



2018

# HEALTH & SAFETY POLICY & PROCEDURES

HU LONG TEMPLE SCHOOL OF CHINESE MARTIAL ARTS & WELLBEING



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# Health & Safety Policy Statement

Hu Long Temple School of Chinese Martial Arts and Wellbeing (Hu Long Temple for short) acknowledges that Chinese Martial Arts, by its nature, may present risks as a marital art and contact sport involving the teaching and learning of potentially hazardous techniques using the head, body, limbs, hands and feet to strike, throw or defend against an opponent, including the use of weapons. This Policy statement is in accordance with the Health and Safety at Work Act 1974 requiring us to do whatever is 'reasonably practicable' to understand the risks of Chinese Martial Arts, to control these risks and ensure the controls are communicated and implemented.

Hu Long Temple will therefore implement the following actions so as to reduce any potential risks and impacts to members as follows:

- Implement a Health and Safety Management System which complies with UK legislation and other requirements.
- Ensure as far as reasonably practicable, that all members are not exposed to unnecessary risks/hazards whilst practicing Chinese Marital Arts.
- Make the necessary resources available for the implementation of this Policy.
- Ensure that all instructors are registered, insured and qualified.
- Provide information and training to instructors, assistants and Trustees to guide them in the implementation of their statutory duties.
- Provide clear guidance to all members regarding the use of suitably approved martial arts protective equipment.
- Ensure that proper records of any accidents/incidents are recorded and reported to the British Council for Chinese Marital Arts (BCCMA) where required.
- Actively promote general health and safety awareness for all members.
- Provide services to instructors/coaches, assistants and Trustees for the investigation of any accidents or dangerous incidents.
- Ensure that this policy is reviewed annually or following any significant changes.
- Ensure all members are made aware of this Policy.
- Hu Long Temple confirms its commitment to continual improvement.

Hu Long Temple's Health and Safety Management System will rest accountable with the British Council for Chinese Marital Arts.

Coaches/Instructors/Assistants who fail to strictly adhere to these regulations may be held personally accountable.

Shifu Matt Bindon, Headteacher  
August, 2018.

# Chinese Martial Arts Safety Rules

Instructors/Assistants need to check that they currently comply with these rules as our minimum standards.

Through a robust approach to risk assessment specifically for Chinese Martial Art activities, Hu Long Temple has determined the following Rules as our absolute minimum standard of compliance with health and safety management:

Chinese Marital Art activity risk assessment	Key safety risks to members	Mandatory Safety Rules	Preferred but optional protection
Normal Traditional Kung Fu and Sanda Class Training, Class Sessions for General Member Fitness/Health/Warm Up/Cool Down etc.	Pulled muscle Fainting Asthma Existing and Unknown Medical Conditions	<ul style="list-style-type: none"> <li>• Pre-membership health checks (This is done by filling out a Health Declaration Form on their first class)</li> <li>• Instructor/Coach/Assistant awareness of any existing medical conditions, symptoms and treatments.</li> <li>• Jewellery/piercings removed or taped.</li> <li>• Trained medic or emergency first aider always present.</li> <li>• Approved first aid kit always on hand.</li> <li>• Instructor lesson plan and adequate class supervision.</li> <li>• Ensure uniform is correct standard.</li> <li>• Ensure flooring is clear from any slippery surfaces, sharp objects, trip hazards or holes.</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient footwear worn.</li> <li>• Clean matts used for floor work (such as grappling).</li> <li>• Sufficient uniform worn.</li> </ul>
Full Contact Free Sparring in Class	Knock down Strong blow to head/body Unconsciousness Broken bone Bleeding Fall Injury Winded Clash of limbs Pulled muscle Fainting Asthma	<ul style="list-style-type: none"> <li>• Approved protective gear worn – Gumshield and gloves is mandatory.</li> <li>• Full body protection worn by members under 18.</li> <li>• Trained Medic or Emergency First Aider always present.</li> <li>• Approved First Aid Kit always on hand.</li> <li>• Instructor Supervision.</li> <li>• Long hair tied back, and secured.</li> <li>• Hu Long Temple, BCCMA or IWF Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Coach must be BCCMA approved and Hu Long Temple certified.</li> <li>• Clean matts used for floor work if necessary.</li> <li>• Approved fingerless or closed gloves, shin pads, groin guard, head guard and body armour can be worn.</li> </ul>
Controlled Sparring in Class	Blow to the head/body Broken bone Bleeding Fall Injury Winded Clash of limbs Pulled muscle Fainting Asthma Accidental Contact Collision	<ul style="list-style-type: none"> <li>• Trained Medic or Emergency First Aider always present.</li> <li>• Approved First Aid Kit always on hand.</li> <li>• Instructor Supervision.</li> <li>• Level based on the competence of the least able member.</li> <li>• Gloves and gum shield worn by members under 18.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean matts used for floor work if necessary.</li> <li>• Approved gloves, shin pads, groin guard, head guard and body armour can be worn.</li> <li>• Coach must be BCCMA approved and Hu Long Temple certified.</li> </ul>

