.

1.1 Responsibility cannot be delegated away

Practical duties may be allocated to:

- managers;
- instructors;
- venue leads;
- first aiders;

- equipment officers;
- or other competent people.

However, senior leadership retains overall responsibility for ensuring that effective health and safety arrangements exist and are adequately resourced.

1.2 Signature

This Statement of Intent is approved by:

Andrew Banks
CEO and Chief Instructor
Koku-Ryu Martial Arts

Effective date: 14 July 2026

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HSE guidance states that every business must have a policy for managing health and safety. Organisations employing five or more people must record that policy in writing, clearly explaining the statement of intent, responsibilities and practical arrangements.

2. Purpose

The purpose of this policy is to establish how KRMA will:

- organise health and safety responsibilities;
- prevent injury and work-related ill health;
- protect students and other non-employees;
- maintain safe training environments;
- plan and deliver martial arts activities safely;
- select and maintain equipment;
- manage higher-risk disciplines;
- provide welfare and emergency arrangements;
- consult and train staff;
- investigate incidents;
- and monitor whether safety arrangements remain effective.

This policy establishes the overall organisational framework.

More detailed requirements may appear within:

- risk assessments;
- class operating procedures;
- emergency plans;
- equipment instructions;
- staff training;
- venue checklists;
- safeguarding plans;
- and activity-specific rules.

Where another document imposes a stronger safety requirement than this general policy, the stronger requirement will apply unless it is formally reviewed and amended.

2.1 Balanced and proportionate safety

KRMA recognises that martial arts cannot be made completely free from risk.

Appropriately managed training may involve:

- physical exertion;
- controlled contact;
- falling;
- throwing;
- kicking;
- striking;
- grappling;
- weapons;
- competition;
- and progressive physical challenge.

The objective is not to remove all challenge.

The objective is to ensure that risk is:

- understood;
- justified;

- controlled;
- appropriate to the participant;
- and not increased unnecessarily through poor planning, equipment, instruction or supervision.

2.2 Safety and safeguarding

Health and safety and safeguarding overlap but are not identical.

For example:

- an unexplained injury may be both a medical and safeguarding concern;
- poor supervision may create both accident and safeguarding risks;
- inappropriate physical punishment may be both unsafe and abusive;
- and an emergency may create temporary one-to-one situations requiring safeguarding controls.

Where both systems apply, KRMA must respond under both.

3. Scope

This policy applies to all KRMA-controlled or organised activities, including:

- regular classes;
- private lessons;
- trial classes;
- open training;
- gradings;
- examinations;
- competitions;
- team training;
- seminars;
- workshops;
- demonstrations;
- school programmes;
- community projects;

- holiday activities;
- fitness sessions;
- instructor training;
- weapons training;
- sparring;
- MMA;
- kickboxing;
- karate;
- jiu-jitsu;
- grappling;
- tricking;
- camps;
- trips;
- residential activities;
- fundraising activities;
- staff meetings;
- administration;
- maintenance;
- storage;
- and KRMA-arranged transport.

It applies at:

- KRMA's full-time premises;
- leisure centres;
- schools;
- hired halls;
- competition venues;
- outdoor locations;

- temporary event spaces;
- accommodation;
- vehicles;
- and other places used for KRMA activities.

3.1 People covered

This policy applies to:

- employees;
- self-employed instructors working for KRMA;
- contractors;
- volunteers;
- assistant instructors;
- trainee instructors;
- junior instructors;
- work-experience students;
- students;
- parents and carers;
- spectators;
- visitors;
- visiting instructors;
- suppliers;
- and anyone assigned responsibility within a KRMA activity.

3.2 Employees and other people

KRMA's duties as an employer principally concern the health, safety and welfare of its workers.

KRMA must also manage risks to people who may be affected by its work and activities, including:

- students;
- children;

- visitors;
- spectators;
- parents;
- and members of the public.

Section 3 of the Health and Safety at Work etc. Act places duties upon employers and self-employed people in relation to people who are not their employees but may be affected by their activities.

3.3 Joint and shared activities

Where KRMA operates with another organisation, responsibility may be shared with:

- a landlord;
- school;
- leisure centre;
- event organiser;
- competition promoter;
- contractor;
- transport provider;
- or accommodation provider.

Before the activity begins, KRMA should establish:

- who controls the premises;
- who controls the activity;
- who maintains equipment;
- who provides first aid;
- who manages fire evacuation;
- who reports hazards;
- who investigates incidents;
- and who has authority to stop the activity.

KRMA must not assume that another organisation has taken responsibility merely because it owns or manages the venue.

3.4 Activities outside direct KRMA control

This policy does not make KRMA responsible for every activity undertaken independently by:

- students;
- families;
- external organisations;
- or other martial arts schools.

However, it may apply where:

- KRMA organised the activity;
- KRMA staff were acting within their role;
- KRMA supplied the equipment;
- the activity was represented as an official KRMA activity;
- or KRMA exercised sufficient control over how it was delivered.

4. Legal and Regulatory Framework

This policy has been developed with regard to relevant legislation and guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Provision and Use of Work Equipment Regulations 1998;
- Personal Protective Equipment at Work Regulations 1992;
- Personal Protective Equipment at Work (Amendment) Regulations 2022;
- Manual Handling Operations Regulations 1992;
- Control of Substances Hazardous to Health Regulations 2002;
- Electricity at Work Regulations 1989;
- Regulatory Reform (Fire Safety) Order 2005;

- Health and Safety (Consultation with Employees) Regulations 1996;
- Safety Representatives and Safety Committees Regulations 1977 where applicable;
- Health and Safety Information for Employees Regulations 1989;
- Equality Act 2010;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- applicable safeguarding legislation and guidance;
- current Health and Safety Executive guidance;
- and current recognised first aid and grassroots-sport concussion guidance.

The Health and Safety at Work etc. Act 1974 is the primary occupational health and safety legislation in Great Britain. It establishes general duties relating to employees and people who may be affected by work activities.

4.1 Management duties

The Management of Health and Safety at Work Regulations require employers to make suitable arrangements for:

- risk assessment;
- planning;
- organisation;
- control;
- monitoring;
- review;
- competent assistance;
- emergency arrangements;
- and information and training.

HSE summarises the minimum risk-management process as:

- identifying what may cause injury or illness;
- determining who may be harmed and how;

- assessing likelihood and severity;
- and eliminating or controlling the risk.

4.2 Workplace duties

Where the Workplace (Health, Safety and Welfare) Regulations apply, KRMA must consider matters such as:

- ventilation;
- temperature;
- lighting;
- cleanliness;
- space;
- floors and access routes;
- sanitary facilities;
- drinking water;
- rest arrangements;
- and workplace maintenance.

These Regulations apply to most workplaces and establish core health, safety and welfare requirements.

4.3 Fire safety

The person or organisation controlling premises may have duties under fire-safety legislation.

Where KRMA hires or shares premises, it must:

- understand the venue's fire arrangements;
- cooperate with the responsible person;
- provide relevant information;
- and manage risks arising from KRMA's own activities.

4.4 Higher internal standards

KRMA may establish internal requirements exceeding minimum statutory obligations.

These may include:

- trained first aid cover at each session;
- formal pre-session checks;
- enhanced supervision for children;
- specific PPE standards;
- written activity risk assessments;
- concussion removal rules;
- and restrictions upon certain techniques.

Where adopted, these requirements become the KRMA operational standard.

4.5 Legal compliance does not guarantee sufficient safety

Meeting a minimum statutory requirement does not automatically mean that an activity is acceptably safe.

KRMA must also consider:

- the ages of participants;
- medical needs;
- competence;
- experience;
- activity intensity;
- environment;
- equipment;
- safeguarding;
- and reasonably foreseeable misuse.

5. Health and Safety Principles

KRMA will apply the following principles.

5.1 Prevention before reaction

The primary aim is to prevent harm rather than respond only after an accident.

This requires:

- planning;

- inspection;
- consultation;
- training;
- maintenance;
- and early action.

5.2 Leadership by example

Senior instructors and managers must demonstrate expected standards through their own conduct.

They must not:

- ignore damaged equipment;
- tolerate dangerous behaviour;
- encourage excessive contact;
- continue in unsafe temperatures;
- bypass emergency rules;
- or pressure staff to overlook risks.

5.3 Proportionate decision-making

Controls should reflect:

- likelihood;
- severity;
- number of people exposed;
- participant vulnerability;
- duration;
- and practical effectiveness.

Low-risk issues should be controlled sensibly.

High-consequence risks require stronger controls even where they occur infrequently.

5.4 Eliminate unnecessary risk

Where two methods achieve the same legitimate training outcome, KRMA should normally choose the safer effective method.

This does not mean removing all challenge.

It means avoiding:

- uncontrolled contact;
- poorly matched partners;
- damaged equipment;
- unsuitable flooring;
- unnecessary head impacts;
- unsafe weapons;
- overcrowding;
- and techniques beyond the participant's competence.

5.5 Adapt to the person

Training must be adapted where reasonably necessary for:

- age;
- size;
- maturity;
- ability;
- grade;
- fitness;
- disability;
- injury;
- pregnancy;
- medical condition;
- and experience.

Equal treatment does not always mean identical treatment.

5.6 Competence before complexity

Higher-risk activities must be introduced progressively.

Participants should demonstrate suitable:

- foundation skills;
- control;
- understanding;
- physical preparation;
- and compliance

before progressing to more complex or intense practice.

5.7 Equipment supports rather than replaces control

Protective equipment may reduce injury risk, but it does not make:

- excessive force;
- uncontrolled practice;
- unsafe supervision;
- or unsuitable partner matching

acceptable.

5.8 Children require enhanced consideration

Children may:

- misunderstand risk;
- follow peer pressure;
- hide pain;
- imitate advanced students;
- struggle to challenge adults;
- or continue despite fatigue.

Staff must therefore provide age-appropriate:

- instruction;
- boundaries;
- supervision;

- explanations;
- and opportunities to stop.

5.9 Stop when conditions change

An activity that was safe at the beginning may become unsafe because of:

- fatigue;
- heat;
- floor contamination;
- equipment damage;
- rising participant numbers;
- loss of staffing;
- emotional escalation;
- or a medical issue.

Controls must respond to actual conditions rather than relying solely upon the original plan.

5.10 Learn rather than conceal

Accidents, mistakes and near misses must be used to improve the system.

Staff must not:

- conceal incidents;
- discourage reports;
- alter records dishonestly;
- or blame an injured person before the facts are understood.

6. Health and Safety Management System

KRMA will manage health and safety through a continuous process based upon:

Plan – Do – Check – Act

HSE's HSG65 guidance uses this model to integrate health and safety into ordinary organisational management rather than treating it as a separate administrative exercise.

6.1 Plan

KRMA will:

- establish policies and standards;
- identify legal and operational requirements;
- assess hazards;
- set responsibilities;
- determine resources;
- plan activities;
- establish emergency arrangements;
- and define what safe delivery looks like.

6.2 Do

KRMA will:

- organise responsibilities;
- provide competent staff;
- implement controls;
- maintain equipment;
- provide training;
- communicate requirements;
- supervise activities;
- and cooperate with venue operators and contractors.

6.3 Check

KRMA will monitor performance through:

- pre-session checks;
- venue inspections;
- equipment checks;
- staff observations;
- incident reports;
- near-miss reports;

- training records;
- audits;
- feedback;
- and review of recurring concerns.

6.4 Act

KRMA will:

- correct immediate hazards;
- investigate incidents;
- revise risk assessments;
- update training;
- replace equipment;
- amend procedures;
- improve supervision;
- and review whether organisational arrangements remain effective.

6.5 Documentation and practical control

Written policies and risk assessments are necessary but do not, by themselves, control danger.

HSE specifically advises that organisations should not rely purely upon paperwork because the priority is to control risks in practice.

A risk assessment stating that mats are checked is ineffective unless:

- checks actually happen;
- defects are reported;
- unsafe mats are removed;
- and responsibility is clear.

6.6 Resources

KRMA will provide, so far as reasonably practicable, suitable resources for:

- training;
- first aid;

- PPE;
- maintenance;
- cleaning;
- inspections;
- emergency equipment;
- competent advice;
- and corrective action.

Where resources are temporarily insufficient, the activity must be:

- modified;
- delayed;
- relocated;
- restricted;
- or cancelled.

7. Roles and Responsibilities

Health and safety is a shared responsibility, but the level of responsibility depends upon:

- authority;
- control;
- competence;
- role;
- and the circumstances.

7.1 CEO and Chief Instructor

The CEO and Chief Instructor has overall organisational responsibility for:

- approving the Health and Safety Policy;
- demonstrating leadership;
- ensuring adequate resources;
- appointing competent assistance;

- allocating responsibilities;
- reviewing serious risks;
- ensuring corrective action;
- monitoring significant incidents;
- and ensuring safety is considered within business decisions.

The CEO and Chief Instructor must ensure that commercial, competitive or operational pressure does not override reasonable safety precautions.

7.2 Health and Safety Lead

The Health and Safety Lead will:

- coordinate implementation of this policy;
- maintain an overview of risk assessments;
- advise managers and instructors;
- support venue and activity reviews;
- monitor accident and near-miss trends;
- oversee inspections and audits;
- coordinate training records;
- assess whether competent external advice is required;
- support RIDDOR assessment;
- track corrective actions;
- and report significant concerns to senior leadership.

The Health and Safety Lead may delegate tasks but must maintain oversight of whether they are completed.

7.3 Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- advise where a safety issue also creates a safeguarding concern;
- review concerning patterns of injury;
- consider allegations of unsafe or abusive practice;
- support information sharing;

- advise on children and adults at risk;
- and ensure safeguarding procedures operate alongside health and safety processes.

7.4 Venue leads and senior instructors

A venue lead or senior instructor is responsible for:

- implementing relevant risk assessments;
- completing or overseeing pre-session checks;
- confirming staffing and first aid cover;
- checking emergency access;
- ensuring equipment is suitable;
- controlling class capacity;
- addressing immediate hazards;
- escalating unresolved concerns;
- and ensuring incidents are recorded.

They must not permit an unsafe activity to continue simply because:

- students have arrived;
- the class is busy;
- another instructor prefers to continue;
- or cancellation may cause inconvenience.

7.5 Lead instructor

The lead instructor for a class or activity must:

- plan appropriately;
- understand the participants;
- deliver within their competence;
- maintain effective supervision;
- enforce safety rules;
- control training intensity;

- match partners appropriately;
- adapt for injury or disability;
- monitor fatigue and environmental conditions;
- stop unsafe conduct;
- and respond to incidents.

7.6 Assistant instructors and volunteers

Assistant instructors and volunteers must:

- follow the lead instructor's plan;
- work within their assigned role;
- maintain observation;
- report hazards;
- challenge unsafe conduct appropriately;
- and seek help when uncertain.

They must not introduce:

- unapproved techniques;
- unsupervised contact;
- unauthorised equipment;
- or activities beyond their competence.

7.7 First aiders

First aiders are responsible for first aid duties described within the First Aid & Emergency Procedures Policy.

Their role does not remove the lead instructor's responsibility to:

- prevent avoidable injury;
- stop the activity;
- manage the wider group;
- and ensure reporting and follow-up.

7.8 Administrative and reception staff

Administrative staff may support safety by:

- maintaining current emergency contacts;
- recording attendance;
- communicating closures;
- reporting premises concerns;
- controlling visitor access;
- assisting emergency services;
- and preserving incident records.

They must not be expected to make technical safety decisions beyond their training and authority.

7.9 Employees

Employees must:

- take reasonable care of their own health and safety;
- consider others affected by their actions;
- cooperate with KRMA's arrangements;
- use equipment correctly;
- follow training;
- report hazards;
- and avoid deliberate or reckless misuse.

Employees have legal duties to take reasonable care and cooperate with their employer's health and safety arrangements.

7.10 Contractors and visiting professionals

Contractors and visiting instructors must:

- cooperate with KRMA's arrangements;
- provide relevant risk and competence information;
- follow venue rules;
- report hazards;
- use suitable equipment;

- and avoid exposing others to risk.

KRMA retains responsibility for selecting and coordinating contractors appropriately where it controls their work.

7.11 Junior instructors

Junior instructors under 18 may support delivery only within:

- their training;
- maturity;
- competence;
- supervision;
- and formally authorised duties.

They must not have sole responsibility for:

- a class;
- high-risk contact;
- weapons training;
- emergency decisions;
- premises opening or closing;
- hazardous substances;
- or significant incident investigation.

7.12 Students

Students must:

- follow instructor directions;
- use techniques only as authorised;
- demonstrate appropriate control;
- wear required uniform and PPE;
- report injuries;
- report damaged equipment;
- respect partners;

- stop when directed;
- and avoid conduct that places others at unreasonable risk.

