

Mushin Martial Arts

Health and Safety Policy



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1. Introduction and Policy Statement

At Mushin Martial Arts, the health, safety, and well-being of members, instructors, parents/guardians, and visitors are a priority. The club is committed to providing safe, controlled, and enjoyable karate training, with sensible arrangements that are proportionate to the club's size and nature.

This policy supports compliance with relevant UK health and safety requirements, including Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, where applicable to the club and its activities.

Mushin Martial Arts operates as an independent martial arts club. The club is responsible for maintaining its own health and safety arrangements, safeguarding arrangements, instructor competence checks, insurance, accident reporting, and member conduct rules.

This policy applies to all club activities, instructors, students, parents/guardians, spectators and visitors during club training sessions and any club-organized activities.

2. Scope of Activities

This policy applies to the following activities, when undertaken by the club:

- Karate instruction, kihon, kata and controlled partner work.
- Pad work, fitness drills, warm-ups.
- Controlled sparring and contact-based exercises.
- Weapons practice, where specifically authorized and supervised.
Weapons training is limited to safe, non-sharpened training weapons, and access is restricted by instructor approval.
- Activities at the rented Scout hut or any other venue used by the club.
- Demonstrations, events, or visits (subject to separate risk assessments where required).

3. Premises and Venue Arrangements

The venue provider retains responsibility for building maintenance and statutory compliance (e.g., fire systems, emergency lighting, fixed installations).

Mushin Martial Arts is responsible for the safe conduct of its own activities during the hire period, including:

- Checking the training area is safe before each session.
- Managing club equipment
- Supervising training
- Maintaining first aid and emergency arrangements
- Reporting defects or incidents to the venue provider

Pre-session checks include:

- Ensuring the floor is clear of objects, dry and suitable for barefoot training.
- Bags, shoes, and drinks are kept away from the training area.
- Adequate lighting (with no flickering)
- Fire exits are clear and there are no trip hazards.
- No obvious hazards or defects within the areas used.
- First aid kit and emergency contacts available

This policy does not replace the venue provider's own premises risk assessment, fire risk assessment, or conditions of hire.

4. Health & Safety Responsibilities

Health and safety are shared responsibilities. Specific responsibilities are set out below.

4.1 Club Committee / Club Management

- Maintain health and safety arrangements.
- Ensure risk assessments are completed and reviewed.
- Maintain appropriate insurance via BMABA.
- Ensure instructors' competency level is correct.
This includes maintaining up-to-date coaching in subject taught, safeguarding and 1st aid awareness.
- Ensure 1st aid provision is at each session. An instructor with 1st aid must be present at each session.
- Maintain accident/incident records including near misses via the accident book and a form completed for serious injury.
- Communicate key safety arrangements when necessary.
- Review this policy annually or after significant changes.

4.2 Lead Instructor / Session Instructor

- Conduct sessions safely and appropriately.
- Complete pre-session checks.
- Ensure structured warmups.
- Control training intensity and pairing.
- Stop or adapt training if it becomes unsafe.
- Record accidents, injuries, near misses in the accident book and complete an accident form if necessary.
- Ensure protective equipment is used where required.

4.3 Health & Safety Officer

- Support risk assessments reviews.
- Review accident and near-miss records.
- Consult with the venue provider where premises-related concerns are identified.
- Escalate significant concerns to the committee.

4.4 Members, Students, Parents/Guardians and Visitors

- Follow the instructor's guidance and club rules.
- Train with self-control and respect for others.
- Report injuries, illness, hazards, defective equipment, or safety concerns.
- Do not train when under the influence of alcohol or drugs.
- Use protective equipment when required.
- Keep personal belongings clear of the training area.
- All visitors must remain outside the training area unless invited by an instructor.

5. First Aid and Medical Provisions

The club will maintain appropriate first-aid arrangements for its training sessions.

- A first aid kit will be available at all sessions.
- At least one first-aid trained instructor is present at each session, otherwise the session is cancelled.
- All injuries, accidents, and near misses must be recorded in the accident/incident book and a form completed.
- Serious incidents must also be reported to the venue provider where relevant.
- Emergency services must be contacted immediately where required.
The instructor or a nominated responsible adult will call emergency services while another supervises the group.