Chinese Marital Art activity risk assessment	Key safety risks to members	Mandatory Safety Rules	Preferred but optional protection
Self Defence in Class (Restraints, throws, falling and rolling techniques, weapons defence, grappling)	Strikes to Face/Body Falling badly Breaks Twists Eye injuries Winded Asthma Pulled muscle Knock down Bruising	<ul style="list-style-type: none"> <li>• Dummy weapons only.</li> <li>• Trained Medic or Emergency First Aider always present.</li> <li>• Approved First Aid Kit on site.</li> <li>• Instructor Supervision</li> <li>• Ensure floor is clear and clean</li> <li>• Use clean mats when not outside.</li> <li>• Full body protection for under 18s</li> </ul>	
Traditional Qi Gong and Meditation Class	Muscle fatigue (arms or legs) Existing or unknown medical condition	<ul style="list-style-type: none"> <li>• Pre-membership health checks (This is done by filling out a Health Declaration Form on their first class)</li> <li>• Instructor/Coach/Assistant awareness of any existing medical conditions, symptoms and treatments.</li> <li>• Jewellery/piercings removed or taped.</li> <li>• Trained medic or emergency first aider always present.</li> <li>• Approved first aid kit always on hand.</li> <li>• Instructor lesson plan and adequate class supervision.</li> <li>• Ensure flooring is clear from any slippery surfaces, sharp objects, trip hazards or holes.</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone with muscle weakness, especially in the legs, or general body fatigue can do parts or entire class seated.</li> </ul>
Traditional Taiji Class	Pulled Muscle Existing or unknown medical condition	<ul style="list-style-type: none"> <li>• Pre-membership health checks (This is done by filling out a Health Declaration Form on their first class)</li> <li>• Instructor/Coach/Assistant awareness of any existing medical conditions, symptoms and treatments.</li> <li>• Jewellery/piercings removed or taped.</li> <li>• Trained medic or emergency first aider always present.</li> <li>• Approved first aid kit always on hand.</li> <li>• Instructor lesson plan and adequate class supervision.</li> <li>• Ensure flooring is clear from any slippery surfaces, sharp objects, trip hazards or holes.</li> </ul>	

Chinese Marital Art activity risk assessment	Key safety risks to members	Mandatory Safety Rules	Preferred but optional protection
Traditional Weapons in Kung Fu Class	<ul style="list-style-type: none"> <li>Pulled Muscle</li> <li>Existing or unknown medical condition</li> <li>Asthma</li> <li>Fainting</li> <li>Bruising</li> <li>Bleeding</li> <li>Hand Injury</li> <li>Limb Injury</li> <li>Broken Bones</li> <li>Collision</li> <li>Accidental Contact</li> <li>Falling</li> </ul>	<ul style="list-style-type: none"> <li>• Weapons training to students only who are competent and proficient.</li> <li>• Trained Medic or Emergency First Aider always present.</li> <li>• Approved First Aid kit on site.</li> <li>• Instructor Supervision.</li> <li>• Ensure flooring is clear from any slippery surfaces, sharp objects, trip hazards or holes.</li> <li>• Students are not allowed to spar with weapons until they have trained sufficiently and must be supervised.</li> <li>• Uniform must be appropriate/ tucked in.</li> <li>• No jewellery.</li> <li>• Long hair tied back.</li> </ul>	<ul style="list-style-type: none"> <li>• Student is recommended to purchase their own weapon set.</li> </ul>
Breaking Wood/Bricks in class	<ul style="list-style-type: none"> <li>Hand Injury</li> <li>Back Injury</li> <li>Foot Injury</li> <li>Limb Injury</li> <li>Eye Injury</li> <li>Head Injury</li> <li>Broken Bones</li> <li>Bruising</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>• Holders are competent and trained.</li> <li>• Trained Medic or Emergency First Aider always present.</li> <li>• Approved First Aid kit on site.</li> <li>• Instructor Supervision.</li> <li>• No breaking until student has undergone correct and sufficient training including Hard Qi Gong.</li> </ul>	<ul style="list-style-type: none"> <li>• Eye protection for wood or brick dust.</li> </ul>
Lying down on nail bed and underneath it.	<ul style="list-style-type: none"> <li>Back injury</li> <li>Spinal injury</li> <li>Bruising</li> <li>Broken Bones</li> <li>Bleeding</li> <li>Abdominal and Chest injury</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>• Student has undergone correct and sufficient training including Hard Qi Gong.</li> <li>• Trained Medic or Emergency First Aider always present.</li> <li>• Approved First Aid kit on site.</li> <li>• Instructor Supervision.</li> <li>• Student must be inspected for medical conditions prior to using the nail bed and immediately afterwards.</li> </ul>	
Spear to throat.	<ul style="list-style-type: none"> <li>Throat Injury</li> <li>Bleeding</li> <li>Bruising</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>• Spear is supported firmly at the base.</li> <li>• Student has undergone correct and sufficient training including Hard Qi Gong.</li> <li>• Trained Medic or Emergency First Aider always present.</li> <li>• Approved First Aid kit on site.</li> <li>• Instructor Supervision.</li> <li>• Student must be inspected for medical conditions prior to using the nail bed and immediately afterwards.</li> </ul>	