Students must not:

- practise unsupervised dangerous techniques;
- increase contact without permission;
- misuse weapons;
- deliberately damage equipment;
- hide significant symptoms;
- or pressure another student to continue.

7.13 Parents and carers

Parents and carers are expected to:

- provide relevant and accurate medical information;
- update emergency details;
- follow venue rules;
- supervise non-participating children where required;
- prevent obstruction of emergency routes;
- ensure required equipment is available;
- collect children promptly;
- and support reasonable return-to-training restrictions.

A parent's agreement does not authorise unsafe practice.

KRMA may stop or restrict participation where staff reasonably believe that safety requires it.

7.14 Visitors and spectators

Visitors and spectators must:

- follow staff instructions;
- remain in permitted areas;
- supervise children in their care;

- avoid entering the training area without permission;
- keep exits and walkways clear;
- and report hazards.

7.15 Individual accountability

A person cannot avoid responsibility by stating:

- "That is how we have always done it";
- "Nobody was injured last time";
- "The student agreed";
- "The parent was watching";
- or "The venue should have dealt with it."

Everyone must respond appropriately to hazards within their role and authority.

8. Competent Health and Safety Assistance

KRMA will appoint one or more competent people to assist with compliance and effective risk management.

A competent person must have sufficient:

- skills;
- knowledge;
- experience;
- training;
- and other relevant qualities

to provide appropriate assistance for the risks involved.

HSE states that employers must appoint a competent person or people to help them meet health and safety duties. The level of competence required depends upon the complexity of the situation and the help required.

8.1 Internal competence

KRMA should use suitable internal knowledge where it is available.

This may include:

- experienced instructors;

- first aiders;
- safeguarding personnel;
- premises managers;
- equipment specialists;
- and staff familiar with the activity.

Operational experience alone does not automatically demonstrate full legal or technical competence.

8.2 External advice

External competent assistance should be obtained where KRMA does not have sufficient internal competence.

This may be required for:

- complex fire safety;
- structural concerns;
- electrical work;
- asbestos;
- legionella;
- specialist occupational health;
- significant building alterations;
- complex RIDDOR questions;
- major events;
- or serious incident investigation.

8.3 Selecting an adviser

When selecting external assistance, KRMA should consider:

- qualifications;
- professional status;
- relevant sector experience;
- insurance;
- independence;

- references;
- and understanding of KRMA's actual activities.

HSE advises organisations using an external consultant to ensure that the person is competent, suitable and able to provide the required assistance.

8.4 Advice does not transfer responsibility

Using:

- a consultant;
- landlord;
- insurer;
- equipment supplier;
- governing body;
- or venue operator

does not remove KRMA's responsibility to make and implement appropriate decisions.

8.5 Limits of competence

Staff must recognise when a matter is beyond their competence.

They must not:

- perform unauthorised electrical repairs;
- make structural judgments;
- certify damaged safety equipment;
- diagnose medical conditions;
- or approve complex safety arrangements

without suitable knowledge and authority.

9. Consultation and Worker Involvement

KRMA will consult employees and involve them appropriately in health and safety matters affecting their work.

Employers have a legal duty to consult employees directly or through appropriate representatives regarding health and safety.

9.1 Matters for consultation

Consultation may include:

- risk assessments;
- new equipment;
- new venues;
- significant timetable changes;
- working methods;
- emergency plans;
- accident investigations;
- PPE;
- training needs;
- occupational health;
- temperature and ventilation;
- lone working;
- and appointment of competent assistance.

HSE recommends consulting workers on matters including risk assessments, emergency plans, accident investigations and competent health and safety support.

9.2 Consultation methods

Consultation may take place through:

- staff meetings;
- one-to-one supervision;
- written feedback;
- digital reporting;
- safety briefings;
- policy consultation;
- surveys;
- training sessions;

- and health and safety representatives where applicable.

9.3 Consultation is not notification

Consultation should occur early enough for staff views to influence the decision.

It is not sufficient merely to announce that:

- a new system has been purchased;
- a venue has been approved;
- or a risky activity will begin

after all meaningful decisions have already been made.

9.4 Student and parent feedback

KRMA may also seek feedback from:

- students;
- parents;
- carers;
- visitors;
- and community partners.

This does not make those individuals responsible for determining safety standards.

Their information may nevertheless reveal:

- an overlooked hazard;
- access problem;
- environmental concern;
- equipment defect;
- or unsafe practice.

9.5 No disadvantage for raising concerns

No employee, volunteer, student or parent should suffer retaliation for raising a genuine health and safety concern in good faith.

Deliberately false or malicious allegations may be addressed separately, but a concern must not be labelled malicious merely because it is:

- inconvenient;

- disputed;
- or ultimately unsubstantiated.

9.6 Communication of outcomes

Where practicable, KRMA should tell the person raising a concern:

- that it has been received;
- what immediate action was taken;
- whether further review is required;
- and when a decision has been reached.

Confidential staff or safeguarding information must not be disclosed unnecessarily.

10. Risk Assessment and the Hierarchy of Control

KRMA will carry out suitable and sufficient risk assessments for:

- workplaces;
- venues;
- activities;
- equipment;
- events;
- trips;
- and people requiring individual consideration.

The detailed process is set out in the Risk Assessment Policy.

10.1 Risk-assessment process

The assessment should identify:

1. Hazards.
2. People who may be harmed.
3. How harm could occur.
4. Existing controls.
5. Likelihood.
6. Severity.

7. Remaining risk.
8. Further controls required.
9. Responsible person.
10. Completion and review dates.

10.2 Significant findings

Where required, KRMA will record significant findings, including:

- hazards;
- people at risk;
- and controls.

HSE requires employers with five or more employees to record significant risk-assessment findings.

10.3 Dynamic risk assessment

A written assessment cannot predict every circumstance.

Instructors must continually observe conditions and respond where:

- numbers change;
- equipment fails;
- the floor becomes wet;
- a participant becomes distressed;
- temperature rises;
- contact escalates;
- or staffing changes.

Dynamic assessment supplements rather than replaces written assessment.

10.4 Hierarchy of control

Where risks are identified, KRMA should apply controls broadly in the following order:

1. **Eliminate the hazard.**
2. **Substitute it with something safer.**
3. **Use physical or engineering controls.**

4. **Use organisational or administrative controls.**

5. **Use personal protective equipment.**

Examples include:

Elimination

- removing broken equipment;
- cancelling activity during unsafe temperatures;
- prohibiting an unsuitable technique;
- or removing a trip hazard.

Substitution

- using padded training weapons instead of harder weapons;
- replacing a hazardous cleaning product;
- or using lower-impact practice.

Engineering or physical controls

- mats;
- barriers;
- ventilation;
- guarding;
- secure storage;
- and suitable lighting.

Administrative controls

- rules;
- class limits;
- supervision;
- partner matching;
- progression;
- signs;
- timetables;

- and training.

PPE

- gloves;
- head protection;
- gumshields;
- groin protection;
- chest protection;
- shin and foot protection;
- and eye or hand protection for maintenance work.

PPE is an important control but should not be used as the sole answer where a more effective control is reasonably practicable.

10.5 Individual risk assessment

An individual assessment may be required where a person has:

- disability;
- medical condition;
- recent injury;
- pregnancy;
- behavioural risk;
- additional communication need;
- or another circumstance materially affecting safety.

The assessment should focus upon:

- practical risks;
- reasonable adjustments;
- the person's abilities;
- and actual evidence.

It must not rely upon stereotypes or diagnosis alone.

10.6 Review triggers

Risk assessments must be reviewed:

- periodically;
- after significant incidents;
- after relevant near misses;
- when activities change;
- when equipment changes;
- when venues change;
- when staffing changes;
- when new participant needs arise;
- when guidance changes;
- or where there is reason to believe the assessment is no longer valid.

10.7 Risk acceptance

A risk may only be accepted where:

- it is necessary for a legitimate activity;
- appropriate controls are in place;
- residual risk is proportionate;
- and the decision is made by someone with suitable authority and competence.

A signed disclaimer does not make an otherwise unsafe activity acceptable.

11. Information, Instruction, Training and Supervision

KRMA will provide employees and relevant volunteers with the information, instruction, training and supervision needed to work safely.

This may include:

- organisational policy;
- risk assessments;
- emergency procedures;
- venue information;
- equipment instructions;

- class operating standards;
- first aid arrangements;
- safeguarding;
- PPE;
- hazardous substances;
- fire safety;
- incident reporting;
- and activity-specific controls.

Employers must provide suitable information, instruction, training and supervision necessary to maintain health and safety.

11.1 Training must reflect the role

Training should be proportionate to:

- responsibility;
- activity risk;
- experience;
- age;
- and supervision.

For example:

- reception staff require emergency and visitor procedures;
- instructors require activity and equipment competence;
- venue leads require inspection and escalation training;
- first aiders require appropriate certification;
- and junior instructors require tightly defined duties.

11.2 Competence to instruct

An instructor must not teach a discipline, weapon, technique or activity merely because they have:

- seen it online;
- practised it once;

- attended an unrelated seminar;
- or hold a high grade in another discipline.

Competence should reflect:

- technical ability;
- teaching ability;
- risk awareness;
- progression;
- safeguarding;
- and emergency response.

11.3 Refresher training

Training should be refreshed:

- periodically;
- when procedures change;
- when new equipment is introduced;
- after incidents;
- when monitoring identifies a weakness;
- and before staff resume duties following a long absence where necessary.

11.4 Supervision

Supervision must consider:

- worker competence;
- participant age;
- task complexity;
- risk level;
- and familiarity with the venue.

New or inexperienced staff require closer supervision.

11.5 Training records

KRMA should maintain appropriate records showing:

- training title;
- provider;
- date;
- person attending;
- expiry or review date;
- assessment result;
- and limitations where relevant.

Attendance alone does not necessarily demonstrate competence.

11.6 Health and safety information

KRMA must display the approved Health and Safety Law poster or provide workers with the equivalent approved information.

HSE confirms that employers must either display the approved poster or provide each worker with the equivalent leaflet.

11.7 Language and accessibility

Health and safety information should be provided in a form the recipient can reasonably understand.

KRMA should consider:

- reading ability;
- disability;
- language;
- age;
- communication needs;
- and practical demonstration.

A person must not be treated as trained merely because they were sent a policy they could not reasonably understand.

12. Health and Safety Induction

Before undertaking unsupervised duties, staff and volunteers must receive an induction appropriate to their role.

12.1 Core induction content

The induction should normally cover:

- this policy;
- individual responsibilities;
- emergency contact arrangements;
- fire and evacuation;
- first aid;
- accident and near-miss reporting;
- safeguarding;
- venue hazards;
- equipment rules;
- PPE;
- manual handling;
- hazardous substances where relevant;
- security;
- lone working where relevant;
- and authority to stop unsafe activity.

12.2 Venue induction

Before working at a venue, the person should know:

- full address;
- emergency entrance;
- fire exits;
- assembly point;
- first aid kit location;
- AED location;
- emergency telephone arrangements;
- alarm system;
- utility shut-offs where relevant;

- restricted areas;
- and who controls the premises.

12.3 Activity induction

Before assisting with a higher-risk activity, the person should understand:

- permitted techniques;
- prohibited techniques;
- participant prerequisites;
- partner matching;
- contact limits;
- required PPE;
- supervision position;
- stopping rules;
- and emergency procedures.

12.4 Young and inexperienced workers

Induction for young or inexperienced workers should be:

- more detailed;
- practical;
- repeated where necessary;
- and supported by closer supervision.

They must be told clearly what they are **not** authorised to do.

12.5 Confirmation of understanding

Induction may be confirmed through:

- discussion;
- observation;
- practical demonstration;
- short assessment;
- signed acknowledgement;

- or supervised practice.

A signature alone does not prove genuine understanding.

12.6 Contractors and visiting instructors

Contractors and visiting instructors should receive sufficient information about:

- venue hazards;
- emergency arrangements;
- safeguarding requirements;
- prohibited areas;
- and coordination with KRMA staff.

They do not necessarily require the same full induction as employees, but must receive the information relevant to their work.

13. Reporting Hazards and Authority to Stop Unsafe Activity

Every person working for or on behalf of KRMA must report hazards promptly.

Examples include:

- damaged mats;
- exposed electrical parts;
- blocked exits;
- water on floors;
- unstable storage;
- excessive heat;
- poor ventilation;
- missing PPE;
- faulty weapons;
- inadequate staffing;
- unsafe contact;
- aggressive behaviour;
- missing first aid supplies;

- inaccessible AEDs;
- and overcrowding.

13.1 Immediate hazards

Where a hazard presents immediate danger, the person should:

1. Stop the affected activity.
2. Warn others.
3. Prevent access where possible.
4. Remove equipment from use where safe.
5. Inform the responsible person.
6. Seek emergency assistance where required.
7. Record the concern.

13.2 Stop-work and stop-training authority

Every instructor and staff member has authority to stop or suspend an activity where they reasonably believe that:

- serious injury may occur;
- an existing control has failed;
- the activity exceeds competence;
- equipment is unsafe;
- supervision is inadequate;
- environmental conditions are unsafe;
- or emergency access is compromised.

This authority applies regardless of:

- grade;
- seniority;
- event importance;
- financial cost;
- or who originally authorised the activity.

13.3 Students raising concerns

Students may stop and report where they:

- feel unsafe;
- experience uncontrolled contact;
- are injured;
- feel dizzy or unwell;
- do not understand the task;
- believe equipment is damaged;
- or are uncomfortable with a partner.

They should be encouraged to use clear words such as:

“Stop.”

“I am injured.”

“I do not feel safe.”

“I need an instructor.”

A student must not be mocked or punished for raising a genuine concern.

13.4 Hazard reporting route

Hazards may be reported through:

- immediate verbal notification;
- written hazard form;
- digital reporting system;
- email;
- staff messaging channel;
- venue checklist;
- or incident report.

Serious concerns must not be left solely within a routine message that may not be seen promptly.

13.5 Defective equipment

Defective equipment must be:

- removed from use;
- clearly labelled;
- isolated where possible;
- and reported.

It must not be returned to use until:

- repaired by a competent person;
- inspected;
- or replaced.

13.6 Unresolved hazards

Where a hazard cannot be corrected immediately, the responsible person must decide whether to:

- isolate the area;
- modify the activity;
- relocate;
- introduce temporary controls;
- delay;
- or cancel.

A note stating that a hazard has been reported does not make continued exposure acceptable.

13.7 Escalation

Where the immediate supervisor does not respond appropriately, the concern should be escalated to:

- the Health and Safety Lead;
- CEO and Chief Instructor;
- venue management;
- Designated Safeguarding Lead where relevant;
- or an external authority where legally justified.

13.8 No unauthorised repairs

Staff must not attempt repairs involving:

- mains electricity;
- gas;
- structural elements;
- fire systems;
- fixed heating or ventilation;
- specialist machinery;
- or other technical systems

unless they are authorised and competent.

13.9 Restarting the activity

A stopped activity may resume only when:

- the immediate hazard has been removed;
- suitable controls are in place;
- a competent authorised person approves the restart where necessary;
- and participants have been briefed about relevant changes.



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POSTURE
COMMITMENT
LEADERSHIP
DISCIPLINE
COMMITMENT
COMMITMENT

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COMMITMENT

COMMITMENT

14. Venue Opening, Closing and Pre-Session Checks

Every KRMA venue must be checked before students are admitted to the training area.

The purpose of the check is to identify conditions that may have changed since the venue was last used.

14.1 Responsibility

The check should normally be completed by:

- the venue lead;
- lead instructor;
- opening staff member;
- or another authorised and competent person.

Where tasks are delegated, the lead instructor must still satisfy themselves that the venue is suitable before activity begins.

14.2 Opening check

The check should consider:

- access routes;
- emergency exits;
- fire doors;
- floor condition;
- mats;
- lighting;
- temperature;
- ventilation;
- water leaks;
- trip hazards;
- electrical equipment;
- training equipment;
- storage;

- toilets and welfare facilities;
- first aid kit;
- AED availability;
- emergency communication;
- security;
- and any evidence of unauthorised entry or damage.

14.3 Training area

Before training starts, the responsible person should confirm that:

- the floor is clean, dry and level;
- mats are positioned correctly;
- gaps or raised edges have been addressed;
- walls, pillars and hard objects are suitably separated from activity;
- mirrors and glazing are protected where necessary;
- emergency exits are unobstructed;
- equipment is not left within movement or landing areas;
- spectator areas are separated appropriately;
- and the available space is suitable for the planned number of participants.

14.4 Changed conditions

Particular attention is required where:

- another hirer has used the venue;
- furniture has been moved;
- building work is taking place;
- cleaning has recently occurred;
- there has been severe weather;
- equipment has been delivered;
- the room allocation has changed;
- or a previous defect remains unresolved.

