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 Pee-Wee Karate Ltd
 Funakoshi Shotokan Karate UK trades as **FUNAKOSHI LTD**

RISK ASSESSMENT FOR KARATE TRAINING: All venues: General Risk Assessment

Office contact at FSK UK and Pee-Wee Karate: **Anita Thoma**, info@fskuk.co.uk

First point of contact on site are our instructors:

Sensei Mariya Todorov (07513311556), Sensei Simona Dogaru (07990376452), Sensei Stefan Dogaru (07990376438), Sensei Max Joseph (07407474 758),

Sensei Max Bailey (07734319001), Sensei Aawez Khan (07587750205), Michelle Lue-Fatt (07917866280), Rochelle Lue-Fatt (07917 865834)

Hazards identified

likelihood	Severity or Impact	Risk Rating
1). Very Low (unlikely)	1). Insignificant	1-3 Low Risk/ Insignificant
2). Low (may occur)	2). Minor	4-7 Low to Medium risk/Minor
3). Medium (could occur)	3). Moderate	8-14 Medium Risk/ Moderate - Major
4). High (likely to occur)	4). Serious / major	15-19 Medium to high risk
5). Very high (near certain to occur)	5). Very serious / Extreme	20-25 High Risk /Major - Extreme

Risk Level = (Likelihood x Impact) + Impact

Persons who may be affected: Karate instructors, school including pupils/staff, FSK UK

INTRODUCTION:

Risks are inherent in all aspects of Martial Arts and FSK UK (FUNAKOSHI LTD) and Pee-Wee Karate acknowledges the role of risk management as critical to the safe and controlled provision of the training activities to students, Instructors, officials and spectators. We are committed to managing risk to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the Association, School, Academy or organisation or students.

PURPOSE:

The purpose of this risk assessment is to provide a framework for the elimination or control of all risks associated with Martial Arts. If new major risks are identified these shall be recorded and a plan of action put in place. At appropriate times during the year, it may be appropriate to re-assess the risks.

OBJECTIVES:

- Identify, report and analyse liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Review, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices
- Gain venue/school support for risk management undertakings
- Educate staff on good risk management practices
- Protect the Clubs' public image as a professional, responsible and ethical organisation.

Hazard / Risk	Likelihood	Severity or Impact	Risk Rating/Level	Controls/steps to mitigate taken by the club
Classes not on time. (affected: Club, students and schools)	1	3	6	All instructors have been briefed about schedules and are aware to arrive well in advance of classes commencing. Our instructors are professionals with teaching experience and are serious about offering excellent learning environments. If instructors find themselves in a position that they will be late, they will notify the school asap (by calling) as well as inform our office about any potential lateness. The office will endeavour to contact the school/venue if the instructor has not been able to do so. We have noted and understand the DSL policy on this topic.
Missing Instructors due to sick leave or injury or other (affected: Club, students and schools)	2	1	3	All instructors have scheduled timetables, if an instructor is unwell or unable to teach for whatever reason, substitute instructors will be assigned and the school will be notified of this in advance. The club will follow the DSL protocol on substitute instructors.
Register: Missing students in classes before class commences (affected: students and schools, instructors)	3	2	8	Information shared by the school or parents in advance to classes are noted accordingly on our club registers. Instructors take register of children at the beginning of each class. If appropriate or school policy if a student is missing, the instructor will contact the relevant school staff member to hear where the child may be if they are not included on the information email shared by the school or parent on the given day.
Dismissal of students after classes: missing students (affected: students, parents/carers, instructors and schools)	1	5	10	Dismissal procedures will depend on the venue/school procedure where these are in place. Students will be dismissed at the end of class according to the school/venue's safeguarding procedures. School will inform our instructors of their process and our instructors will adhere to the policies. An induction or written form of guidance should be communicated by the school. Students will collect private belongings, change if applicable and be dismissed to their parent/carers.
Dismissal of students after classes: late pick up or no show of parent/carer (affected: students, instructors and schools)	1	1	2	Parents, schools or venues should inform the instructor on duty as soon as possible about any late pick ups or changes to pick ups.
Instructor needs to leave a class momentarily to communicate with school staff about a student (affected: students, instructors)	1	1	2	Should the lead instructor need to notify a school member of staff about an incident or need assistance then the junior or second instructor will undertake the action of finding the relevant school staff member whilst the lead instructor remains with the students. If only one instructor is present then the instructor will use their phone to call the relevant school staff on duty for assistance. If school policy permits older responsible students in the class may seek help on behalf of the instructor and contact the reception or relevant staff member.
Complaints or follow up on injuries/incidents during training (affected: students, instructors, parents/carers, schools)	2	1	3	Should an incident occur with students in the care of our instructors before, during or after training then these will be recorded in the incident book, a copy given either to the student, parent or school member. Incidents are also reported to our office and a record kept on file. If necessary or policy at the school an email follow up will occur to ensure all parties are informed of what had happened and also ensure all follow up action has been taken as required.