Chinese Marital Art activity risk assessment	Key safety risks to members	Mandatory Safety Rules	Preferred but optional protection
Log ramming to abdomen	Bruising Abdominal Injury Internal Bleeding Internal Bruising	<ul style="list-style-type: none"> <li>Log has to be supported firmly by trained students.</li> <li>Student has undergone correct and sufficient training including Hard Qi Gong.</li> <li>Trained Medic or Emergency First Aider always present.</li> <li>Approved First Aid kit on site.</li> <li>Instructor Supervision.</li> <li>Student must be inspected for medical conditions prior to using the nail bed and immediately afterwards.</li> </ul>	
Conditioning to limbs, body, hands, feet, neck, throat and head.	Bruising Internal Injury Head Injury Spinal Injury Limb Injury Injury to Hands and Feet Throat Injury Broken Bones, especially digits Abdominal Injury	<ul style="list-style-type: none"> <li>Student has undergone correct and sufficient training including Hard Qi Gong when conditioning the Head and Neck.</li> <li>Trained Medic or Emergency First Aider always present.</li> <li>Approved First Aid kit on site.</li> <li>Instructor Supervision.</li> <li>Do not condition area if bruising is quite prominent, allow to heal.</li> </ul>	<ul style="list-style-type: none"> <li>Massage limbs/body area afterwards, using Chinese medicine (Dit dat jow) or Comfrey oil.</li> </ul>
Head Injury 1	Hit to Head sufficient to stagger/ stop the member.	<ul style="list-style-type: none"> <li>No sparring for at least 48 hours.</li> <li>Call/Visit within 24 hours to ensure member is well and parents/guardians are aware.</li> <li>Individual (if there is one) who caused head trauma to be warned.</li> </ul>	
Head Injury 2	Hit to head causing unconsciousness	<ul style="list-style-type: none"> <li>Mandatory visit to A&amp;E or GP.</li> <li>No sparring for at least 30 days.</li> <li>Call/visit within 24 hours to ensure member is well and parents/guardians are aware.</li> <li>Individual (if there is one) who cause head trauma to be warned, or follow procedure for inappropriate behaviour.</li> <li>Accident/incident to be reported and recorded.</li> <li>Risk assessment to be reviewed.</li> </ul>	
Wearing of glasses	Harm to self Harm to partner	<ul style="list-style-type: none"> <li>Wherever possible, glasses should not be worn during sparring or self defence. If this is not possible due to the quality of sight being so bad as to increase the potential for harm then Prescription Safety Glasses must be provided and worn by the member.</li> </ul>	

Chinese Marital Art activity risk assessment	Key safety risks to members	Mandatory Safety Rules	Preferred but optional protection
Pregnancy	Harm to self Harm to unborn child	<ul style="list-style-type: none"> <li>• A member who is pregnant MUST declare this as soon as possible to the Coach/ Instructor.</li> <li>• Once declared, a pregnant member will NOT be allowed to take part in ANY form of sparring, Sanda, Kung Fu or Self Defence or Breaking.</li> <li>• Continued training in warm ups/cool downs, basic techniques, Taiji and Qi Gong is encouraged to aid health.</li> <li>• Instructing is allowed subject to there being NO contact or excessive force/movements.</li> <li>• Coaching of members at Events or Competitions is NOT allowed due to the potential to be harmed.</li> <li>• Refereeing or Judging is NOT allowed due to the potential to be harmed.</li> </ul>	