14.5 Opening failure

An activity must not begin as planned where a significant hazard cannot be controlled.

The responsible person must consider whether to:

- remove the hazard;
- isolate the affected area;
- reduce class numbers;
- modify the activity;
- move to another room;
- delay the class;
- or cancel.

14.6 Admission of students

Children must not be admitted to an unsupervised training space while:

- equipment is being moved;
- cleaning chemicals are in use;
- floor preparation is incomplete;
- weapons are being set out;
- maintenance is occurring;
- or the opening check has not been completed.

14.7 Closing checks

At the end of use, the responsible person should check that:

- all students have left or been collected appropriately;
- toilets and changing areas have been checked in accordance with safeguarding procedures;
- equipment is returned safely;
- weapons are secured;
- hazards are reported;
- electrical equipment is switched off where appropriate;

- confidential records are secured;
- fire exits remain clear;
- windows and doors are secured;
- waste is handled appropriately;
- and the alarm or locking procedure is completed.

14.8 No lone child

A building must not be closed while:

- a child remains inside;
- a child is awaiting collection without supervision;
- or responsibility for the child has not been transferred appropriately.

14.9 Checklist records

Regular venues should use a proportionate opening and closing checklist.

The record may include:

- date;
- venue;
- person checking;
- defects found;
- immediate action;
- whether activity was modified;
- and escalation required.

A completed checklist does not override an obvious hazard discovered later.

15. Premises Safety and Welfare Facilities

KRMA will seek to ensure that premises under its control are:

- safe;
- maintained;
- clean;
- adequately lit;

- suitably ventilated;
- appropriately heated or cooled;
- and provided with necessary welfare facilities.

Workplace requirements cover matters including ventilation, temperature, lighting, cleanliness, space, floor condition, access routes, sanitary facilities and washing arrangements.

15.1 Maintenance

Buildings, fixtures and facilities must be maintained so they do not create foreseeable danger.

Concerns may include:

- damaged floors;
- loose handrails;
- unstable doors;
- broken glazing;
- leaking roofs;
- defective locks;
- damaged toilets;
- exposed sharp edges;
- failed lighting;
- or defective heating and ventilation.

Staff must report defects promptly.

15.2 Floors and surfaces

Floors must be:

- suitable for their intended use;
- free from dangerous holes or slopes;
- maintained;
- and kept free from avoidable obstruction or contamination.

Training surfaces must provide appropriate:

- stability;
- grip;
- impact control;
- and cleanliness

for the activity being delivered.

15.3 Space

The available space must permit participants to move safely.

Class capacity should consider:

- activity type;
- participant age;
- weapons or equipment used;
- number of instructors;
- need for landing space;
- spectator positioning;
- emergency access;
- and the possibility of participants moving unpredictably.

A room's maximum fire occupancy does not automatically establish a safe martial arts training capacity.

15.4 Lighting

Lighting must be sufficient for people to:

- see techniques;
- identify hazards;
- move safely;
- read emergency signs;
- use stairs;
- and enter or leave safely.

Lighting should avoid, where reasonably practicable:

- significant glare;
- deep shadows;
- distracting flicker;
- and sudden loss of visibility.

Emergency lighting must be maintained where required.

15.5 Ventilation

Enclosed workplaces must have adequate ventilation bringing in suitable fresh air and removing stale, hot or humid air.

KRMA should consider:

- participant numbers;
- training intensity;
- humidity;
- odour;
- condensation;
- carbon dioxide indicators where available;
- and whether doors or windows can be used without compromising fire safety or security.

Fire doors must not be propped open simply to improve ventilation.

15.6 Toilets and washing

Suitable toilet and hand-washing facilities should be:

- accessible;
- clean;
- supplied appropriately;
- lit;
- ventilated;
- and maintained.

Where KRMA hires a venue, defects should be reported to the provider.

15.7 Drinking water

Suitable drinking water must be available to workers.

Students should also have reasonable access to drinking water and should be encouraged to bring an appropriate bottle.

Shared drinking vessels should be avoided.

15.8 Changing facilities

Changing arrangements must consider:

- age;
- privacy;
- disability;
- gender needs;
- safeguarding;
- and supervision.

Changing rooms must not be used for:

- routine photography;
- unnecessary staff access;
- equipment storage that creates hazards;
- or unsupervised play.

15.9 Seating and waiting areas

Waiting and spectator areas should be arranged so that:

- exits remain clear;
- spectators do not enter active training areas;
- young siblings remain supervised by their responsible adult;
- chairs do not become trip hazards;
- and emergency access is preserved.

15.10 External areas

Where KRMA controls or regularly uses external approaches, it should consider:

- lighting;

- potholes;
- uneven surfaces;
- ice;
- rainwater;
- mud;
- vehicle movements;
- gates;
- and safe collection arrangements.

Where the venue provider controls these areas, defects must be reported and temporary controls introduced where possible.

16. Fire Safety, Evacuation and Emergency Planning

Every venue must have appropriate fire and emergency arrangements.

A fire-risk assessment should identify:

- sources of ignition;
- materials that may burn;
- people at risk;
- preventive controls;
- escape arrangements;
- and required training and drills.

16.1 Responsibility

KRMA must identify:

- the premises' responsible person;
- KRMA's responsibilities as employer, occupier or hirer;
- and how arrangements are coordinated with the landlord or venue operator.

16.2 Venue information

Staff should know:

- how the alarm is raised;

- the sound or form of the alarm;
- nearest exits;
- alternative exits;
- assembly point;
- location of fire extinguishers;
- whether lifts may be used;
- how emergency services gain access;
- and who completes the roll call.

16.3 Fire exits

Fire exits and routes must:

- remain clear;
- be capable of immediate use;
- be adequately signed;
- lead to a safe place;
- and not be blocked by bags, shoes, chairs, equipment or spectators.

16.4 Fire doors

Fire doors must not be:

- wedged open without an approved automatic system;
- obstructed;
- damaged;
- or prevented from closing properly.

Defects must be reported.

16.5 Alarm response

On discovering fire or smoke:

1. Raise the alarm.
2. Call 999 where required.
3. Begin evacuation.

4. Do not delay to collect belongings.
5. Do not attempt firefighting unless trained, safe and necessary to support escape.
6. Proceed to the assembly point.
7. Complete an attendance check.
8. Inform emergency services of anyone missing.

16.6 Evacuation responsibility

The lead instructor must ensure that:

- the class stops;
- students leave promptly;
- no child is left behind;
- toilets or ancillary spaces are checked only where safe and assigned;
- and the attendance register is taken to the assembly point where practicable.

16.7 Children

Children must be instructed to:

- leave equipment behind;
- remain with their class;
- walk promptly;
- follow the instructor;
- and not re-enter the building.

A child must not be sent back inside to find:

- another child;
- clothing;
- medication;
- or personal belongings.

Emergency services should be informed where someone may remain inside.

16.8 People requiring assistance

Personal or general emergency evacuation arrangements should be considered for people who may require assistance because of:

- mobility;
- sensory needs;
- communication;
- anxiety;
- temporary injury;
- pregnancy;
- or age.

Assistance arrangements must not depend solely upon one person who may be absent.

16.9 Roll call

Registers must be sufficiently accurate to support emergency headcounts.

At the assembly point, the responsible person should account for:

- students;
- staff;
- volunteers;
- known visitors;
- and contractors under KRMA's responsibility.

16.10 Re-entry

No person may re-enter until authorised by:

- the fire and rescue service;
- venue responsible person;
- or another competent authority.

16.11 Fire equipment

Extinguishers, alarms and other fire-safety equipment must not be:

- tampered with;
- used for play;

- obscured;
- or blocked.

KRMA staff must not carry out specialist servicing unless competent and authorised.

16.12 Drills

Fire and emergency procedures should be:

- explained during induction;
- practised periodically;
- reviewed following venue changes;
- and coordinated with venue operators.

Emergency plans should have clear roles, communication and rehearsed procedures, particularly where workplaces are shared.

16.13 Events

Large events should include arrangements for:

- alarm communication;
- show stopping;
- crowd movement;
- stewards;
- emergency access;
- evacuation of people with additional needs;
- and liaison with emergency services.

17. First Aid and Medical Emergencies

First aid arrangements are governed in detail by the **First Aid & Emergency Procedures Policy**.

KRMA will provide arrangements based upon an assessment of:

- workplace hazards;
- activity risk;
- workforce;
- participant numbers;

- venue;
- travel;
- and known medical needs.

Employers must provide adequate and appropriate first aid equipment, facilities and personnel for workers. HSE also strongly recommends including non-employees such as children and members of the public within the first-aid needs assessment.

17.1 Minimum KRMA standard

Every organised KRMA session must have:

- access to an appropriate first aid kit;
- a functioning method of calling for help;
- a suitably trained adult first aider;
- current emergency-contact arrangements;
- and knowledge of the venue address and emergency entrance.

17.2 Information for staff

Staff should know:

- who is providing first aid cover;
- where the kit is;
- where the AED is;
- how to call emergency services;
- and how to report the incident.

17.3 Serious illness or injury

Where serious injury or illness is suspected:

- stop the activity;
- make the area safe;
- call the first aider;
- call 999 early;
- retrieve the AED where relevant;
- supervise the wider group;

- protect dignity;
- and contact the parent or emergency contact.

17.4 First aid supplies

First aid equipment must be:

- accessible;
- appropriately stocked;
- checked regularly;
- and replenished after use.

17.5 Medication

Emergency medication must be managed under:

- an individual plan;
- the First Aid Policy;
- and the Medication Management Procedure.

Medication must not be improvised, shared or supplied casually.

17.6 Return after injury

An instructor may:

- stop participation;
- impose temporary restrictions;
- require collection;
- recommend professional assessment;
- or require suitable medical clearance.

Upcoming gradings, demonstrations or competitions must not override safety.

18. Accidents, Incidents, Near Misses and RIDDOR

All relevant:

- accidents;
- injuries;
- illnesses;

- medical emergencies;
- equipment failures;
- and near misses

must be reported and recorded under the First Aid and Incident Reporting arrangements.

18.1 Immediate action

Following an incident, staff must first:

- provide necessary assistance;
- prevent further harm;
- control the area;
- and obtain emergency support.

Reporting must follow as soon as reasonably practicable.

18.2 Near misses

Near misses should be reported where they reveal a meaningful risk.

Examples include:

- an unsecured weapon leaving the training area;
- a student nearly striking a wall;
- a mat separating during a throw;
- a blocked emergency exit;
- missing emergency medication;
- or a damaged pad almost failing.

HSE notes that patterns of near misses provide an early warning that action may be required.

18.3 Investigation

The level of investigation should reflect:

- actual harm;
- potential severity;
- recurrence;

- safeguarding implications;
- and whether controls failed.

The aim is to establish:

- what happened;
- why it happened;
- immediate causes;
- underlying causes;
- and necessary improvements.

Investigation should focus on learning and prevention rather than unsupported blame.

18.4 Risk-assessment review

Following a relevant incident, KRMA should review:

- activity controls;
- class structure;
- partner matching;
- supervision;
- equipment;
- venue layout;
- medical information;
- and staff competence.

18.5 RIDDOR

Only legally defined incidents are reportable under RIDDOR.

The assessment must consider:

- whether the accident was work related;
- whether the injured person was a worker or non-worker;
- the type of injury;
- hospital treatment;

- incapacity;
- and whether a specified dangerous occurrence occurred.

Only a legally responsible person should submit a report.

18.6 Preservation

Where an incident is serious or disputed, KRMA may preserve:

- CCTV;
- equipment;
- registers;
- risk assessments;
- communications;
- witness accounts;
- and photographs taken through an authorised evidential process.

19. Safe Class Planning and Structure

Every class must be planned and delivered with reasonable regard to:

- programme aims;
- participant age;
- ability;
- grade;
- experience;
- medical needs;
- staffing;
- space;
- equipment;
- and foreseeable risk.

19.1 Planning responsibility

The lead instructor should know:

- what is being taught;

- why it is appropriate;
- required progressions;
- prohibited techniques;
- required PPE;
- partner arrangements;
- and how the activity will be stopped if control deteriorates.

19.2 Session structure

A class should normally include:

- attendance and readiness check;
- safety briefing where required;
- appropriate preparation;
- progressive skill development;
- controlled practice;
- suitable recovery opportunities;
- and orderly dismissal.

The exact structure may vary according to the programme.

19.3 Progression

Activities should progress from:

- simple to complex;
- low intensity to higher intensity;
- cooperative to more resistant;
- controlled rehearsal to application;
- and individual practice to partner work.

Participants must not be moved to a higher-risk stage merely because:

- time is running out;
- another student is ready;
- the class plan says so;

- or the instructor wants to demonstrate an advanced technique.

19.4 Demonstrations

Demonstrations should:

- use a suitable partner;
- be visible;
- be technically controlled;
- explain key risks;
- and avoid unnecessary force.

The demonstration partner must be:

- willing;
- appropriate;
- and aware of what will happen.

Children must not be used for a high-risk demonstration merely because they are smaller or more compliant.

19.5 Clear instructions

Before partner or high-risk work begins, students should understand:

- the objective;
- permitted techniques;
- contact level;
- stopping signal;
- target areas;
- prohibited actions;
- rotation method;
- and what to do if something goes wrong.

19.6 Group management

The instructor should position themselves so they can:

- observe;

- intervene;
- hear stopping signals;
- and identify unsafe escalation.

An instructor must not remain focused upon one pair while the rest of a higher-risk class practises without effective observation.

19.7 Fatigue

The plan must account for fatigue.

As fatigue increases, the instructor should consider:

- reducing intensity;
- increasing rest;
- simplifying the task;
- removing contact;
- or stopping the exercise.

Technical deterioration caused by fatigue must not be treated solely as a motivation problem.

19.8 Behaviour

Students who repeatedly disregard safety rules may be:

- removed from the activity;
- given an alternative task;
- required to sit out;
- placed under closer supervision;
- subject to behaviour procedures;
- or temporarily suspended from higher-risk practice.

20. Participant Information and Fitness to Train

KRMA requires suitable information to assess whether a person can participate safely.

20.1 Information collected

Relevant information may include:

- age;
- medical conditions;
- disability;
- allergies;
- medication;
- pregnancy;
- recent injury;
- concussion history;
- mobility;
- sensory needs;
- communication needs;
- and participation restrictions.

Information must be handled under KRMA's data-protection arrangements.

20.2 Student and parent responsibility

Students and parents must inform KRMA where a relevant change may affect safety.

This may include:

- new diagnosis;
- medication change;
- recent hospital treatment;
- injury;
- concussion symptoms;
- surgery;
- pregnancy;
- or professional restrictions upon exercise.

20.3 Pre-session readiness

Instructors should remain alert to signs including:

- unusual tiredness;
- distress;
- dizziness;
- breathing difficulty;
- impaired coordination;
- significant pain;
- confusion;
- intoxication;
- or illness.

The instructor may speak privately with the person and modify or stop participation.

20.4 Self-declaration is not the sole control

A person stating that they are “fine” does not oblige KRMA to permit participation where observable circumstances indicate otherwise.

20.5 Injury

A participant must not train normally where:

- the injury alters movement;
- pain prevents safe technique;
- the injury cannot be protected;
- contact may worsen the condition;
- or professional advice prohibits participation.

20.6 Illness

A participant may be asked not to train where they:

- are acutely unwell;
- may expose others to significant infection;
- cannot participate safely;
- require care beyond KRMA's arrangements;
- or display serious symptoms.

20.7 Alcohol, drugs and impairment

A person must not participate or instruct while impaired by:

- alcohol;
- illegal drugs;
- misused medication;
- or another substance affecting safe judgement or coordination.

Where prescription or non-prescription medication may cause impairment, the person should follow medical advice and inform KRMA of any relevant safety restriction.

20.8 Medical advice

KRMA may require professional advice or clearance where:

- symptoms are unexplained;
- a serious injury occurred;
- concussion is suspected;
- repeated collapse or breathing difficulty occurs;
- participation presents material uncertainty;
- or the person wishes to return against an existing restriction.

KRMA staff must not diagnose or contradict qualified medical advice outside their competence.

20.9 Adjusted participation

Where full participation is temporarily unsuitable, an alternative may include:

- observation;
- technical study;
- low-intensity movement;
- non-contact practice;
- seated activity;
- or another appropriately assessed task.

An alternative is not guaranteed where safe inclusion cannot reasonably be achieved.

21. Warm-Ups, Cool-Downs and Physical Preparation

Physical preparation must be appropriate to:

- the activity;
- age group;
- intensity;
- environment;
- and participant needs.

21.1 Warm-up purpose

A warm-up should prepare participants gradually for the session through appropriate:

- movement;
- mobility;
- coordination;
- rehearsal;
- and progressive intensity.

21.2 Age and ability

Warm-ups must not be treated as punishment.

