



# SAMA KARATE ORGANISATION

[www.samawestsussex.com](http://www.samawestsussex.com)

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## Risk Assessment

For School Premises, Community Centres, Sports & Village Halls

Hazzard Identified	Solution
Student slips / trips over	Uniforms to be worn correctly and safely. Trousers that are too long should be rolled / turned up to avoid slipping on shiny floors in bare feet.
Bumping into apparatus or other equipment. School Sports apparatus in hall.	Group leaders to do a sweep of the hall before training begins Clearing hall of all apparatus and other hazardous equipment such as school benches stacked on top of each other before session starts.
Child not turning up or goes missing.	Group leaders take a register before the session starts. Students are accounted for at the start of the session and during. The school office will be notified immediately of any child going missing.
Sports injuries (Pulling muscles etc) Child injured during session. Bumps to the head.	Senior Students lead a full body warm up including stretches before session commences. All SAMA staff are first aid trained. Injuries will be taken seriously and recorded in an accident book. All Instructors carry ice packs for bumps. Ambulances will be called by the Group leader if necessary.
Everyday "school or home" incidents (Common nose bleed, feeling sick or unwell, dehydration, head aches etc )	All SAMA staff are fully first aid trained to deal with common incidents. Students may have a drink half way through session.
Child Protection issues.	Do not attempt to investigate the concern yourself. Report concern to the relevant safeguarding officer or Within schools—usually the Headteacher.
Children using the toilet.	During the session, children and all students must ask Permission from the group leader.
Child wetting / soiling themselves.	Group leaders take charge in dealing with such circumstances. Report incident ASAP to the school office and let the office / school team take over finding spare clothes etc wherever possible. School cleaning staff to be informed ASAP to clean floor. – Yellow wet floor signs to be used wherever possible.  If the school is not willing to help or assist or if no one is present at the time, deal with the incident as swiftly and discreetly as possible. Children to be sat out. Spare clothes to be given out wherever possible (school lost property or new Gi if necessary). Inform parents of the accident upon collection.
Health & Safety Issues	Group leaders should inform the venue immediately if there is any safety issues regarding the hall, site or equipment.
Children not picked up at end of session	All children must be picked up by a nominated adult. If no one turns up the child must be taken to the school office and left in the care of a Teacher or office staff. If no one is around—group leaders have no choice but to wait with the child. Group leaders carry contact details of all students and will attempt to contact the relevant parent or carer.
Students with medical conditions.	Students, Parents or Carers should inform Group leaders of any special medical conditions from day one of training. All students must fill out a medical form.
Fire Safety and evacuation.	Group leaders carry registers and will insure that an evacuation route and assembly point has been established in the event of as fire or drill.