INJURIES: Including but not limiting to bumps and bruises or strained/torn muscles (affected: students, instructors, parents/carers, schools)	3	3	12	The instructors scan the training area for any hazards before training starts to mitigate injury. Hazardous objects such as rubbish or water on the floor may cause harm. Instructors will remove any objects that may cause a risk or harm. Students on occasion, for example whilst playing games or learning new techniques, could lose balance, fall and bump themselves. Instructors will ensure activities are at the correct level for each student. Should a student need medical help then the instructor will assist in the first instance and notify the relevant staff at school for further assistance/guidance. Before training starts, all instructors and students warm up with the children to prevent all strains and muscle weakness.
INJURIES: Further miscellaneous injury	1	3	6	Instructors will: * Ensure correct ratio of instructor to students. * Be aware of the location of first aid kits and telephone and contact persons at the school. * Be aware of any students with a medical condition. * Check that students are wearing suitable clothing for the activities undertaken. * Ensure that hair is tied back and jewelry removed if applicable.
VENUE: Fire	1	4	8	All venues will have a fire exit: if a fire is to occur the instructor will lead the students to an appropriate exit. Instructors will have read and understood any particular fire procedure provided by the school.

Further points to note:

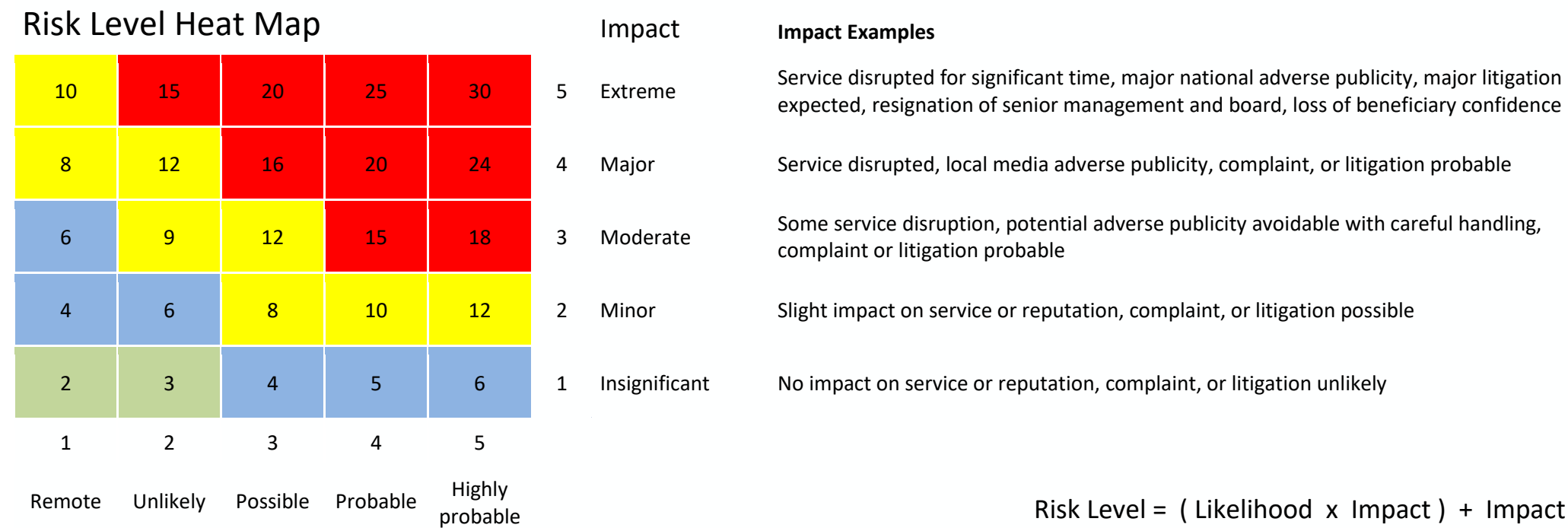
Qualifications: Instructors / Staff	All instructors must have a minimum level of training and qualifications to instruct at our club and therefore at schools. Vetting procedures are in place to ensure all requirements are met before the instructor commences work at the clubs.
Safeguarding	All instructors hold a current safe guarding certificate and have been made aware by our office of the importance of safe guarding. Should there be any concerns about a student then the instructor will approach the school and take the necessary action.
School specific policies, procedures and contacts Plus FSK UK policies	The FSK UK office as well as karate instructors teaching at the school have read and understood all relevant information/policies and procedures shared by the school. Should anything within the policies be unclear then assistance will be sought. FSK UK policies regarding complaints procedures, child protection, physical contact policies and more can be found on the website: FSK UKuk.co.uk
Assistant instructors, junior instructors, sempais	If a junior instructor or sempai assists in the class then they will be supervised by our lead instructor at all times. Sempai/junior instructors will not be responsible for children and will not be left alone with students at any time. If an incident occurs in class the junior instructor/sempai will leave the class to seek a school staff member whilst the lead instructor remains with the students. Junior instructors are covered by the student to student liability under the Funakoshi Ltd insurance policy with Towergate. Junior instructors are also insured under the persona martial arts I insurance liability of the main senior instructor. Special care is taken to ensure sempais only work a certain maximum number of hours so as to not be overstretched or overwhelmed. Should sempais feel overwhelmed or the need to speak about issues regarding their teaching/teaching ability then they can voice these in the team or personally at the sempai trainings with their sensei or contact Kyoshi Debi directly or Anita in the office.
Certification and insurance	All FSK UK instructors have a current DBS, safeguarding and first aid certificate as well as personal martial arts instructor insurance. FSK UK has insurance cover and certification, which is renewed annually and currently valid until October 2023. If the school require to see a copy, please contact Anita via email info@fskuk.co.uk

Office contact information for FSK UK: Anita on 07546961462 or info@fskuk.co.uk

Assessment created by: [Anita, Office Manager at FSK UK and Pee-Wee Karate](#)

Newest update: Dated: [January 2025](#)

FSK UK and Pee-Wee Karate Risk Level Heat Map



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