They should avoid:

- excessive fatigue before technical practice;
- inappropriate repetition;
- forced stretching;
- competitive overload;
- and activities beyond the participant's physical ability.

21.3 Activity relevance

Preparation should reflect the session.

For example:

- kicking requires suitable lower-limb preparation;
- grappling requires controlled preparation for falling and contact;
- weapons require movement and spacing preparation;
- and high-intensity sparring requires progressive cardiovascular and technical preparation.

21.4 Static and partner stretching

Stretching must be:

- controlled;
- appropriate;
- and stopped where pain occurs.

Students must not:

- force another person beyond their range;
- bounce aggressively;
- sit on another student;
- or apply unapproved pressure.

Partner stretching requires:

- instruction;
- clear limits;
- communication;
- and immediate release when requested.

21.5 Cool-down and recovery

Where appropriate, classes should include a gradual reduction in intensity and opportunity to:

- recover;
- rehydrate;
- report pain;
- and receive relevant aftercare information.

A formal cool-down is not a substitute for appropriate management of injury or illness.

21.6 Conditioning

Conditioning must be:

- age appropriate;
- technically supervised;
- scaled;
- and linked to a legitimate training purpose.

Conditioning must not involve:

- humiliation;
- dangerous exhaustion;
- exercise as retaliation;
- unsafe impact;
- or forced continuation after distress or injury.

22. Supervision, Staffing and Class Capacity

Supervision must be proportionate to:

- participant age;
- activity;
- risk;
- ability;
- venue layout;
- additional needs;
- and staff competence.

22.1 No universal ratio

KRMA will not rely upon one instructor-to-student ratio for every activity.

A ratio suitable for:

- basic individual technique

may be unsuitable for:

- sparring;
- weapons;
- takedowns;
- very young children;
- mixed-needs groups;
- or multiple simultaneous activities.

22.2 Factors affecting capacity

Class capacity must consider:

- floor area;
- safe spacing;
- number of instructors;
- line of sight;
- age;
- behaviour;
- activity complexity;
- emergency access;
- and whether groups are separated.

22.3 Lead instructor

Every class must have a clearly identified lead adult instructor.

Responsibility must not be left unclear because several senior grades are present.

22.4 Assistant deployment

Assistants should be allocated clear areas or duties.

They should not be treated as effective supervision where they:

- are untrained;
- are simultaneously participating;
- cannot observe the assigned group;

- or do not understand their authority.

22.5 Junior instructors

Junior instructors may support but must not be counted as the sole adult safety control for a class or high-risk activity.

Their own age, competence and safeguarding needs must be considered.

22.6 Instructor distraction

Instructors should avoid unnecessary:

- telephone use;
- private conversations;
- administration;
- photography;
- or unrelated tasks

while supervising active training.

22.7 Mixed activities

Where several activities operate simultaneously, KRMA should consider:

- physical separation;
- noise;
- moving equipment;
- conflicting travel paths;
- and whether each group has effective supervision.

Weapons must not operate within striking distance of unrelated training.

22.8 Instructor absence

Where staffing unexpectedly reduces, the remaining instructor must consider whether to:

- combine groups;
- remove higher-risk activities;
- reduce numbers;
- seek assistance;

- or cancel.

22.9 Toilets and temporary exits

A child leaving the training area must remain subject to appropriate:

- awareness;
- collection control;
- and safeguarding arrangements.

The instructor must not lose track of a child simply because they said they were going to the toilet.

23. Contact Training, Sparring and Pad Work

Contact training must be:

- planned;
- progressive;
- supervised;
- appropriately matched;
- and controlled.

23.1 Authorisation

Students may engage in contact only where:

- the instructor has authorised it;
- the activity is appropriate to the programme;
- required PPE is present;
- the student understands the rules;
- and the instructor can supervise effectively.

23.2 Contact levels

The instructor must communicate the permitted level of contact.

Terms such as:

- light;
- technical;

- controlled;
- moderate;
- or competition intensity

must be explained consistently rather than assumed to mean the same thing to everyone.

23.3 Partner matching

Partners should be matched with regard to:

- age;
- size;
- weight;
- grade;
- experience;
- control;
- confidence;
- physical condition;
- and the purpose of the drill.

Exact matching may not always be possible, but material differences require stronger control or a different activity.

23.4 Consent and compliance

Participation in sparring must not be coerced.

A student may request to:

- stop;
- reduce contact;
- change partner;
- or seek instructor help.

The instructor retains authority to prevent unsafe participation even where both students say they agree.

23.5 Prohibited conduct

Unless expressly authorised within a suitable advanced ruleset, students must not:

- strike prohibited areas;
- continue after “stop”;
- retaliate;
- increase force without agreement;
- use uncontrolled techniques;
- target an existing injury;
- or remove protective equipment during active practice.

23.6 Head contact

Head contact must be tightly controlled according to:

- age;
- discipline;
- ruleset;
- experience;
- and KRMA's safe-practice standards.

Protective headgear does not eliminate concussion risk.

Any significant head impact, symptoms or concern must trigger the concussion procedure.

The UK grassroots guidance is based upon the principle **“If in doubt, sit them out”** and requires removal where concussion is suspected.

23.7 Stopping the round

A round must stop where:

- a participant is injured;
- equipment fails;
- contact escalates;
- a student stops defending intelligently;
- emotional control deteriorates;
- space becomes unsafe;

- or the instructor loses effective oversight.

23.8 Pad holders

Pad holders must be instructed in:

- stance;
- positioning;
- target presentation;
- safe resistance;
- communication;
- and protecting joints.

Students must not be used to absorb force beyond their ability.

23.9 Pad condition

Pads must be removed from use where they have:

- split covering;
- exposed hard material;
- failed handles;
- loose straps;
- contamination;
- or loss of protective structure.

23.10 Protective equipment

Required sparring equipment must:

- fit;
- be suitable;
- be in serviceable condition;
- and be worn correctly.

23.11 Emotional conflict

Students involved in an active personal dispute must not be paired for contact practice as a way to “sort it out”.

Martial arts training must not be used to facilitate retaliation or punishment.

24. Grappling, Takedowns, Throws and Ground Training

Grappling and throwing activities create risks including:

- falls;
- joint injury;
- head impact;
- neck injury;
- collision;
- uncontrolled bodyweight;
- and restricted breathing.

24.1 Foundation competence

Before higher-risk throws or takedowns, students should demonstrate suitable competence in:

- posture;
- balance;
- controlled entry;
- safe falling;
- partner communication;
- and stopping.

24.2 Surface

Throwing and takedown practice must occur only on a surface assessed as suitable for:

- the technique;
- intensity;
- participant;
- and anticipated impact.

A surface suitable for standing technique may not be sufficient for repeated throwing.

24.3 Space

Pairs must have enough separation to prevent:

- collision;
- landing on equipment;
- impact with walls;
- or falling onto another pair.

24.4 Progression

Practice should progress through stages such as:

- position;
- entry;
- off-balancing;
- supported execution;
- controlled completion;
- and appropriate resistance.

Full-speed or resistant practice must not occur before technical control is demonstrated.

24.5 Throwing conduct

Students must not:

- drive a partner into the floor;
- deliberately spike the head or neck;
- continue after loss of control;
- throw towards walls or equipment;
- or use an unapproved technique.

24.6 Joint locks

Joint locks must be:

- applied progressively;
- supervised;

- released immediately upon submission;
- and appropriate to the participant group.

The rules must identify whether specific locks are:

- permitted;
- restricted;
- or prohibited.

A partner's failure to submit does not authorise the other person to apply excessive force.

24.7 Chokes and strangles

Chokes or strangles may only be taught where:

- formally included within the programme;
- authorised for that age and level;
- the instructor is competent;
- strict stopping rules apply;
- and the activity-specific risk assessment permits them.

They must not be used:

- as punishment;
- for amusement;
- without active supervision;
- or on a person with a relevant restriction.

Any loss of consciousness requires immediate emergency assessment and formal incident response.

24.8 Ground striking

Ground striking must be tightly controlled and normally use:

- pads;
- shields;
- restricted targets;
- defined intensity;

- and direct supervision.

Uncontrolled strikes to a grounded partner are prohibited.

24.9 Tapping and stopping

Students must understand that submission may be communicated through:

- verbal instruction;
- tapping;
- repeated contact;
- or another clearly agreed signal.

The technique must stop immediately.

24.10 Hair, jewellery and clothing

Long hair, jewellery, loose clothing and unsuitable uniform may create entanglement or injury risk.

The instructor may require adjustment or removal before grappling begins.

24.11 Size and experience differences

Where a larger or more experienced student works with a smaller or less experienced partner, the more capable person has an enhanced responsibility to:

- reduce force;
- support falls;
- avoid sudden resistance;
- and prioritise the partner's safety.

25. Weapons Training

Weapons training requires enhanced control because mistakes may affect:

- the user;
- training partners;
- spectators;
- instructors;
- and property.

Weapons used within KRMA may include:

- bo;
- staff;
- kama;
- sai;
- nunchaku;
- katana or sword trainers;
- padded weapons;
- and other formally approved training equipment.

25.1 Approval

Only weapons approved by KRMA may be used in an official activity.

Students must not bring an unapproved weapon into the training area.

25.2 Sharpened and live blades

Sharpened or live blades are prohibited from routine student classes.

Any exceptional use of a live or potentially cutting weapon requires:

- senior written authorisation;
- a specific risk assessment;
- a competent specialist instructor;
- restricted access;
- an appropriate controlled environment;
- and no routine contact practice.

A weapon described as ornamental or competition equipment must still be treated according to its actual physical risk.

25.3 Inspection

Weapons must be checked for:

- cracks;
- splinters;
- loose components;

- sharp edges;
- damaged cords or chains;
- unstable handles;
- corrosion;
- and unsuitable modifications.

Defective weapons must be removed from use.

25.4 Training zones

Weapons practice must have sufficient:

- forward;
- side;
- rear;
- and overhead clearance.

Safe zones should account for:

- weapon length;
- accidental release;
- student movement;
- and loss of balance.

25.5 Carrying and handling

Weapons should be carried:

- under control;
- in an appropriate orientation;
- and according to instructor directions.

Students must not:

- swing weapons while waiting;
- point them casually at others;
- throw them without authorisation;
- engage in horseplay;

- or remove them from the training area without permission.

25.6 Distribution and collection

Weapons should be distributed and collected in an organised manner.

Children must not be left unsupervised with weapons before or after class.

25.7 Partner practice

Partner weapons practice requires:

- appropriate training weapons;
- controlled speed;
- defined targets;
- adequate PPE where required;
- clear stopping rules;
- suitable partner matching;
- and direct supervision.

Hard weapons must not be used for uncontrolled contact.

25.8 Nunchaku and flexible weapons

Flexible weapons require particular consideration of:

- rebound;
- grip failure;
- impact to the user;
- accidental release;
- and surrounding space.

Beginners should normally use an appropriately safer training version.

25.9 Kama and edged shapes

Training kama must be suitable for the participant and activity.

Metal or sharpened edges are not permitted for routine practice.

25.10 Staff and bo

Long weapons require sufficient ceiling height and separation.

The activity must be modified where:

- lights;
- fans;
- beams;
- sprinklers;
- low ceilings;
- or other fixtures

could be struck.

25.11 Sword training

Sword training must include rules for:

- drawing;
- resheathing;
- direction;
- spacing;
- carrying;
- storage;
- and stopping.

A damaged sword or scabbard must be removed from use.

25.12 Storage and security

Weapons must be:

- stored securely;
- inaccessible to unauthorised children;
- transported discreetly and responsibly;
- and recorded where organisational control requires it.

Weapons must not be left:

- openly accessible;
- unattended in public areas;

- or in a vehicle where avoidable theft or misuse may occur.

25.13 Demonstrations

Weapons demonstrations require:

- an exclusion zone;
- controlled audience positioning;
- equipment inspection;
- rehearsal;
- and a contingency for dropped or failed equipment.

26. Tricking, Acrobatics, Breaking and Demonstrations

These activities may involve increased risk from:

- height;
- rotation;
- inversion;
- landing;
- speed;
- equipment failure;
- and performance pressure.

26.1 Instructor competence

Only instructors competent in the specific skill and its progressions may lead it.

General martial arts competence does not automatically establish competence in:

- flips;
- aerial techniques;
- complex tricks;
- assisted acrobatics;
- or breaking.

26.2 Progression

Students must progress through suitable:

- strength;
- mobility;
- landing;
- coordination;
- and technical stages.

A student must not attempt an advanced skill solely because:

- another student can perform it;
- it is required for a video;
- the audience is waiting;
- or a competition is approaching.

26.3 Landing areas

Landing areas must be:

- appropriate;
- clear;
- stable;
- large enough;
- and free from gaps or nearby obstacles.

26.4 Spotting

A person may spot an acrobatic skill only where they:

- are trained;
- understand the movement;
- can perform the role safely;
- and are physically capable.

Untrained staff must not attempt to catch a falling participant in a manner likely to injure both people.

26.5 Inversions

Handstands, cartwheels, flips and other inversions must have:

- sufficient space;
- appropriate progression;
- controlled entry;
- and safe landing arrangements.

26.6 Breaking

Breaking activities require a specific assessment covering:

- material;
- supports;
- fragments;
- striking surface;
- protective equipment;
- audience distance;
- disposal;
- and instructor competence.

Students must not be pressured to break an object to prove courage or toughness.

26.7 Materials

Materials must not contain:

- hidden fixings;
- unexpected reinforcement;
- sharp fragments;
- hazardous coatings;
- or an inconsistent structure that materially increases risk.

26.8 Demonstrations

Before a demonstration, KRMA should consider:

- venue;
- surface;
- audience;

- weather;
- sound and lighting;
- equipment;
- rehearsal;
- emergency arrangements;
- and whether the routine remains safe under performance conditions.

26.9 Last-minute changes

An unassessed high-risk element must not be added merely to make the performance more impressive.

26.10 Fatigue and repetition

Repeated attempts increase fatigue and injury risk.

The instructor should limit attempts where:

- technique deteriorates;
- landings become unstable;
- confidence falls;
- or the student shows pain or distress.

27. Training Equipment and Work Equipment

Equipment must be:

- suitable for its intended purpose;
- appropriate for the user;
- maintained;
- inspected;
- and used only by people with suitable information and training.

PUWER requires work equipment to be suitable, maintained, inspected where necessary and used by appropriately trained people. These duties can apply to organisations that own or control equipment used by workers.

27.1 Equipment register

KRMA should maintain a proportionate register for significant equipment, potentially including:

- mats;
- hanging bags;
- wall pads;
- freestanding bags;
- shields;
- focus mitts;
- weapons;
- strength equipment;
- ladders;
- electrical equipment;
- AEDs;
- and event equipment.

27.2 Selection

Before purchasing or accepting equipment, KRMA should consider:

- intended use;
- age group;
- load;
- durability;
- storage;
- maintenance;
- manufacturer instructions;
- compatibility;
- and foreseeable misuse.

Donated equipment must meet the same safety expectations as purchased equipment.

27.3 Inspection levels

Equipment checks may include:

- user checks before use;
- scheduled visual inspection;
- formal competent inspection;
- servicing;
- and statutory examination where applicable.

The appropriate level depends upon the equipment and risk.

27.4 Mats

Mats should be checked for:

- separation;
- movement;
- raised edges;
- contamination;
- moisture;
- surface damage;
- compression;
- and suitability for the activity.

27.5 Bags and fixed equipment

Hanging or fixed equipment should be checked for:

- anchor security;
- chains;
- straps;
- frames;
- wall fixings;
- base stability;
- tears;
- and exposed hard surfaces.

Concerns involving structural fixings require competent assessment.

27.6 Improvised use

Equipment must not be used for an unintended activity where this creates additional risk.

Examples include:

- standing on chairs to reach high items;
- using unstable furniture as breaking supports;
- using a pad as crash protection where it is unsuitable;
- or attaching loads to unapproved fixtures.

27.7 Defect procedure

Defective equipment must be:

1. Stopped from use.
2. Clearly labelled.
3. Isolated or secured.
4. Reported.
5. Repaired by a competent person or replaced.
6. Rechecked before return.

27.8 Manufacturer instructions

Relevant manufacturer instructions should be retained and followed concerning:

- installation;
- weight limits;
- use;
- inspection;
- cleaning;
- servicing;
- and replacement.

27.9 Student-owned equipment

An instructor may inspect student-owned equipment and prohibit its use where it is:

- damaged;
- inappropriate;
- incorrectly sized;
- unhygienic;
- modified unsafely;
- or inconsistent with programme requirements.

27.10 Equipment failure

A significant equipment failure must trigger:

- incident or near-miss reporting;
- isolation of similar equipment where appropriate;
- review of inspection arrangements;
- and consideration of supplier notification.