5.1 Medical Conditions and Fitness to Train

- Members must disclose medical conditions or injuries affecting safe participation to the 1st aider.
- Emergency medication (e.g., inhalers, EpiPens) must be readily accessible.
- The instructor may adapt or restrict training for safety reasons.
- A doctor's fitness-to-train note may be requested if needed.

5.2 Emergency Actions

- Stop training immediately.
- Evacuate calmly if required.
- The instructor accounts for all members
- No re-entry until authorized
- Parents/Guardians contacted for junior members or vulnerable persons.

6. Fire and Emergency Procedures

The club will follow the venue's fire and emergency procedures. During club sessions, the instructor will ensure:

- Members know the emergency exits and assembly points.
Members are briefed on emergency exits during inductions and reminded periodically.
- Fire exits remain clear and signs visible.
- Evacuation is conducted calmly and as directed by a senior grade.

7. Safe Use of Equipment

- The lead instructor will ensure equipment is visually checked before use for damage.
- Damaged, unsafe, or unsuitable equipment is removed from use immediately.
- Members must only use equipment under instructor supervision.
- Protective equipment must be used when required to avoid injury.
- Weapons must only be used by members instructed in safe handling and under the supervision of a senior instructor. (See Section 2)
- When not in use, equipment must be stored safely and not create trip hazards.

8. Hygiene and Cleanliness

- Members should maintain good personal hygiene and wear clean, suitable training clothing.
- Cuts or wounds are covered before training.
- Body fluid spillages are isolated immediately and cleaned before the area is used again.
- Training areas and shared equipment are cleaned periodically.

9. Sparring, Contact Training and Higher-Risk Activities

- Sparring and contact work must be supervised by a senior grade.
- Contact must be light and always controlled.
- Members are paired appropriately – more experienced with less experienced.
- Senior grades must demonstrate control and support junior grades.
- Protective equipment must be used as instructed by the session instructor.
- Unsafe behavior or excessive contact may result in removal from the activity.
- Higher-risk techniques (e.g., jumping, takedowns, weapons) are introduced progressively.
Progressively means introducing techniques in stages, beginning with low-risk components, and increasing complexity only when control has been demonstrated.

10. Accident, Incident and Near-Miss Reporting

All accidents must be recorded as soon as practicable. Records should include:

- Date, time and location.
- Person(s) involved.
- Description of incident
- First aid or action taken.
- Witnesses, where relevant.
- Any follow-up actions required.
- Whether the venue provider has been informed, where relevant.

The committee will review incidents to identify improvements. Statutory reporting will be considered where required.

11. Insurance

Mushin Martial Arts will maintain appropriate insurance, including instructor cover which includes public liability. Activities such as sparring, pad work, weapons practice, demonstrations, and external events will only take place when confirmed as insured.

12. Policy Review and Communication

This policy will be reviewed annually by the committee or earlier following a notable change. Updates will be communicated to instructors and members.

13. Risk Assessment and Training Controls

The club will maintain and review risk assessments for its activities periodically. The table below summarizes the main controls to be applied during normal club sessions.

Created: 06/10/2025 via BMABA

Severity ratings follow a simple scale:

Low = minor injury e.g., sprains & strains

Medium = injury requiring first aid or short recovery e.g., striking or bleeding,

High = significant injury requiring medical treatment (ambulance) e.g., blunt force trauma/medical condition

Hazard	Risk	People at Risk	Control Measures	Comments /Actions	Severity Rating
Sprains & Strains	Risk of injury during session	Students & Visitors	Thorough warm-up and stretches, supervised instruction at reduced speed initially.		Low/ Medium
Striking Injuries	Accidental strikes to partners or instructors	Students & Instructors	Controlled sparring with protective equipment; close supervision by instructors.		Medium
Choking Hazard	Injury from grappling or chokehold techniques	Students	Detailed instruction on safe execution; clear safety signals; immediate intervention if needed and enforced use of double tap for release.		Low/ Medium

