



08 – Club Risk Assessment Process

Each venue in which a Taekwondo class is held will have its own specific facilities/benefits but it will also have its own specific hazards and therefore risks to members.

Typical venue risks might include: -

- Electric Shock
- Condition of Floor/Mats
- Fire/Alarms/Evacuation/Muster Points
- Lighting
- Heating/Air-conditioning
- Chemicals
- Access to a First Aider
- First Aid Facilities
- Surrounding Furniture/Objects
- Mirrors/Photographs
- Ventilation

Some venues may be full-time Taekwondo Dojang. Others may be modern Council or privately owned Leisure Centres whilst some may be in School premises or in local Church or Village Halls.

Every type of venue should be risk-assessed prior to use. This assessment should only take a short time but it is a critical piece of the BT Instructors work which must be completed prior to letting any students take part in any Taekwondo class.

Failure to assess the risks could lead to injury or harm to members. To assist in this assessment, British Taekwondo recommends use of the Taekwondo Venue Risk Assessment Form (see below) which is simple to use but highlights some potential risks.

Other risks may exist and the BT Instructor must identify these "*in situ*".

Completed Venue Risk Assessments should be kept by the Coach/Instructor and/or displayed in the venue. These assessments should be reviewed if any changes are made to the venue or every six months (maximum).

BRITISH TAEKWONDO TAEKWONDO VENUE RISK ASSESSMENT FORM

Name of Venue/Room

Address

Type of Venue (Tick)

Dedicated Dojang	<input type="checkbox"/>
Leisure Centre	<input type="checkbox"/>
School	<input type="checkbox"/>
Isolated Hall	<input type="checkbox"/>

Risks Assessed	Yes	No	Remedial Action	Complete
Example: Is there access to a First Aider?		No	Instructor to take a one-day Emergency First Aid at Work Course	Yes Feb 2014
Are there any devices or cables which could cause an electric shock?				
If a full-time Dojang, are electrical goods PAT tested?				
Is the floor dry, smooth, level and/ or matted?				
If a full-time Dojang, has it passed a Fire Inspection?				
If a full-time Dojang are their certified Fire Extinguishers available?				
Is there a Fire Alarm System fitted?				
Is the alarm tested when the class is on?				
Are all exit routes clear and signed?				
Do you/your students know the Muster point				
If a full-time Dojang has an evacuation practise been carried out in the last year?				
Is the lighting level adequate?				
Is the temperature suitable for training?				

British Taekwondo Member Health & Safety Guidelines

Risks Assessed	Yes	No	Remedial Action	Complete
Is the area well ventilated?				
Are there are chemical products around which could be a hazard if touched/moved?				
Is there access to a First Aider throughout the class?				
If there is no First Aider, are you fully trained/ refreshed/ certified?				
Is there quick access to a well-equipped First Aid Box?				
Is there a Facility Accident Book and a TKD Accident Book?				
Are there any objects or furniture which could be a hazard?				
Are there any Mirrors or Pictures on walls which could cause injury?				
Is the provision of Insurance clear i.e., Venue, School, Instructor, other?				
Are insurance / Fire / Safety Certificates / Documents displayed?				
Do you have emergency telephone numbers readily available?				
Do you have access to a telephone during classes?				
Are there adequate Toilet facilities for M/F/Disabled?				
Are there M/F changing Facilities?				

Assessor's Name

Title/Position in Club

Date of Assessment

Reassessment Due

Reassessed by

Date

Reassessed by

Date