# Chinese Martial Arts Risk Assessment

## Risk Categorisation:

Probability Levels	Very Likely (Every Session)	Likely (Two or Three times a year)	Very Occasionally (Hardly ever)	Extremely Unlikely
Impact Levels	Severe (Lasting Injury or Fatality)	Serious (Medical Treatment)	Minor (First Aid)	Negligible (Minor knock)

## General Risk Assessment:

- A thorough program of warm up exercises carried out at the beginning of every session.
- Control of numbers in the hall at any one time exercised by the Instructor in charge of the session.
- Any student with a potentially serious medical condition or who is feeling unwell should alert the Instructor to this prior to the session.
- All accidents/injuries must be reported to the Instructor who will provide first aid cover; contact the emergency services where required and completes an accident record form.
- All instructors are first aid trained (including CPR).
- First aid box carried in the instructor's bag and accident record which can be found in the Coach's Folder and the Safeguarding Policy.

## Specific Risk Assessment:

Hazard	Mitigation	Probability & Risk Factor	Control Measures
Strained or torn muscles and ligaments through improper warm up, executing a technique, falling/slipping during a session.	<ul style="list-style-type: none"> <li>• Thorough warm up with instructor using correct warm up techniques.</li> <li>• Thorough coaching with correct techniques.</li> <li>• Partner work to be supervised at all times.</li> <li>• Mats used wherever practical/possible.</li> <li>• Instructor demonstrating correct methods.</li> <li>• Ensure floor is clear/flat</li> <li>• Check use of shoes, mats/flooring that may cause a loss of balance</li> <li>• Take extra care if training outside.</li> </ul>	Very Occasionally - Negligible Impact	<ul style="list-style-type: none"> <li>• Late comers are kept to one side and are invited to warm themselves up through running around the hall, doing foundation stretches and then introduced to the lesson for traditional drills until warmed up.</li> <li>• First Aid Kit at hand.</li> <li>• Mats used wherever practical/possible.</li> <li>• Clear floor space.</li> <li>• Instructor awareness of individual member capabilities.</li> <li>• Instructor decision on whether or not to use shoes or barefoot.</li> </ul>
Winded	Appropriate techniques shown and used.	Likely - Minor Impact	First Aider and First Aid kit at hand.

Hazard	Mitigation	Probability & Risk Factor	Control Measures
Adverse weather closing in resulting in a drop of temperature, hypothermia, high winds, etc. when training outside.	<ul style="list-style-type: none"> <li>• Instructor to check weather forecast 72, 48, and 24 hours before session and inform participants to take extra care.</li> <li>• If weather is too adverse, Instructor will either re-locate the session or re-arrange.</li> <li>• Participants to wear appropriate footwear and clothing.</li> <li>• Participants to keep moving and not cool down too quickly.</li> <li>• Head lamps to be brought for sufficient lighting.</li> <li>• Mobile phones to be brought.</li> <li>• Spare, dry clothing and a towel to be brought by participants.</li> </ul>	Likely - Minor Impact	First Aider and First Aid kit at hand.
Dislocation of joints or broken bone.	<ul style="list-style-type: none"> <li>• Thorough coaching with correct techniques.</li> <li>• If training outside, be aware of the weather conditions for participants to wear appropriate footwear and take extra care with footing.</li> <li>• Use of a fist instead of palms or open hand.</li> <li>• Partner work is to be supervised by the Instructor at all times, with individuals going at their own ability and pace, and to respect those who have not experienced contact, movement or blocking.</li> <li>• Anyone under the age of 18 is to wear an approved protective head guard when sparring.</li> <li>• Participants should stop if their partner or Instructor tells them to.</li> <li>• Excessive contact is not made to anyone under the age of 18, or any adult who has not consented to do so.</li> </ul>	Very Occasionally - Negligible Impact	Damaged floor areas are to be replaced if necessary. Notify the coach of any defects.