28. Personal Protective Equipment

PPE should be used where risk cannot be adequately controlled by more effective means.

For workers, employers must provide suitable required PPE free of charge where a risk assessment shows that it is needed, and must maintain and store it appropriately. Relevant duties were extended to certain additional workers in 2022.

28.1 Worker PPE

Worker PPE may include:

- disposable gloves;
- eye protection;
- protective gloves;
- safety footwear;
- hearing protection;
- high-visibility clothing;
- respiratory protection;

- or other equipment required for cleaning, maintenance, first aid or event work.

28.2 Sporting protective equipment

Sporting protection may include:

- gumshields;
- gloves;
- headguards;
- groin protection;
- chest protection;
- shin protection;
- foot protection;
- forearm protection;
- and approved body armour.

The employment PPE rules do not necessarily determine who purchases ordinary student sporting equipment.

KRMA must nevertheless specify and enforce suitable standards for participation.

28.3 Selection

Protective equipment should be:

- appropriate to the hazard;
- suitable for the activity;
- correctly sized;
- compatible with other equipment;
- and capable of being worn without creating a greater risk.

28.4 Fit

Poorly fitted protection may:

- move;
- obstruct vision;
- restrict breathing;

- expose the target area;
- or create snagging.

The instructor may prevent use where fit is inadequate.

28.5 Inspection

Before use, protective equipment should be checked for:

- cracks;
- tears;
- degraded padding;
- broken straps;
- contamination;
- exposed fasteners;
- and loss of protective function.

28.6 Hygiene

Personal equipment should normally be:

- kept by the individual;
- cleaned;
- dried;
- and stored appropriately.

Items placed in or around the mouth, including gumshields, must not be shared.

28.7 Shared PPE

Where KRMA supplies shared protective equipment, it must be:

- cleaned between users where necessary;
- inspected;
- stored hygienically;
- and removed from use where it cannot be sanitised adequately.

28.8 Limitations

Protective equipment does not make all techniques or contact levels safe.

It must not be used to justify:

- uncontrolled force;
- dangerous target selection;
- inadequate supervision;
- or continued practice after injury.

28.9 Refusal or missing equipment

Where PPE is mandatory, a person without suitable equipment may be:

- excluded from that activity;
- given a safe alternative;
- or unable to participate.

28.10 Alteration

PPE must not be modified in a way that reduces protection unless the modification is:

- authorised;
- appropriate;
- and consistent with manufacturer instructions.

29. Hygiene, Cleaning and Infection Prevention

KRMA will maintain proportionate hygiene arrangements for:

- premises;
- mats;
- training equipment;
- toilets;
- changing areas;
- and first aid incidents.

29.1 Cleaning schedule

Regular venues should have a cleaning schedule identifying:

- areas;

- frequency;
- method;
- products;
- responsible person;
- and enhanced action following contamination.

29.2 Mats

Mats should be cleaned at a frequency appropriate to:

- usage;
- contact;
- sweating;
- footwear;
- contamination;
- and participant numbers.

Blood, vomit or other bodily fluids require immediate specialist cleaning under the bodily-fluid procedure.

29.3 Shared equipment

Frequently handled equipment should be cleaned appropriately.

This may include:

- pads;
- shields;
- weapons;
- bag surfaces;
- handles;
- and shared protective equipment.

Products used must not damage the equipment or leave an unsafe slippery residue.

29.4 Hand hygiene

Hand-washing facilities or appropriate hand-cleaning arrangements should be available.

Participants should be encouraged to clean their hands:

- after toilet use;
- following bodily-fluid contact;
- and where required before or after close-contact practice.

29.5 Footwear

Rules concerning footwear should reflect:

- floor type;
- hygiene;
- activity;
- disability;
- and venue requirements.

Outdoor shoes should not contaminate barefoot training areas unless a specific safe arrangement applies.

29.6 Personal hygiene

Students should attend with:

- clean uniform or clothing;
- trimmed and safe nails;
- covered minor wounds;
- and hygienic equipment.

The requirement must be communicated respectfully and without humiliation.

29.7 Skin conditions

A person with a potentially contagious skin condition may be excluded from close contact until:

- appropriately assessed;
- treated where necessary;
- and no longer presenting an unacceptable risk.

Staff must not attempt to make a definitive medical diagnosis.

29.8 Blood and bodily fluids

Where bodily fluids contaminate an area:

- stop use;
- isolate the area;
- wear appropriate protection;
- clean with suitable products;
- dispose of waste safely;
- and return the area only when safe.

29.9 Cleaning in progress

Cleaning itself may create risk through:

- wet floors;
- chemical exposure;
- trailing equipment;
- and restricted access.

The area should be controlled with:

- timing;
- barriers;
- signs;
- and appropriate staff instruction.

HSE identifies effective floor cleaning, staff instruction and suitable procedures as important controls for slips and trips.

29.10 Laundry

Reusable cloths, towels or fabric equipment contaminated with bodily fluids must be handled and laundered under an appropriate procedure.

Personal towels should not be shared.

30. Hazardous Substances and COSHH

KRMA will assess and control exposure to substances that may cause harm.

COSHH requires employers to adequately control exposure to materials that may cause ill health.

30.1 Substances potentially used by KRMA

These may include:

- cleaning chemicals;
- disinfectants;
- hand sanitisers;
- aerosols;
- paints;
- adhesives;
- maintenance products;
- bodily-fluid cleaning agents;
- printer products;
- and substances used by contractors.

30.2 COSHH assessment

Before significant use, KRMA should consider:

- hazardous properties;
- route of exposure;
- quantity;
- frequency;
- users;
- people nearby;
- ventilation;
- storage;
- spills;
- disposal;
- emergency action;
- and whether a safer substitute is available.

30.3 Safety data sheets

Safety data sheets should be obtained where relevant.

A safety data sheet provides product information but does not, by itself, constitute a complete COSHH assessment.

The assessment must consider how KRMA actually uses the substance.

30.4 Hierarchy

KRMA should seek to:

1. Eliminate unnecessary hazardous products.
2. Substitute safer products.
3. Reduce quantities.
4. Prevent or control exposure.
5. Use appropriate procedures.
6. Provide PPE where remaining risk requires it.

30.5 Storage

Hazardous substances must be:

- kept in original or properly labelled containers;
- stored securely;
- separated from children;
- kept away from food;
- and protected from incompatible substances.

Cleaning products must not be transferred into:

- drinks bottles;
- unlabelled sprays;
- or containers likely to cause confusion.

30.6 Access

Children and unauthorised people must not have access to hazardous substances.

Junior instructors must not be assigned hazardous-substance duties beyond their age, training or authorised role.

30.7 Dilution and mixing

Products must be diluted and used according to instructions.

Chemicals must not be mixed unless the manufacturer specifically permits it.

30.8 Information and training

Workers using hazardous substances must understand:

- hazards;
- correct use;
- required ventilation;
- PPE;
- first aid;
- spill action;
- storage;
- and disposal.

HSE requires workers to understand the outcome of COSHH assessments and how to use controls correctly.

30.9 Spill response

The spill procedure should consider:

- isolating the area;
- ventilation;
- PPE;
- safe containment;
- disposal;
- emergency services;
- and whether evacuation is required.

An unknown or dangerous spill must not be handled casually by untrained staff.

30.10 Contractors

Contractors must provide relevant information before introducing substances that may affect:

- students;

- staff;
- training areas;
- ventilation;
- or fire safety.

31. Slips, Trips, Falls and Training-Space Layout

Slips and trips are foreseeable and often preventable.

KRMA must assess the risks and take reasonable precautions to protect workers, participants and visitors.

31.1 Common causes

Potential causes include:

- wet floors;
- sweat;
- leaking bottles;
- damaged mats;
- mat gaps;
- bags;
- shoes;
- electrical cables;
- poor lighting;
- uneven external surfaces;
- ice;
- clutter;
- and unsuitable footwear.

31.2 Immediate spills

Spills must be:

- reported;
- controlled;

- cleaned promptly;
- and marked or isolated until safe.

A towel placed over a wet area without further control may create another trip hazard.

31.3 Bags and belongings

Bags, shoes and equipment must be stored in designated areas away from:

- exits;
- walkways;
- training space;
- stairs;
- and emergency equipment.

31.4 Mat edges

Mat edges should not create an unexpected step or trip hazard.

Where only part of a floor is matted, transition areas should be:

- visible;
- controlled;
- and considered during drills involving backward movement.

31.5 Cables

Cables should be:

- routed away from movement areas;
- secured appropriately;
- and removed when unnecessary.

31.6 Spectators

Spectators must not place:

- chairs;
- pushchairs;
- bags;

- or mobility equipment

where they obstruct movement or emergency access.

Suitable arrangements must still be made for accessibility.

31.7 Stairs

Stairs must:

- remain lit;
- have suitable handrails where required;
- remain clear;
- and not be used as seating or storage.

31.8 External weather

Rain, mud, snow and ice may increase risk at entrances and external routes.

Controls may include:

- mats;
- cleaning;
- grit;
- signs;
- alternative access;
- and cancellation where the route cannot be made sufficiently safe.

31.9 Running

Running games or drills must be appropriate to:

- available space;
- floor;
- age;
- direction;
- and class numbers.

Running should not be used where uncontrolled collision with:

- walls;

- doors;
- pillars;
- spectators;
- or equipment

is foreseeable.

32. Manual Handling and Storage

Manual handling includes:

- lifting;
- lowering;
- carrying;
- pushing;
- pulling;
- supporting;
- and moving loads.

KRMA must avoid hazardous manual handling where reasonably practicable and assess and reduce risks where it cannot be avoided.

32.1 Common KRMA tasks

Potential tasks include moving:

- mats;
- freestanding bags;
- tables;
- chairs;
- event equipment;
- boxes;
- weapons;
- stock;
- sound equipment;

- and cleaning supplies.

32.2 Assessment factors

The assessment should consider:

- **Task:** twisting, reaching, carrying distance and repetition.
- **Individual:** ability, health, pregnancy and experience.
- **Load:** weight, size, grip, stability and contents.
- **Environment:** floor, stairs, space, lighting and temperature.
- **Equipment:** trolleys, handles and lifting aids.

32.3 No universal safe weight

There is no single weight that is safe for every person or task.

The decision must consider:

- the load;
- person;
- posture;
- frequency;
- route;
- and conditions.

32.4 Avoidance

Risks should first be reduced by:

- storing equipment near where it is used;
- using smaller loads;
- using trolleys;
- reducing carrying distance;
- team handling;
- or redesigning storage.

Manual-handling training does not make a badly designed task safe. HSE advises designing tasks safely first and using training as part of the wider control system.

32.5 Lifting technique

Where lifting is required, staff should:

- plan the movement;
- clear the route;
- use a stable stance;
- keep the load suitably close;
- avoid unnecessary twisting;
- and obtain help where required.

32.6 Team lifting

Team lifting requires:

- one person coordinating;
- agreement on the route;
- clear commands;
- compatible capability;
- and an agreed method of putting the load down.

32.7 Children

Children and junior instructors must not be used to move heavy or awkward equipment simply because they are available.

Their involvement must be:

- age appropriate;
- low risk;
- supervised;
- and voluntary.

32.8 Freestanding bags

Freestanding bags must be:

- moved using an approved method;
- emptied or adjusted where appropriate;

- and not dragged in a manner that damages the floor or person.

32.9 Mat handling

Where mats are moved, staff should avoid:

- carrying excessive stacks;
- obstructed vision;
- unstable piles;
- and twisting in confined spaces.

32.10 Storage

Storage must be:

- stable;
- accessible;
- and arranged to prevent falling objects.

Heavy items should generally be stored at a practical height rather than:

- above head level;
- or at floor level where repeated lifting creates unnecessary risk.

32.11 Climbing for storage

Chairs, tables, stacked mats and training equipment must not be used as improvised access equipment.

Suitable steps or ladders must be used under the work-at-height arrangements.

32.12 Reporting symptoms

Workers should report:

- back pain;
- joint pain;
- strain;
- or other symptoms

where work tasks may be contributing.

Early reporting allows the task and controls to be reviewed.

33. Electrical Safety

Electrical systems and equipment must be managed to prevent:

- electric shock;
- burns;
- fire;
- and secondary injury.

33.1 Equipment selection

Electrical equipment must be:

- suitable for the environment;
- used for its intended purpose;
- and obtained from an appropriate source.

Equipment exposed to:

- moisture;
- impact;
- repeated transport;
- or public use

may require enhanced controls.

33.2 User checks

Before use, staff should look for:

- damaged plugs;
- exposed wires;
- loose connections;
- cracked casings;
- scorch marks;
- damaged cables;
- overheating;
- unusual smell;

- or evidence of liquid exposure.

33.3 Defects

Defective electrical equipment must be:

- switched off;
- disconnected where safe;
- labelled;
- removed from use;
- and reported.

Staff must not tape over serious damage and continue using the item.

33.4 Maintenance system

Electrical equipment must be maintained so it does not present danger.

The type and frequency of:

- user checks;
- visual inspections;
- and electrical testing

should reflect the equipment, environment and history.

33.5 PAT testing

The law does not require every portable appliance to receive an automatic annual PAT test.

Testing frequency should be risk based.

HSE confirms that annual testing is not always necessary in low-risk environments and that trained user checks and visual inspections may form an effective maintenance system.

33.6 Competence

Formal inspection, testing and electrical repair must be completed by someone competent for the task.

Unauthorised staff must not:

- open electrical equipment;

- replace fixed wiring;
- work on live systems;
- or bypass safety devices.

33.7 Extension leads

Extension leads should:

- be used only where necessary;
- be suitable for the load;
- be fully unwound where required;
- not be overloaded;
- and not cross movement areas without proper control.

Multiple adaptors must not be connected in unsafe chains.

33.8 Liquids

Electrical equipment must be positioned away from:

- drinking bottles;
- cleaning water;
- leaks;
- and other liquid exposure.

33.9 Chargers and batteries

Chargers and rechargeable batteries must be:

- compatible;
- undamaged;
- ventilated appropriately;
- and used according to instructions.

Charging should not occur:

- on combustible materials;
- in obstructed escape routes;
- or where damaged batteries are present.

A swollen, leaking, overheating or damaged battery must be isolated safely and specialist advice obtained.

33.10 Fixed installations

Concerns about:

- sockets;
- lighting;
- fixed heaters;
- fans;
- alarms;
- or wiring

must be referred to the landlord or a competent electrician.

33.11 Electric shock

Following electric shock:

- isolate the supply before touching the person where possible;
- call emergency services where appropriate;
- provide first aid;
- and remove the equipment or area from use pending investigation.

34. Temperature, Heat, Cold, Ventilation and Hydration

KRMA will treat temperature and thermal conditions as health and safety risks requiring active management.

As of July 2026, there is no fixed legal maximum workplace temperature in Great Britain. However, HSE confirms that heat is a workplace hazard and employers must assess and manage risks arising from extreme temperatures.

The absence of a fixed statutory maximum does not mean that any temperature is safe for strenuous martial arts training.

34.1 Factors affecting heat risk

Heat risk depends upon more than air temperature.

KRMA should consider:

- humidity;

- ventilation;
- radiant heat;
- duration;
- physical intensity;
- uniforms;
- protective equipment;
- participant numbers;
- hydration;
- age;
- medical conditions;
- medication;
- and whether participants are acclimatised.

34.2 Monitoring

Where heat may be a concern, KRMA may monitor:

- room temperature;
- humidity;
- ventilation;
- participant symptoms;
- and, where appropriate, a recognised heat-stress measure such as WBGT.

Measurements must be considered alongside actual conditions and participant vulnerability.

34.3 Heat controls

Possible controls include:

- opening safe windows or vents;
- mechanical ventilation;
- fans;
- air conditioning;

- reducing participant numbers;
- increasing space;
- reducing intensity;
- removing contact;
- shortening rounds;
- increasing breaks;
- adapting uniforms where safe;
- removing non-essential protective equipment during rest;
- providing cool areas;
- moving the session;
- changing the timetable;
- shortening the class;
- or cancelling.

34.4 Children

Children may not reliably recognise or report heat illness.

Instructors should actively observe for:

- unusual fatigue;
- headache;
- dizziness;
- irritability;
- nausea;
- reduced coordination;
- confusion;
- or changes in sweating.

34.5 Hydration

Students should have reasonable opportunities to drink.

Hydration should not be withheld:

- as punishment;
- to build toughness;
- or because a formal break has not yet been reached.

HSE advises providing cool water and encouraging frequent intake in hot conditions because sweating causes significant fluid loss.

34.6 Breaks

Break frequency should increase where:

- temperature rises;
- humidity is high;
- activity is intense;
- protective equipment is worn;
- or students show signs of strain.

34.7 Protective equipment and heat

PPE and martial arts protection may trap heat.