Blunt Force Trauma	Injuries from impact which do not penetrate the skin caused by impact from training equipment or during sparring	Students	Provide padded training areas, use protective equipment, and ensure proper training is taught.		Medium/High
Joint Dislocation	Improper application of joint locks	Students	Detailed instruction; focus on control rather than force; supervised application only after sufficient warm up.		Medium/High
Head Injuries / Concussion	Risk of concussion during sparring or accidental falls	Students	Mandatory headgear during sparring; limit high-impact techniques for beginners and ensure BMABA Concussion RtP processes are followed for contact management.		Medium/High
Falls from Throws	Risk of injury from improper breakfalls during throw practice	Students	Ensure mats are secure; practice breakfalls regularly; supervise closely.		Medium
Overexertion	Fatigue or dehydration during intense training	Students & Instructors	Encourage regular water breaks; monitor for signs of fatigue; adjust intensity for skill level.		Low
Instructor to Student Ratio	Insufficient supervision leading to unaddressed risks or poor risk management	Students	Maintain an appropriate ratio based on BMABA acceptable policy and combine this with pre planned lessons for further control; assign additional volunteers if needed. Fully qualified, insured, and competent instructors must run all classes.		Low

Slips & Trips	Risk of falling due to uneven surfaces or spilled liquids	Students & Instructors	Regular floor inspections; immediate cleaning of spills; use of appropriate footwear.		Low
Wet Floor	Slips and falls due to spilled liquids or cleaning	Students & Instructors	Mark wet areas clearly; clean spills immediately.		Low
Heat Exhaustion	Overheating during summer classes or in poorly ventilated areas, or too cold of an environment during winter months	Students & Instructors	Ensure proper ventilation; provide fans or air conditioning; enforce hydration breaks. In winter, maintain heaters and thoroughly warm up.		Medium
Emotional Distress	Discomfort due to fear or intimidation in class	Students	Foster a supportive environment; adjust techniques to individual comfort levels; ensure proper club policies for safeguarding and bullying.		Low
Dizziness & Nausea	Risk of dizziness or nausea due to low conditioning or low blood sugar	Students	Instructors to monitor students' wellbeing; remind students to sit out if they feel unwell.		Low
Equipment Failure	Injury due to faulty or damaged equipment	Students & Instructors	Regular equipment checks: repair or replace damaged items immediately.		Low
Weapon-Based Injuries	Accidental harm from training weapons	Students	Use blunt or padded training weapons, strict supervision. Module access to weapons based on grade.		medium
Improper Equipment Use	Injury from incorrect use of training gear	Students	Provide clear instructions; enforce proper technique and usage.		Low
Sanitation Issues	Spread of germs through shared equipment	Students & Instructors	Clean equipment after each use; provide personal hygiene stations and record cleaning routines weekly.		Low

Fire or Emergency	Injury or panic during evacuation	Students & Visitors	Display clear evacuation routes; conduct regular fire drills; ensure exits are unobstructed. Check venue fire drill instructions.		Low
Ventilation Issues	Discomfort or overheating due to poor airflow	Students & Instructors	Ensure proper ventilation; install fans or air conditioning if needed.		Medium
Entry/Exit or Mat Slide Hazards	Injuries from obstructed or slippery entrances/exits or cluttered training space	Students & Visitors	Keep entrances/exits clear; use nonslip mats. Ensure equipment is returned properly and that no personal items are left in the training space.		Low
Setting Up Mats	Risk of mats slipping or not secured properly	Students & Instructors	Ensure mats are secured before use; regularly inspect for wear and tear.		Low
Miscommunication	Errors due to unclear instructions	Students	Ensure clear communication; use demonstrations and repeat instructions.		Low
Language Barriers	Difficulty in understanding instructions	Students	Provide visual demonstrations; use simple and universal gestures.		Low
First Aid Response Delays	Delays in treating injuries	Students & Instructors	Ensure first aid kits are accessible; designate trained first aiders.		Low
Bruising	Risk of bruising from blocking, breakfalls, or contact	Students	Set acceptable contact levels, brief on assumption of risk, and offer conditioning gradually.		Low
Pre-existing Medical Condition	Risk of complication due to existing health conditions or medications	Students	Ensure all students complete a medical declaration and advise on safe activity levels.		Medium

14. Contact Information

Role	Name	Contact Details
Club Manager / Lead Instructor	Kev Hick	Email: Lead Instructor Telephone: 07952 636897
Health & Safety Officer	Suzanne Hick	Email: H&S Officer

Risk & Injury forms are included in a separate instructors' package which is given to all session instructors and readily available.