Hazard	Mitigation	Probability & Risk Factor	Control Measures
Bruising to arms, legs, torso, feet or hands caused by blocking, agreed conditioning or agreed sparring practice.	<ul style="list-style-type: none"> <li>Partner work is to be supervised by the Instructor at all times, with individuals going at their own ability and pace, and to respect those who have not experienced conditioning or blocking.</li> <li>Anyone under the age of 18 is to wear approved protective armour, however bruising on the arms will still occur.</li> <li>If the participant already has pre-existing bruising or an injury, the Instructor is to be made aware at the beginning of the session so partner work can be monitored.</li> <li>Anyone under the age of 18 must have approved consent by their parent/guardian in order for their child to partake in these activities and to be notified that bruising may occur due to contact. Participants can withdraw consent and opt out at any time and this must be respected.</li> </ul>	Likely - Negligible Impact	Instructors are to check any exposed areas that have made contact, such as the arms and shins, after the exercise. Chinese oil or comfrey oil is recommended to students to use to help bruising.
Broken facial bones due to excessive contact whilst training with partners.	<ul style="list-style-type: none"> <li>Partner work is to be supervised by the Instructor at all times, with individuals going at their own ability and pace, and to respect those who have not experienced contact, movement or blocking.</li> <li>Anyone under the age of 18 is to wear an approved protective head guard when sparring.</li> <li>Participants should stop if their partner or Instructor tells them to.</li> <li>Excessive contact is not made to anyone under the age of 18, or any adult who has not consented to do so.</li> </ul>	Extremely Unlikely - Severe Impact	Any techniques to the head should be controlled and stopped before making contact. Anyone who has not experienced head striking, should do this slowly with a partner which should be supervised by an Instructor at all times. Head guards and gum shields should be worn for participants who wish to have further protection.

Hazard	Mitigation	Probability & Risk Factor	Control Measures
<p>Concussion caused through excessive contact with partners or as a result of a fall in class.</p>	<ul style="list-style-type: none"> <li>• Accident to be reported to Instructor and GP/Paramedic.</li> <li>• Parent/Carer notified.</li> <li>• Instructor to follow up 24 hours afterwards.</li> <li>• Partner work is to be supervised by the Instructor at all times, with individuals going at their own ability and pace, and to respect those who have not experienced contact, movement, falling, throws or blocking.</li> <li>• Anyone under the age of 18 is to wear an approved protective head guard when sparring.</li> <li>• Participants should stop if their partner or Instructor tells them to.</li> <li>• Excessive contact is not made to anyone under the age of 18, or any adult who has not consented to do so.</li> <li>• First Aid Kit on hand.</li> </ul>	<p>Very Occasionally – Serious Impact</p>	<ul style="list-style-type: none"> <li>• Occasionally, throws and break falls may be taught in class. Attention should be paid to the age and ability of the students partaking in this activity.</li> <li>• Damaged mats are to be removed or replaced if necessary. Please notify the coach of any defects.</li> <li>• Chinese Martial Arts remains a full contact sport and sparring activities remains its greatest residual risk.</li> </ul>
<p>Loss of teeth caused by excessive contact to the mouth whilst training with partners.</p>	<ul style="list-style-type: none"> <li>• Partner work is to be supervised by the Instructor at all times, with individuals going at their own ability and pace, and to respect those who have not experienced contact, movement, falling, throws or blocking.</li> <li>• Anyone under the age of 18 is to wear an approved protective head guard when sparring.</li> <li>• All participants are required to wear a gum shield for sparring light or full contact.</li> <li>• Participants should stop if their partner or Instructor tells them to.</li> <li>• Excessive contact is not made to anyone under the age of 18, or any adult who has not consented to do so.</li> </ul>	<p>Extremely Unlikely - Severe Impact</p>	<p>Any techniques to the head should be controlled and stopped before making contact (unless otherwise stated by the Instructor or participant). Anyone who has not experienced head striking, should do this slowly with a partner which should be supervised by an Instructor at all times.</p>