The instructor should consider:

- shorter rounds;
- equipment-off recovery periods;
- reduced intensity;
- and whether the activity should continue.

Required protection must not simply be removed during active contact to compensate for unsafe heat.

34.8 Heat illness

Where a person shows possible heat exhaustion:

- stop activity;
- move them to a cooler area;
- remove unnecessary outer clothing or equipment;
- provide cool fluids where safe;
- begin cooling;

- and monitor.

Call 999 where heatstroke is suspected or symptoms are severe, worsening or not improving.

The detailed response is contained in the First Aid & Emergency Procedures Policy.

34.9 Cancellation and closure

A session must be modified, relocated or cancelled where environmental conditions cannot be controlled sufficiently.

Factors supporting cancellation may include:

- unsafe measured conditions;
- inadequate ventilation;
- failed cooling equipment;
- high occupancy;
- participant age;
- heavy protective equipment;
- or evidence that people are becoming unwell.

Commercial loss or concern about complaints must not override health and safety.

34.10 Communication

Where a class is changed or cancelled, KRMA should explain:

- the safety reason;
- the practical impact;
- alternative arrangements where available;
- and when further information will be provided.

Specific private medical information must not be disclosed unnecessarily.

34.11 Indoor cold

The workplace Approved Code of Practice suggests indoor temperatures should normally be at least:

- 16°C; or
- 13°C where work involves rigorous physical effort.

These figures concern workplaces and are not automatic target temperatures for every martial arts class. The needs of children, spectators, warm-up periods and less active staff must also be considered.

34.12 Cold controls

Possible cold-weather controls include:

- suitable heating;
- warm clothing before activity;
- longer progressive warm-ups;
- shorter inactivity periods;
- warm rest areas;
- protecting entrances from drafts;
- and changing or cancelling activity where the environment remains unsuitable.

34.13 Outdoor activity

Outdoor sessions should consider:

- heat;
- sun exposure;
- wind;
- rain;
- lightning;
- ice;
- cold;
- ground condition;
- air quality;
- and access to shelter.

The activity must stop where weather creates an unacceptable risk.

34.14 Ventilation failure

Where ventilation is inadequate, possible signs may include:

- excessive stuffiness;
- condensation;
- persistent odour;
- overheating;
- and participant discomfort.

Controls may include:

- reducing occupancy;
- increasing fresh air;
- moving rooms;
- taking breaks;
- and suspending activity.

34.15 Fans

Fans should be:

- positioned safely;
- stable;
- electrically sound;
- protected from contact;
- and not placed where cables create trip hazards.

Fans move air but do not necessarily provide fresh-air ventilation or adequately control dangerous heat.

34.16 Air conditioning

Air conditioning should be used to maintain a safe and reasonable environment rather than make the room excessively cold.

Airflow should not be directed in a way that:

- destabilises equipment;
- creates condensation;
- or causes avoidable discomfort during rest periods.

34.17 Individual vulnerability

Additional adjustments may be needed for people who are:

- very young;
- pregnant;
- older;
- disabled;
- unwell;
- taking relevant medication;
- or living with a condition affecting temperature regulation.

Private health information should be handled confidentially.

34.18 Review following heat incidents

Any heat-related illness or repeated concern must trigger review of:

- environmental monitoring;
- occupancy;
- class intensity;
- hydration;
- breaks;
- ventilation;
- equipment;
- and closure thresholds.

THE
DISCIPLINE
OF
LEADERSHIP
COMMITMENT
TECHNOLOGY
ACCOUNTABILITY
INTEGRITY
INFLUENCE
IMPACT
INNOVATION
INSPIRATION
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INFLUENCE
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INSPIRATION
INVESTMENT

THESE CONSIST IN THE CONSTITUTION

COMMITMENT



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35. Noise and Hearing Protection

KRMA will assess and manage noise where it may affect:

hearing;

communication;

concentration;

safeguarding;

emergency instructions;

sensory needs;

or the safe delivery of an activity.

Possible sources include:

amplified music;

public-address systems;

repeated pad striking;

shouting;

impact against bags;

competition crowds;

whistles;

alarms;

maintenance equipment;

and external venue noise.

The Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to workers arising from workplace noise.

35.1 Communication must remain possible

Music, crowd noise or equipment must not prevent participants from hearing:

“stop” commands;

fire alarms;

emergency announcements;

safety instructions;
requests for help;
or a partner submitting during grappling.

Where communication cannot be maintained reliably, KRMA should:

reduce sound levels;
stop the music;
reduce simultaneous activities;
reposition speakers;
or modify the session.

35.2 Assessment

Where noise may create a material risk, KRMA should consider:

loudness;
duration;
frequency;
distance from the source;
number of people exposed;
existing hearing conditions;
and whether staff must raise their voices repeatedly.

A competent noise assessment should be obtained where exposure may approach levels requiring formal controls.

35.3 Control measures

Controls may include:

lowering speaker volume;
positioning speakers away from staff and students;
using quieter equipment;
reducing duration;
separating noisy activities;

maintaining pads and bags;
using sound-absorbing materials;
limiting unnecessary shouting;
and scheduling loud activities appropriately.

Noise should be reduced at source where reasonably practicable rather than relying solely upon hearing protection.

35.4 Music

Music must be:
appropriate for the activity;
maintained at a level permitting instruction;
lowered during technical explanations;
and stopped immediately during an emergency.
Instructors must not compete with loud music by continually shouting.

35.5 Events

At competitions and public events, KRMA should consider:
speaker location;
announcer volume;
staff exposure duration;
quiet areas;
radio communication;
and the needs of children or people with sensory sensitivities.

35.6 Hearing protection

Where occupational hearing protection is required, it must be:
suitable;
compatible with other PPE;
correctly fitted;
maintained;

and supported by instruction.

Hearing protection is effective only when it fits properly and is used consistently during the exposure period.

It must not create a greater risk by preventing a person from hearing:

alarms;

vehicles;

commands;

or emergency communication.

35.7 Sensory needs

Reasonable adjustments may include:

lowering music;

providing a quieter waiting area;

permitting suitable sensory protection;

giving visual instructions;

reducing simultaneous noise;

or placing the student away from speakers.

These adjustments must be balanced against the need to hear safety instructions.

35.8 Complaints and symptoms

Reports of:

ringing in the ears;

temporary hearing reduction;

pain;

headaches;

distress;

or inability to hear instructions

must be taken seriously and may require:

stopping exposure;

medical advice;
equipment review;
and assessment of the activity.

36. Work at Height

Work at height is any work where a person could fall a distance liable to cause personal injury.

Possible KRMA tasks include:

retrieving stored equipment;
changing displays;
putting up banners;
accessing ceiling fixtures;
cleaning at height;
checking cameras;
and event setup.

Work at height must be properly planned, supervised and carried out by competent people using suitable equipment.

36.1 Avoidance

KRMA should first consider whether the work can be completed from ground level.

Possible alternatives include:

repositioning storage;
using extendable cleaning equipment;
lowering signs before maintenance;
or appointing a competent contractor.

36.2 Prohibited improvised access

Staff, volunteers and students must not stand on:

chairs;
tables;
desks;

stacked mats;
training pads;
boxes;
window ledges;
or unstable equipment
to gain height.

36.3 Ladders and stepladders

Ladders and stepladders may be suitable for low-risk, short-duration tasks where the risk assessment confirms that more protective equipment is not justified.

They must be:

suitable for the task;
inspected before use;
placed on firm and level ground;
fully opened or secured as designed;
protected from people passing underneath;
and used according to manufacturer instructions.

36.4 Inspection

Before use, the person should check for:

damaged stiles;
cracked steps;
worn feet;
loose fixings;
contamination;
distortion;
and missing locking devices.

A damaged ladder must be:
labelled;

isolated;

and removed from use.

Employers must ensure ladders are suitable and in safe condition before use.

36.5 Safe use

Users must:

face the ladder while climbing;

maintain secure contact;

avoid overreaching;

keep their body appropriately centred;

avoid carrying awkward loads;

and descend to reposition the equipment.

HSE guidance advises maintaining three points of contact while climbing and, wherever possible, while working.

36.6 Exclusion area

The area beneath work at height should be:

controlled;

kept clear of students;

and protected from falling objects.

Work should normally occur outside student class times.

36.7 Young people

Children and junior instructors must not:

use ladders for KRMA work;

access roofs or elevated storage;

or assist beneath work where objects may fall.

36.8 Higher-risk work

Work involving:

roofs;

fragile surfaces;
significant height;
electrical systems;
structural maintenance;
or prolonged ladder use
must be referred to a competent contractor.

36.9 Weather

Outdoor work at height must not continue where:

wind;
rain;
ice;
poor visibility;
or other weather
makes the task unsafe.

37. Lone Working, Opening and Closing Alone

A lone worker is someone working without close or direct supervision.

KRMA must assess and manage risks before permitting lone work. This includes providing suitable training, supervision, monitoring, communication and a response when something goes wrong.

37.1 Possible lone-working situations

These may include:

opening or closing premises;
administration;
cleaning;
maintenance checks;
private remote working;
travelling between venues;
arriving before other staff;

remaining after classes;
or attending an external venue alone.

37.2 Lone-working assessment

The assessment should consider:

task;
time;
venue;
medical needs;
security;
previous incidents;
violence or aggression;
ability to call for help;
mobile signal;
fire;
manual handling;
work at height;
and emergency response.

37.3 Tasks unsuitable for lone work

A person must not normally work alone while undertaking:
significant work at height;
dangerous electrical work;
heavy or awkward manual handling;
hazardous chemical work;
major equipment installation;
live-blade activity;
high-risk contact training;
or another task where a second person is an essential control.

37.4 Teaching and safeguarding

An adult must not routinely deliver a closed one-to-one session alone with a child without appropriate safeguarding arrangements.

Controls may include:

parental presence;

open viewing;

CCTV where lawfully used;

an observable training space;

another responsible adult nearby;

or specific senior authorisation.

A safeguarding control must not be treated as a substitute for appropriate staffing where the activity itself requires additional supervision.

37.5 Check-in arrangements

Where risk requires it, KRMA should establish:

expected arrival;

expected departure;

check-in frequency;

nominated contact;

method of contact;

missed-contact escalation;

and emergency action.

The lone worker must understand the process.

37.6 Opening alone

A person opening premises alone should:

remain alert for forced entry;

avoid entering where intrusion is suspected;

maintain access to a telephone;

complete the opening check;

and report security concerns.

Where an intruder may be present, the person should:

move to safety;

contact police;

and avoid confrontation.

37.7 Closing alone

The closing person should:

confirm all students and visitors have left;

check relevant rooms safely;

secure cash and confidential information;

lock equipment and weapons;

avoid creating predictable cash-handling routines;

and confirm departure where a check-out system applies.

37.8 Personal safety

Staff must not be expected to physically confront:

intruders;

aggressive parents;

suspected thieves;

or violent individuals.

Priority should be given to:

distance;

safe withdrawal;

summoning help;

securing other people;

and contacting police.

37.9 Cash handling

Lone cash handling should be minimised.

Controls may include:

electronic payment;

low cash limits;

secure storage;

varied banking times;

two-person banking;

and avoiding public counting.

37.10 Medical fitness

A personal medical condition does not automatically prevent lone working.

However, the assessment may need to consider:

likelihood of sudden illness;

emergency medication;

ability to summon help;

and whether working alone materially increases risk.

37.11 Home working

Where staff work from home, KRMA should consider proportionate controls concerning:

workstation setup;

display-screen use;

stress;

communication;

working hours;

and access to support.

Employers retain health and safety responsibilities for home workers as they do for workers at organisational premises.

37.12 Incident response

Any incident involving a lone worker must trigger review of:

the assessment;

communication;

check-in procedure;

security;

staffing;

and whether the task should continue to be undertaken alone.

38. Young Workers, Work Experience and Junior Instructors

For this section, a **young person** means someone under 18 undertaking work, volunteering, work experience or organised instructional duties.

Young workers may face increased risk because of:

lack of experience;

limited awareness of hazards;

eagerness to please;

developing physical capacity;

and reluctance to challenge adults.

HSE guidance requires employers to consider young people's lack of experience, awareness and maturity and to provide clear instruction, training and supervision.

38.1 Assessment

Before a young person begins duties, KRMA should consider:

age;

maturity;

physical capability;

communication;

experience;

training;

education needs;

hours;

supervision;

and tasks proposed.

The assessment must be reviewed where:

duties change;

a new venue is used;

the young person develops;

an incident occurs;

or competence concerns arise.

38.2 Parent or carer information

Where appropriate, KRMA should inform a parent or carer about:

significant risks;

controls;

supervision;

duties;

emergency arrangements;

and who to contact.

HSE advises that parents and carers should be informed of significant workplace risks to a child and how those risks are controlled.

38.3 Junior instructors remain children

A junior instructor is still a child for safeguarding and welfare purposes.

Leadership development must not result in the young person being treated as:

an unrestricted adult worker;

sole safeguarding protection;

sole first aider;

or substitute for adequate adult staffing.

38.4 Permitted support

Depending upon age, competence and supervision, junior instructors may:

demonstrate familiar basic techniques;

organise equipment;

support warm-ups;
encourage younger students;
lead short, pre-approved activities;
assist with registers;
and report concerns.

38.5 Restricted duties

Young people must not have sole responsibility for:

opening or closing premises;
entire classes;
high-risk sparring;
throws or takedowns;
live or hazardous weapons;
emergency medication;
significant first aid decisions;
hazardous substances;
cash banking;
violent incidents;
lone work;
formal disciplinary decisions;
or safeguarding investigations.

38.6 Contact instruction

Where a young person helps with contact activities:

an adult instructor must remain in active control;
the activity must be within the young person's competence;
and the young person must not be placed at greater physical risk because of their role.

38.7 Manual handling

Young people must not be used to move:

heavy mats;

freestanding bags;

large equipment;

or awkward loads

beyond their capability.

38.8 Work at height and technical maintenance

Young people must not undertake:

ladder work;

electrical repairs;

structural maintenance;

or technical servicing.

38.9 Training and supervision

Instructions should be:

clear;

practical;

repeated where required;

and supported by observation.

The young person should know:

what they may do;

what they must not do;

who supervises them;

how to stop;

and how to report concern.

38.10 Pressure and confidence

Adults must not exploit a young person's eagerness to impress by asking them to:

accept excessive responsibility;

work through pain;
confront adults;
remain alone;
or perform tasks they are uncomfortable undertaking.

38.11 Education and welfare

Work or volunteering must not unreasonably interfere with:

education;
sleep;
health;
training;
or age-appropriate development.

Employment and working-time requirements for children and young people must be considered separately where applicable.

38.12 Incidents

An incident involving a young worker or junior instructor should be reviewed with particular attention to:

adequacy of supervision;
clarity of instruction;
age suitability;
physical capacity;
and whether the young person felt able to raise concerns.

39. Pregnancy, New Mothers and Breastfeeding

KRMA will protect the health, safety and dignity of pregnant workers, workers who have recently given birth and workers who are breastfeeding.

KRMA will also adapt student participation appropriately during pregnancy and postnatal recovery.

39.1 General risk assessment

KRMA's general assessments should consider risks to people of childbearing potential where relevant.

Once a worker informs KRMA in writing that they:
are pregnant;
have given birth within the previous six months;
or are breastfeeding,
an individual risk assessment must be completed and kept under review.

39.2 Confidentiality

Information concerning:

pregnancy;
pregnancy loss;
birth;
breastfeeding;
or medical complications

must be handled sensitively and shared only with people who require it for:

safety;
adjustments;
payroll or employment administration;
or legal responsibilities.

KRMA will not announce a pregnancy without the person's agreement.

39.3 Assessment factors

The assessment should consider:

physical contact;
risk of abdominal impact;
throws and falls;
joint manipulation;
balance;
agility;
fatigue;

heat;
dehydration;
prolonged standing;
lifting;
work at height;
lone working;
infection;
PPE fit;
stress;
travel;
and emergency arrangements.

HSE identifies common risks including physical injury, manual handling, temperature, noise, long hours, stress, work at height, lone working and violence.

39.4 Martial arts instruction

A pregnant instructor may continue appropriate duties where risks are controlled.

Adjustments may include:

avoiding being struck;
not acting as a takedown or throwing partner;
reducing demonstrations;
avoiding unstable movement;
using another demonstrator;
reducing heat exposure;
increasing breaks;
and adapting working hours.

39.5 Student participation

A pregnant student must be encouraged to:

obtain appropriate healthcare advice;

inform KRMA of relevant restrictions;

avoid activities presenting abdominal-impact or fall risk;

and stop where symptoms occur.

Participation may need to move towards:

non-contact technique;

light mobility;

coaching;

observation;

or another individual programme.

39.6 Medical advice

KRMA should take account of relevant advice from:

a doctor;

midwife;

physiotherapist;

or other appropriate healthcare professional.