Hazard	Mitigation	Probability & Risk Factor	Control Measures
Harm to self or others through practicing with a weapon during a traditional form practice	<ul style="list-style-type: none"> <li>Weapons are to be practiced in a large space such as a large hall or outside during class. Other students must be aware of the area that weapons practice is taking place.</li> <li>Suitable space must be maintained between each student with a weapon, as well as other students who are within the area.</li> <li>Long hair must be tied back.</li> <li>The weapon(s) must be checked for any damage or defects every session before and after use.</li> <li>Make sure handle of weapon / pole is dry and will not slip in the hands. Use a cloth to wipe it clean during practice.</li> <li>Weapons to be carried in a suitable case to and from the training area.</li> <li>Suitable footwear must be worn.</li> <li>Loose clothing tucked in.</li> <li>Flooring must be checked in case of slipping.</li> <li>Instructor Supervision at all times.</li> <li>First Aid Kit on site.</li> <li>Weapons can only be used if the student has been trained and given permission by the Instructor to practice.</li> </ul>	Likely - Minor Impact	<ul style="list-style-type: none"> <li>Use of heavier, weighted weapons or those that have sharper blades must be supervised by the Instructor at all times. The student must have permission by the Instructor for use and obtaining the weapon, and must display the skill in order to do so.</li> <li>If practicing with weapons outside, uniform must be worn at all times and you must seek permission or be known to local police for use of weapons in that area.</li> <li>Weapons used are performance only weapons, these are blunted blades, and bought through the Club to ensure the weapons meet professional standards.</li> </ul>
Broken skin and cuts through pad-work, conditioning, excessive contact by partner or contact with jewellery.	<ul style="list-style-type: none"> <li>The wearing of jewellery is prohibited during the length of the session</li> <li>Under 18s wear gloves and when making contact with pads.</li> <li>Conditioning must be monitored at all times by an Instructor.</li> </ul>	Very Occasionally - Minor Impact	Any jewellery that cannot be removed must be taped over.
Blisters / Cut feet	<ul style="list-style-type: none"> <li>Predominantly a problem experienced by novices, as the body becomes more conditioned through their continuous training the skin becomes more robust and less likely to blister / cut. The session coach is responsible for making sure that the training area is free from debris.</li> <li>Feiyue or Wushu Shoes are generally worn for the majority of classes, unless stated otherwise.</li> </ul>	Likely - Minor Impact	Wear appropriate footwear depending on the exercise.

Hazard	Mitigation	Probability & Risk Factor	Control Measures
Muscle fatigue, cramp, sore or stiff joints, pulled or strained muscles, ligaments and tendons etc.	It is important that all students take part in the warm up at the beginning of the class so as to stretch all the necessary muscles and joints used during the session. This not only reduces the changes of injury during practice but also reduces the likelihood of post training aches.	Very Likely - Negligible Impact	Coaches should check that all students are feeling well and also that no students have joint injuries prior to commencing a session. The coach has the right to stop students from training if they feel that they are unfit or unwell.
Injury to head, neck or spine.	<ul style="list-style-type: none"> <li>• Head injuries should have a Head Injury Warning notice if the participant has had to stop, or stagger. The Instructor must follow up within 24 hours.</li> <li>• Head guard to be worn by anyone under the age of 18 if sparring, and by any adult who is doing full contact sparring.</li> <li>• Partners to respect the ability of each other and to adapt to the pace of the individual's experience and ability, being very aware and cautious of the head, neck and spine.</li> <li>• Everyone is to stop when they are told to by their partner or Instructor. Be aware that their partner may use tapping to tell them to stop.</li> <li>• Any partner work is to be supervised by an Instructor.</li> <li>• Suitable footwear to be worn and extra care taken when training outside.</li> </ul>	Extremely Unlikely - Severe Impact	During the class, first aid will be sought in the event of a head injury and the parent / carer informed at the end of the session.
Unconsciousness caused by a blow to the head.	<ul style="list-style-type: none"> <li>• Report injuries to the Instructor as soon as possible for medical assistance, reporting of injury to the emergency services.</li> <li>• Head guard to be worn by anyone under the age of 18 if sparring, and by any adult who is doing full contact sparring.</li> <li>• Partners to respect the ability of each other and to adapt to the pace of the individual's experience and ability, being very aware and cautious of the head.</li> <li>• Everyone is to stop when they are told to by their partner or Instructor.</li> <li>• Any partner work is to be supervised by an Instructor.</li> </ul>	Very Occasionally - Severe Impact	No contact sparring is to be carried out unless at Intermediate Sparring classes, or with select, specific students who are under close supervision. Otherwise, this type of injury should not occur unless the student has tripped and fallen.