Staff must not:

diagnose;

dismiss symptoms;

or pressure someone to continue.

39.7 Changes as pregnancy progresses

The assessment should be reviewed as circumstances change, because pregnancy may affect:

balance;

reach;

coordination;

movement speed;

temperature tolerance;

and fatigue.

39.8 Employment control sequence

Where a significant workplace risk is identified, KRMA should first:

Remove or control the risk.

Adjust working conditions or hours where necessary.

Offer suitable alternative work where available.

Where none of these adequately controls the risk, follow the legal process for paid suspension.

HSE confirms that suitable alternative work should be considered before suspension and that paid suspension may be required where the risk cannot otherwise be controlled.

39.9 Rest and welfare

Suitable arrangements should be made for:

rest;

hydration;

toilet access;

and private breastfeeding or milk expression where required.

A toilet is not an appropriate place for expressing milk. HSE guidance states that employers must provide suitable rest arrangements for pregnant and breastfeeding workers.

39.10 Return after birth

Return to instruction or training should consider:

recovery;

healthcare advice;

delivery type;

pelvic-floor and abdominal recovery;

fatigue;

feeding arrangements;

pain;

and the demands of the activity.

A person must not be pressured to return to full contact, impact or intense exercise prematurely.

39.11 Pregnancy loss

Where pregnancy loss occurs, KRMA should respond with:

sensitivity;

confidentiality;

appropriate leave and support;

review of health and safety needs;

and no assumption about readiness to return.

40. Disability, Long-Term Health Conditions and Reasonable Adjustments

KRMA is committed to enabling safe and meaningful participation and employment for disabled people and people with long-term health conditions.

Health and safety must not be used as an automatic reason to:

exclude;

refuse employment;

prevent grading;

or deny participation.

Employers have a duty to make reasonable adjustments for disabled workers. HSE advises that there are very few circumstances where health and safety law requires the automatic exclusion of a disabled person from work.

40.1 Individual consideration

Decisions must consider:

the person's actual abilities;

relevant risks;

communication;

environment;

activity;

support available;
and reasonable adjustments.

A diagnosis alone does not establish what a person can or cannot do.

40.2 Information

KRMA may request proportionate information needed to:

understand risk;
provide support;
prepare emergency arrangements;
and identify adjustments.

The person should not be required to disclose unrelated medical history.

40.3 Possible adjustments

Adjustments may include:

changes to layout;
accessible entrances;
adapted instruction;
visual information;
additional processing time;
reduced sensory load;
flexible breaks;
modified duties;
alternative techniques;
different equipment;
additional supervision;
seated participation;
or an individual emergency plan.

40.4 Consultation

The person should be involved in discussing:

barriers;

risks;

suitable controls;

what has worked previously;

and what support is practical.

Relevant advice may also be obtained from:

parents or carers;

occupational health;

medical professionals;

support workers;

and specialist organisations,

subject to consent or another lawful basis.

40.5 Emergency evacuation

An individual or general emergency evacuation arrangement may be required where someone may need help because of:

mobility;

hearing;

vision;

communication;

anxiety;

or cognitive needs.

The plan must remain workable when usual staff are absent.

40.6 Instructors and workers

Adjustments for disabled workers may include:

changing duties;

modifying working hours;

relocating equipment;

improving access;
supplying adapted equipment;
or allowing work at a suitable location.

HSE notes that adjustments are often straightforward and may include changing layout, adapting equipment or providing extra support.

40.7 Students

A student may require:
additional explanation;
alternative assessment evidence;
adapted drills;
restricted contact;
or additional recovery time.

Adjustments must not remove essential safety standards.

For example, KRMA may adapt:
how a technique is demonstrated;
the speed;
the partner;
or the equipment,
but it does not have to authorise an unsafe activity.

40.8 Risk to others

Where a condition may foreseeably affect another person's safety, KRMA may require sufficient information to manage that risk.

Any decision to restrict activity must be:
evidence based;
proportionate;
documented;
reviewed;
and communicated respectfully.

40.9 Review

Adjustments should be reviewed where:

the person's needs change;

the activity changes;

an incident occurs;

new equipment becomes available;

or an adjustment is not working as intended.

40.10 Sickness absence and return

Where a worker returns following illness or injury, KRMA should consider:

staged duties;

reduced hours;

altered physical demands;

supervision;

and occupational-health advice.

Return should be supportive and focused upon sustainable participation.

41. Contractors, Maintenance and Shared Premises

KRMA will manage contractors and shared-premises arrangements so that work by one organisation does not create uncontrolled risk for another.

Employers and self-employed people sharing a workplace must cooperate, coordinate and exchange relevant safety information.

41.1 Contractor selection

Before appointment, KRMA should consider:

competence;

experience;

qualifications;

references;

insurance;

safeguarding where relevant;

equipment;
risk assessments;
and ability to work safely around children and the public.

The level of checking should reflect the risk.

41.2 Scope of work

The contractor should receive a clear description of:

work required;
areas affected;
expected standards;
restrictions;
timing;
and responsibility for making the area safe.

41.3 Information supplied to contractors

Relevant information may include:

asbestos information;
electrical arrangements;
fire procedures;
emergency contacts;
access restrictions;
student timetables;
safeguarding rules;
hazardous materials;
and known structural concerns.

41.4 Contractor information

The contractor may be required to provide:

method statement;
risk assessment;

COSHH information;
qualifications;
equipment inspection evidence;
emergency arrangements;
and details of subcontractors.

41.5 Work around children

Where possible, hazardous maintenance should occur outside student attendance times.

Where work must occur during operation:

the area must be separated;
contractor access controlled;
tools secured;
dust and noise managed;
and safeguarding arrangements followed.

41.6 Tools and materials

Contractors must not leave:

tools;
ladders;
sharp materials;
chemicals;
cables;
or debris
accessible to students.

41.7 Isolation and handover

Before a repaired or altered area returns to use, KRMA should obtain suitable confirmation that:

work is complete;
guards and covers are restored;

waste is removed;

systems are safe;

and testing has been completed where required.

41.8 Construction work

Building and alteration work may create duties under the Construction (Design and Management) Regulations 2015.

Where applicable, KRMA must ensure suitable appointments, planning and coordination rather than treating the work as ordinary maintenance.

41.9 Landlord and tenant responsibilities

KRMA should understand which party is responsible for:

structure;

fire systems;

fixed electricity;

gas;

heating;

water systems;

common areas;

external routes;

and emergency lighting.

A lease or hire agreement does not remove the need to report and manage an immediate danger.

41.10 Venue defects

Where a venue provider controls a defect, KRMA must:

report it;

obtain action;

introduce temporary controls;

and stop using the affected area where necessary.

41.11 Shared emergency arrangements

Shared premises require coordination concerning:

evacuation;

alarms;

first aid;

ambulance access;

lockdown;

visitor control;

and incident reporting.

41.12 Contractor non-compliance

A contractor may be instructed to stop where they:

work unsafely;

breach safeguarding rules;

create uncontrolled hazards;

use unapproved substances;

or fail to follow agreed arrangements.

Serious concerns may result in removal from site and termination of the appointment.

42. External Venues, Competitions and Public Events

KRMA must plan, manage and review events over all relevant phases, including:

preparation;

setup;

public operation;

breakdown;

and departure.

HSE guidance requires event organisers to have suitable management arrangements, coordinate work, provide risk information, ensure competence and monitor compliance.

42.1 Event responsibility

Where KRMA organises an event, it retains principal responsibility for risks arising from:

its workers;

activities;

contractors;

participants;

and audience arrangements under its control.

An event organiser must consider the safety of workers, contractors and the visiting public.

42.2 Event safety plan

The plan should consider:

event description;

responsible people;

venue capacity;

crowd profile;

entrances and exits;

emergency routes;

fire;

first aid;

safeguarding;

communications;

security;

contractors;

equipment;

electricity;

temporary structures;

parking and vehicles;

weather;



accessibility;
and incident management.

42.3 Venue suitability

Before booking or approving a venue, KRMA should consider:

capacity;
floor;
ceiling height;
welfare facilities;
access;
fire arrangements;
ventilation;
temperature;
lighting;
parking;
emergency access;
and suitability for the planned martial arts activity.

42.4 Capacity

Capacity must consider more than the maximum permitted occupancy.

KRMA should account for:

competition areas;
safety zones;
seating;
equipment;
warm-up space;
queues;
wheelchair access;
emergency routes;

and movement between areas.

42.5 Crowd management

Event organisers should establish early that the intended crowd can be managed safely for the venue and event type.

Controls may include:

advance tickets;

capacity limits;

barriers;

stewarding;

one-way movement;

separate entrances;

restricted areas;

and clear announcements.

42.6 Setup and breakdown

Setup and breakdown may involve risks from:

vehicles;

lifting;

work at height;

temporary electricity;

unsecured equipment;

and reduced staffing.

Members of the public and children should not enter active setup or breakdown areas without authorisation.

42.7 Temporary structures

Stages, barriers, gazebos, display systems and other temporary structures must be:

suitable;

installed by competent people;

secured;

inspected;

and used within design limits.

42.8 Event staffing

Staff and volunteers must receive suitable information about:

role;

reporting structure;

emergency action;

safeguarding;

crowd management;

first aid;

radio use;

and authority to stop an activity.

42.9 Communications

Large events should have a communication plan addressing:

radios;

telephone numbers;

code words where appropriate;

public announcements;

lost-child communication;

and system failure.

42.10 First aid

The first aid assessment should reflect:

audience numbers;

competitor numbers;

activity;

age;

event duration;

venue;
ambulance access;
and local medical provision.

42.11 Competition safety

Competition rules must not override:
head-injury procedures;
first aider decisions;
required PPE;
medical restrictions;
or the authority to remove someone from participation.

42.12 Demonstration zones

Demonstration and weapons areas require:
adequate exclusion space;
audience separation;
suitable flooring;
rehearsed routines;
and stopping procedures.

42.13 Food and refreshments

Where food is sold or supplied, the responsible organiser should ensure that:
applicable food-safety responsibilities are identified;
allergens are handled appropriately;
and the arrangement does not create obstruction, burn or hygiene risks.

42.14 Weather

Outdoor event plans should cover:
heat;
rain;
wind;

lightning;

cold;

flooding;

and ground conditions.

A decision process should identify who may:

delay;

relocate;

evacuate;

or cancel.

42.15 Safety Advisory Group

For larger public events, KRMA may engage with the local Safety Advisory Group or relevant authorities.

A Safety Advisory Group provides advice and coordination but does not take over the organiser's legal responsibility for safety.

42.16 Post-event review

The review should consider:

accidents;

near misses;

crowd issues;

safeguarding;

complaints;

contractor performance;

emergency response;

and lessons for future events.

43. Trips, Transport and Residential Activities

Trips and travel must be planned to protect:

passengers;

drivers;

staff;

students;

and members of the public.

Where driving forms part of work, health and safety duties apply to the work journey as they do to other work activities.

43.1 Planning

The responsible leader should consider:

purpose;

itinerary;

passenger list;

supervision;

driver competence;

vehicle;

route;

duration;

breaks;

weather;

emergency contacts;

medication;

insurance;

and contingency arrangements.

43.2 Driver suitability

A driver must:

hold the correct licence;

be competent;

be fit to drive;

comply with legal requirements;

and disclose any relevant restriction affecting safety.

KRMA may check:

licence;

vehicle category;

insurance;

experience;

and driving responsibilities.

43.3 Vehicle suitability

Vehicles used for KRMA work or organised transport must be:

roadworthy;

suitable for passenger numbers;

maintained;

insured appropriately;

and used within legal capacity.

Privately owned vehicles used for work must also be safe, maintained, insured and hold a valid MOT where required.

43.4 Seat belts and restraints

Passengers must use:

seat belts;

child restraints;

and accessibility equipment

as legally and practically required.

A journey must not proceed with more passengers than suitable restraints.

43.5 Driver fatigue

Journey planning must allow sufficient:

travel time;

breaks;

sleep;

and driver rotation where necessary.

Drivers must not be pressured to:

drive when tired;

exceed safe speeds;

or continue because of a timetable.

43.6 Medication and impairment

A driver must not drive while impaired by:

alcohol;

illegal drugs;

fatigue;

illness;

or medication affecting safe control.

43.7 Mobile phones

Drivers must not use a handheld telephone while driving.

Even hands-free communication should be limited where it may distract from safe driving.

43.8 Journey plan

Long journeys should consider:

route;

road conditions;

weather;

breaks;

toilets;

food;

refuelling;

and alternative arrangements.

HSE advises employers to plan journeys with drivers and account for rest and welfare facilities.

43.9 Passenger behaviour

Passengers must:

- follow driver instructions;
- remain seated appropriately;
- avoid distracting the driver;
- keep aisles and exits clear;
- and treat the vehicle responsibly.

43.10 Equipment and luggage

Weapons, equipment and luggage must be:

- secured;
- positioned so they cannot strike passengers;
- and arranged so exits remain usable.

Bladed or weapon-shaped equipment must be transported responsibly and discreetly.

43.11 Collection and handover

The responsible adult must know:

- who is travelling;
- where each child will be collected;
- authorised handover arrangements;
- and what action applies if a parent is late.

A child must not be left alone at an unfamiliar location.

43.12 Breakdowns

The plan should include:

- safe stopping;
- passenger protection;
- recovery service;

parent communication;
alternative transport;
and emergency action.

43.13 Road collisions

Following a collision, priority must be given to:

immediate safety;
emergency services;
first aid;
passenger accounting;
and removal from ongoing danger.

The incident must then be reported through:

road-traffic;
insurance;
organisational;
and, where applicable, safeguarding or RIDDOR processes.

43.14 Residential activities

Residential planning should cover:

accommodation safety;
rooming;
overnight supervision;
fire evacuation;
medication;
first aid;
missing children;
privacy;
security;
and emergency medical care.

43.15 Free time

Free time remains part of the safeguarding and safety plan where KRMA retains responsibility.

Students should understand:

boundaries;

supervision;

check-in;

prohibited areas;

and emergency contact.

43.16 Overseas travel

Additional arrangements may include:

passports;

visas;

travel insurance;

emergency-service numbers;

consular support;

healthcare access;

local transport;

medication documentation;

and contingency funding.

44. Security, Violence, Threats and Aggressive Behaviour

KRMA will assess and manage risks arising from:

violence;

threats;

harassment;

intimidation;

abuse;

theft;

unauthorised entry;

and aggressive behaviour.

HSE defines work-related violence as any incident in which a person is abused, threatened or assaulted in circumstances relating to work, including verbal threats. Employers must assess and control these risks.

44.1 Possible sources of risk

Risks may involve:

dissatisfied parents;

students;

former members;

intruders;

members of the public;

domestic or family disputes;

disciplinary decisions;

cash handling;

theft;

online threats;

and lone working.

44.2 Prevention

Controls may include:

controlled entry;

reception procedures;

visitor identification;

staff presence;

CCTV where lawfully used;

suitable lighting;

secure cash arrangements;

conflict-management training;
personal alarms;
and clear behaviour standards.

No single control will always be sufficient, so several complementary measures may be required.

44.3 Early warning signs

Staff should report:

repeated threatening messages;
stalking;
fixation;
previous violence;
escalating arguments;
weapons;
intoxication;
attempted forced entry;
and threats involving children or staff.

44.4 De-escalation

Where safe, staff should:

remain calm;
maintain distance;
avoid insulting or challenging language;
use clear boundaries;
offer a safe route away;
and seek assistance.

Staff must not place themselves between fighting adults unless trained, safe and necessary to protect immediate life.

44.5 Children

Children should be moved away from:

adult disputes;
aggressive visitors;
police incidents;
and threatening behaviour.

The class may need to:

relocate;
lock down;
evacuate;
or stop.

44.6 Police

Call 999 where:

violence is occurring;
a weapon is present;
threats are immediate;
forced entry occurs;
someone is in danger;
or the situation cannot be controlled safely.

Non-emergency concerns may be reported through 101 or another appropriate police route.