Hazard	Mitigation	Probability & Risk Factor	Control Measures
Dizziness, hyperventilation and nausea.	<ul style="list-style-type: none"> <li>Dizziness and hyperventilation can occur during strenuous exercise in less well conditioned people and is generally alleviated by improved physical condition.</li> <li>Nausea can also result from eating a large meal too soon before training.</li> <li>Participants must notify the Instructor if they feel dizzy or nauseous and to sit down and drink water.</li> </ul>	Very Occasionally - Negligible Impact	Coaches should check that all students are feeling well and also that no students have joint injuries prior to commencing a session. The coach has the right to stop students from training if they feel that they are unfit or unwell.
Dehydration	Large quantities of fluid can be lost during strenuous exercise, particularly in hot weather. It is important to ensure adequate hydration before training and to rehydrate adequately when training is over.	Likely - Minor Impact	Students must bring water with them, otherwise water is facilitated by the venue.
Seizure through contra-indications or over exertion.	<ul style="list-style-type: none"> <li>Coaches are to advise novices of physical exertion levels that will be encountered and so provide reasonable recovery periods during training, particularly after demanding elements of training.</li> <li>Participants are to go at their ability and pace.</li> <li>Participants are to declare of any medical conditions at the beginning of classes and on their Health Declaration.</li> <li>Participants must notify the Instructor or others around them if they feel unwell, and to sit down and drink fluids.</li> <li>The accident must be reported and first aid provided with the parent / carer notified.</li> </ul>	Extremely Unlikely - Serious Impact	The enrolment Health Declaration form also includes a section on medical history for each student, as well as any information of what to do in case of seizures that students or Instructors need to be aware of.
Enrolment of novices with no prior experience into the club.	Novices are instructed to follow directions by the relevant Instructor. This may also include direction from a Senior Student under the Instructor's instruction.	Very Likely - Negligible Impact	The syllabus will be adhered to with respect to the techniques taught to novices to ensure they are not doing something that is technically too difficult for them.
Qualifications / Registration and Insurance of instructors.	All our coaches are insured and members of our governing body, The British Council for Chinese Martial Arts (BCCMA). They are also enhance DBS certified and qualified in Safeguarding for Children and Adults.	Extremely Unlikely - Negligible Impact	It is the responsibility of Hu Long Temple to ensure that the Instructors Insurance details are kept up to date and are supplied to the Instructors.

Hazard	Mitigation	Probability & Risk Factor	Control Measures
Lack of qualified instructor at each session.	There will always be a qualified Instructor at each session.	Extremely Unlikely - Negligible Impact	If, for whatever reason, the Instructor cannot attend a particular session, the organisation and/or students will be notified as soon as possible that the session will have to be cancelled or an alternative coach will be provided by the agreement with the venue.
Lack of specialist and safe equipment.	<ul style="list-style-type: none"> <li>Hu Long Temple provides kick shields and focus pads.</li> <li>All students should provide their own protective armour: Body armour, Gum Shield, Head Guard, Shin Pads, Gloves, Groin Guard.</li> </ul>	Extremely Unlikely - Negligible Impact	Mats are used for any floor work including grappling, throws, take downs and falls. These are supplied by the venue or Hu Long Temple. Students can provide their own focus pads if they wish.
Spectator injured by collision with or being landed on by a member.	From time to time, a parent/guardian, family member or friend may wish to stay and watch a class. Spectators are warned of possible collision with members while they are training and are advised to watch from the sides in a safe zone which Hu Long Temple marks out. This differs per venue.	Extremely Unlikely - Minor Impact	Those who come to support their friend or family member are advised not to distract them whilst training and to respect the decisions and teachings of the Instructor.
Lack of knowledge of new members medical conditions.	New members are told to report any medical conditions to the coach.	Extremely Unlikely - Serious Impact	The enrolment Health Declaration form also includes a section on medical history for each student, as well as any information of what to do in case of seizures that students or Instructors need to be aware of.
Fire.	Instructors are to familiarise themselves with the fire procedures for each venue in which they instruct. This includes, but not limited to, nearest exist and evacuation assembly points.	Extremely Unlikely - Severe Impact	
Facility issues. E.g. Faulty lighting, heating, ventilation mats, etc. which could result in accident and/or injury.	The Instructor must notify the relevant person in charge of the hall for any facility faults which need repair.	Very Occasionally - Serious Impact	Due to venues generally employing a caretaker, this is a negligible risk.

**Assessors Name:** Kim-Leng Hills  
**Position in Club:** Safeguarding Lead  
**Date of Assessment:** 12/09/18  
**Reassessment Due:** 12/09/19  
**Reassessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Reassessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Head Injuries

- It is inevitable that there will be contact to the head during Sanda training. Normally, kicks and strikes to the head are often controlled, stopping or lightly touching the head guard having no effect, to allow sparring to continue without stopping. However, if a participant kicks or strikes to the head that causes the participant to **stop or stagger**, then they have sustained a head injury. A Head Injury Warning Notice is given to the participant who has received the head injury, and is talked through regarding any potential side effects of the injury. If the person is under 18, the note must be given to their parent / guardian. The Instructor must then make a follow up call within 24 hours to ensure that the member is well and to discuss anything with the parent /guardian. The Instructor must ensure that the member does not spar/compete again for at least 48 hours, even if there are no follow on effects.
- If a kick or strike to the head renders the member **unconscious**, then the appropriate First Aid must be administered until they recover consciousness, with a Head Injury Warning Notice issued.
- If the member is unconscious for any length of time, then a mandatory visit to a GP or A&E as soon as possible.
- The Instructor should do a follow-up call 24 hours to ensure the member is well and the parent/guardian is aware. The Instructor should ensure that they do not spar/compete again for at least 30 days, even if there are no follow on effects.