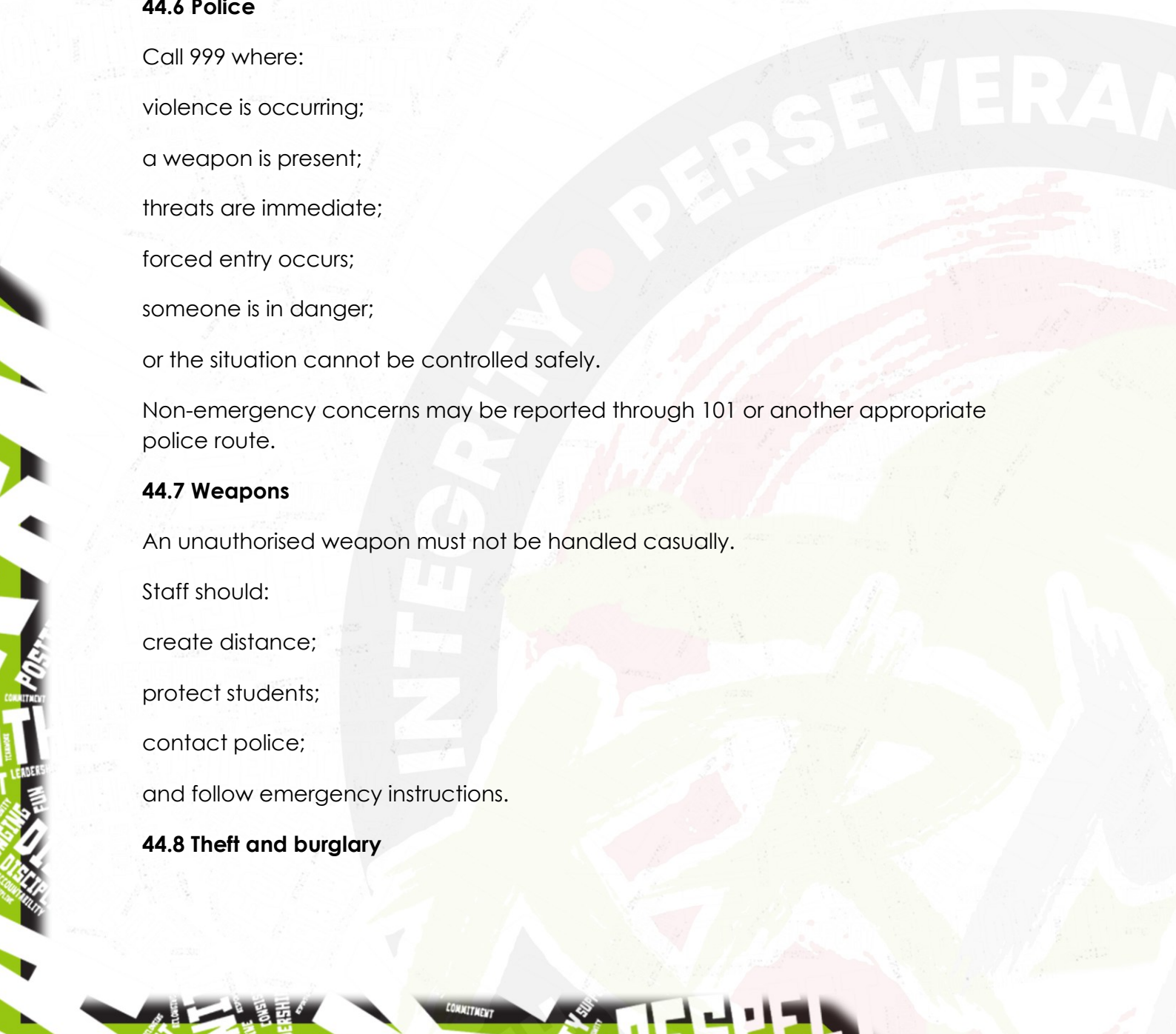
44.7 Weapons

An unauthorised weapon must not be handled casually.

Staff should:

create distance;
protect students;
contact police;
and follow emergency instructions.

44.8 Theft and burglary



Where burglary or theft is suspected:

preserve the scene;

avoid touching possible evidence;

contact police;

protect CCTV;

identify missing items;

and inform insurers where required.

44.9 Robbery

During a robbery, staff should ordinarily prioritise:

personal safety;

avoiding confrontation;

observing details only where safe;

and contacting police once danger has passed.

Property must not be protected at the cost of serious personal risk.

44.10 Banned or restricted people

Where a person is barred or restricted from premises, relevant staff should know:

the restriction;

what to do if they attend;

and when police should be called.

Only necessary information should be shared.

44.11 Online threats

Threats made through:

email;

social media;

text;

or messaging platforms

must be preserved and assessed.

Staff should retain:

screenshots;

usernames;

dates;

links;

and original messages

without engaging in public argument.

44.12 Domestic abuse and personal threats

Where a staff member or student may be at risk from someone known to them, KRMA may introduce proportionate measures such as:

altered collection;

restricted information;

safe parking;

staff awareness;

and police or safeguarding liaison.

44.13 Reporting and support

Incidents must be:

recorded;

reviewed;

and used to strengthen controls.

Workers affected by violence or threats should receive appropriate support. HSE advises employers to record, review and learn from work-related violence and provide suitable support to affected workers.

44.14 Non-retaliation

A worker must not be criticised for:

withdrawing from danger;

calling police;

refusing to confront an aggressive person;

or raising a genuine security concern.

45. Records, Data Protection, Insurance and Legal Preservation

KRMA will maintain proportionate health and safety records to demonstrate:

planning;

implementation;

monitoring;

compliance;

incident response;

and continual improvement.

45.1 Records may include

Health and Safety Policy;

risk assessments;

fire-risk information;

COSHH assessments;

venue checks;

equipment registers;

maintenance records;

electrical inspections;

ladder checks;

first aid qualifications;

training records;

accident and near-miss reports;

RIDDOR reports;

emergency drills;

temperature records;

contractor information;

event safety plans;

vehicle and driver checks;
individual adjustments;
and audit reports.

45.2 Accuracy

Records must be:

factual;
dated;
attributable;
legible;
secure;
and amended transparently.

They must not be created retrospectively in a way that falsely suggests a check occurred when it did not.

45.3 Signatures

A signature may confirm that:

a check was completed;
information was received;
training occurred;
or a decision was approved.

It does not automatically prove:

competence;
effective implementation;
or that no hazard existed.

45.4 Data protection

Health and safety records may contain:

medical;
disability;

safeguarding;
disciplinary;
and personal contact information.

Access must be limited under the Data Protection and Information Governance Policy.

45.5 Retention

Records must be retained according to:

legal obligations;
safeguarding;
insurance;
potential claims;
regulatory needs;
and KRMA's Data Retention Schedule.

No single retention period applies to every health and safety record.

45.6 Health surveillance

Where formal health surveillance is legally required, KRMA will obtain competent occupational-health advice and maintain the required health records.

Certain statutory health-surveillance records may require extended retention under the applicable regulations.

45.7 Insurance

KRMA will maintain insurance that is:

legally required;
appropriate to its activities;
suitable for its venues;
and consistent with its staffing and events.

This may include:

employers' liability;
public liability;

professional or instructor liability;

event insurance;

property cover;

vehicle cover;

and travel insurance.

The exact cover required will depend upon the activity and policy terms.

45.8 Disclosure to insurers

Relevant incidents and material changes must be notified where required by policy terms.

Staff must not conceal:

serious accidents;

changes in activity;

new venues;

increased participant numbers;

significant equipment;

or circumstances that may affect cover.

45.9 Admissions of liability

Staff must not make unauthorised admissions of legal liability or promise compensation.

This does not prevent staff from:

expressing concern;

apologising for distress;

providing factual information;

or taking corrective action.

45.10 Legal preservation hold

Normal deletion or destruction must stop where records may relate to:

a serious accident;

safeguarding concern;

complaint;
insurance claim;
threatened legal action;
police investigation;
enforcement action;
or data-rights request.

Relevant information may include:

CCTV;
emails;
messages;
equipment;
photographs;
risk assessments;
training records;
and witness accounts.

45.11 Confidential legal advice

Legal advice and communications with authorised legal advisers must be:
restricted;
securely stored;
and not circulated unnecessarily.

45.12 Regulatory cooperation

KRMA will cooperate appropriately with:

HSE;
local authorities;
fire and rescue services;
police;
insurers;

safeguarding authorities;
and other lawful regulators.

Information provided must be:

accurate;
complete;
and authorised.

45.13 No falsification

Deliberately falsifying:

inspections;
qualifications;
risk assessments;
accident records;
maintenance;
or insurance information

may result in disciplinary action, termination and referral to relevant authorities.

46. Non-Compliance and Enforcement

Health and safety standards apply to everyone involved in KRMA activities.

Failure to follow them may place:

the person;
training partners;
staff;
children;
visitors;
and the organisation
at risk.

46.1 Immediate action

Where unsafe conduct occurs, the responsible person may:

stop the activity;
remove equipment;
separate participants;
restrict access;
require PPE;
provide new instructions;
remove someone from the training area;
or call emergency services.

46.2 Proportionate response

The response should consider:

seriousness;
intent;
previous conduct;
age;
understanding;
actual harm;
potential harm;
and whether training or supervision contributed.

46.3 Coaching correction

Minor or first-time issues may be addressed through:

explanation;
demonstration;
retraining;
closer supervision;
or a temporary alternative task.

46.4 Serious conduct

Conduct likely to justify immediate restriction or removal includes:

deliberate uncontrolled contact;
continuing after "stop";
intentional targeting of injuries;
weapon horseplay;
tampering with fire or safety equipment;
violence;
deliberate concealment of serious hazards;
intoxicated instruction;
falsification of safety records;
and refusing a reasonable emergency direction.

46.5 Staff and volunteers

Staff non-compliance may result in:

supervision;
retraining;
removal from specific duties;
suspension;
disciplinary action;
termination;
safeguarding referral;
regulatory notification;
or police involvement.

46.6 Students

Student action may include:

verbal correction;
sitting out;
adjusted participation;
removal from contact;

parent discussion;
behaviour agreement;
suspension;
or termination of membership.

Safety action must not be presented as punishment where it is genuinely required to control an immediate risk.

46.7 Parents and spectators

A parent, carer or spectator who:

obstructs emergency access;
behaves aggressively;
enters training areas without permission;
interferes with first aid;
pressures a child to continue unsafely;
or repeatedly ignores venue rules

may be required to:

leave;
remain in a designated area;
communicate through management;
or be restricted from attendance.

46.8 Contractors

Contractors may be instructed to:

stop work;
correct the issue;
leave the site;
or provide further evidence of competence.

46.9 Visitors

Visitors refusing reasonable safety or security instructions may be refused access or required to leave.

46.10 Reinstatement

A person restricted from an activity may be reinstated where:

- the risk has been addressed;
- required equipment is available;
- training or assessment is complete;
- behaviour has improved;
- or professional clearance has been provided.

46.11 No waiver by consent

An adult student or parent cannot authorise KRMA to ignore:

- mandatory PPE;
- concussion restrictions;
- unsafe temperatures;
- inadequate supervision;
- equipment defects;
- or another essential control.

46.12 Reporting concerns about senior people

Concerns apply regardless of rank or status.

Where the concern involves:

- the CEO;
 - senior instructor;
 - Health and Safety Lead;
 - or another person normally responsible for receiving reports,
- the matter should be directed to another suitable senior, independent or external route.

46.13 Non-retaliation

No person should suffer retaliation for:

- reporting a hazard;

stopping an unsafe activity;
seeking first aid;
calling emergency services;
refusing dangerous work;
or cooperating with an investigation in good faith.

47. Monitoring, Inspection, Audit and Policy Review

KRMA will monitor whether this policy is effective in practice.

Monitoring will include both:

active monitoring, which checks controls before harm occurs; and

reactive monitoring, which learns from incidents, illness and failure.

HSE's Plan-Do-Check-Act approach requires organisations to monitor performance, report significant matters and periodically review the effectiveness of management structures and risk controls.

47.1 Active monitoring

Active monitoring may include:

opening checks;
class observations;
equipment inspections;
fire checks;
first aid checks;
temperature monitoring;
training reviews;
contractor checks;
record audits;
and staff consultation.

47.2 Reactive monitoring

Reactive monitoring may include review of:

accidents;

near misses;
work-related illness;
complaints;
equipment failure;
safeguarding concerns;
violence;
enforcement contact;
and insurance claims.

47.3 Inspection frequency

Inspection frequency should reflect:

hazard;
rate of use;
manufacturer instructions;
venue;
previous defects;
and consequences of failure.

High-use or safety-critical equipment may require more frequent checks than low-risk office items.

47.4 Venue inspections

Regular venue inspections should consider:

floors;
mats;
walls;
exits;
fire doors;
first aid;
AED;

lighting;
ventilation;
temperature;
electrical safety;
storage;
welfare;
security;
and external access.

47.5 Class observations

Instructor observations may consider:

planning;
supervision;
communication;
partner matching;
contact control;
progression;
PPE;
spacing;
fatigue;
safeguarding;
and emergency readiness.

Observations should be used to:

support development;
reinforce standards;
and identify corrective action.

47.6 Equipment audit

Equipment reviews may confirm:



register accuracy;
inspection dates;
maintenance;
defects;
storage;
manufacturer instructions;
and removal of obsolete or unsafe items.

47.7 Training audit

KRMA should monitor:
first aid expiry;
instructor authorisation;
safeguarding training;
fire induction;
COSHH awareness;
manual handling;
young-worker supervision;
and role-specific competence.

47.8 Incident trend analysis

KRMA should review trends involving:
head impacts;
falls;
particular techniques;
equipment;
venues;
temperature;
age groups;
staffing;

repeated student behaviour;
and particular times or classes.

The absence of serious injury does not prove that controls are effective where frequent near misses occur.

47.9 Corrective-action register

Significant actions should be recorded with:

issue;

risk;

required action;

responsible person;

target date;

interim controls;

completion evidence;

and review outcome.

47.10 Priority

Actions should be prioritised according to:

likelihood;

severity;

number exposed;

vulnerability;

and effectiveness of existing controls.

Immediate high-risk issues must not be left until the next routine meeting.

47.11 Leadership review

Senior leadership should periodically review:

significant risks;

incidents;

trends;

staffing;
training;
equipment;
venue concerns;
audit findings;
and overdue actions.

The review should also consider whether:

policies remain realistic;
staff understand them;
resources are adequate;
and practices reflect written arrangements.

47.12 Independent advice or audit

External advice or audit may be obtained where:

risks are complex;
internal competence is limited;
serious incidents occur;
major premises changes are planned;
an insurer requires it;
or an independent view would strengthen assurance.

47.13 Annual review

This policy will be formally reviewed at least annually.

The review should confirm:

statement of intent;
responsibilities;
contact details;
activities;
venues;

staffing;
legal developments;
and related procedures.

47.14 Additional review triggers

An earlier review will occur following:

a fatality or serious injury;
significant RIDDOR event;
major safeguarding incident;
fire;
significant violence;
serious data or record failure connected with safety;
new venue;
new high-risk discipline;
major event;
significant equipment change;
enforcement action;
insurer recommendation;
or evidence that controls are not working.

47.15 Communicating changes

Material changes must be communicated to:

affected staff;
volunteers;
students;
parents;
contractors;
and venue partners
as appropriate.

A revised policy must not simply be uploaded without ensuring that people understand changes affecting their role.

47.16 Approval

Policy changes must be approved by the CEO and Chief Instructor or another person formally authorised to act on behalf of KRMA.

Health and Safety Operating Summary

Every KRMA activity should be able to demonstrate that:

The venue is suitable and has been checked.

Hazards have been assessed.

Instructors are competent and appropriately supervised.

Class numbers and space are safe.

Equipment is suitable and maintained.

Required PPE is worn.

Training progresses appropriately.

Contact and weapons are controlled.

Medical and individual needs are considered.

Temperature, ventilation and hydration are managed.

Fire and first aid arrangements are understood.

Emergency routes remain clear.

Children remain safeguarded.

Hazards and incidents are reported.

Unsafe activities are stopped.

Lessons are acted upon.

Where any essential safety requirement is missing, the activity must be:

corrected;

modified;

delayed;

relocated;

restricted;

or cancelled.

Immediate Safety Rule

Every staff member, instructor and volunteer is authorised to say:

“Stop. This is not safe to continue.”

The activity may resume only when:

the hazard has been controlled;

suitable supervision and equipment are available;

and the responsible person is satisfied that continuation is reasonably safe.

Policy Approval

Policy title: Health & Safety Policy

Organisation: Koku-Ryu Martial Arts

Version: 2.0

Policy owner: CEO and Chief Instructor

Operational responsibility: Health and Safety Lead

Safeguarding responsibility: Designated Safeguarding Lead

Approved by: Andrew Banks – CEO and Chief Instructor

Effective date: 14 July 2026

Next review date: 14 July 2027

Organisational Commitment

Koku-Ryu Martial Arts recognises that strong health and safety management allows people to:

train confidently;

develop skills;

accept appropriate challenge;

and participate in meaningful martial arts activity.

Safety does not require eliminating every physical challenge.

It requires KRMA to eliminate unnecessary danger and manage legitimate risk through:

competent instruction;

suitable progression;

effective supervision;

safe equipment;

appropriate environments;

clear rules;

and responsible leadership.

Every person connected with KRMA is expected to remember:

No grade, title, timetable, competition, financial cost or tradition is more important than preventing serious and avoidable harm.