Although it is unlikely, serious complications can arise in the days and even weeks after a minor head injury. It is important that the member and a responsible adult who can monitor their condition are aware of the symptoms listed below:

- Loss of consciousness
- New deafness in one or both ears
- Loss of balance or problems walking
- Any weakness in one or both arms or legs
- Vomiting
- Clear fluid coming out of your ears or nose
- Drowsiness when you would normally be wide awake
- Increasing disorientation
- Problems understanding or speaking
- Blurred or double vision
- Severe headache not relieved by painkillers such as paracetamol
- Bleeding from one or both ears
- Any fits (collapsing or passing out suddenly)
- Inability to be woken.

## First Aid

Chinese Martial Arts is a physical and hazardous activity, there will be times when minor First Aid is required by its members such as plasters or nose bleeds. However, more serious, life saving first aid for conditions such as heart attacks, choking or cardiac arrest must be considered. Hu Long Temple has a trained Emergency First Aider, a fully equipped First Aid Kit, a GDPR compliant Accident Report Book (kept for 3 years on completion), and access to the Emergency Services via the telephone. Hu Long Temple also makes and administers Chinese Medicine ointment to any bruising, joints and parts of the body that may ache or have been knocked. Hu Long Temple only administers this to members who have consented and requested to use this.

## Health Guidance

If Hu Long Temple has a reason to believe that a member has a medical or health problem, we will tactfully advise the member to visit their GP before training commences.

Students must identify existing medical conditions to Instructors when they join a class via the Health Declaration Form. Our Instructor notes these conditions and discusses this with the member so that they are both clear on:

- What symptoms might occur to be seen
- What the Instructor or member needs to do if the symptoms occur
- If there are any medicines which the Instructor needs to administer
- Where the member keeps these medicines during the session

Occasionally a member may forget to declare a medical problem, or they may not be aware that the problem exists. This can lead to serious consequences for both the member and the Instructor if the conditions arise whilst training.

A qualified First Aider should initially deal with any problems but if there is any potential for loss of life or serious injury, the Instructor must dial 999 immediately.

## Lifestyle

Hu Long Temple promotes healthy active martial arts and sporting activities, as well as gentle relaxation activities. We expect our Instructors, Staff and Volunteers to promote a healthy lifestyle and maintain it themselves by developing, communicating and publicising some of the key features of what we do, such as:

Relaxation	Self-Care	Weightloss	Fitness
Confidence	Flexibility	Co-ordination	Self-defence
Empowerment	Self-regulation	Respect for self and others	Camarardarie
Mental Health Awareness	Self-control	Balance	Strength
Healthy Wellbeing	Helping Others	Good Spirit	Taking Responsibility

Therefore, Hu Long Temple's Instructors, Staff, Volunteers and Members are actively discouraged to:

Smoke	Take Drugs	Consume Excessive Junk Food	Use Performance enhancing drugs
Excessive Alcohol Consumption	Anti-social behaviours	Having lack of self-control	Bully Others
Use their training against others unless for actual self defence	Cause harm to others		

## Venue Risk Assessment 1:

**Name of Venue/Room:** Follaton Community Hall

**Address:** Follaton Community Hall, Whiteley Avenue, Totnes, Devon TQ9 5FQ

**Type of Venue:** Leisure Centre      School      Isolated Hall ✓

Risk Assessed	Y/N	Remedial Action	Complete
Are there any devices or cables which could cause an electric shock?	N	Hall and cables are inspected prior to every session.	N/A
If a full-time training hall, are electrical goods PAT tested?	N/A	N/A	N/A
Is the floor dry, smooth, level and/or matted?	Y	Floors are inspected prior to every session.	N/A
If a full time training hall, has it passed a fire inspection?	N/A	Fire inspection notices are displayed on the wall which are checked every session.	N/A
If a full time training hall, are there certified Fire Extinguishers available?	N/A	Fire extinguishers are available in the hallway entrance.	N/A
Is there a Fire Alarm System fitted?	Y	N/A	N/A
Is the alarm tested when the class is on?	N	We have no way of testing the fire alarm.	N/A
Are all exist routes clear and signed?	Y	We leave exists clear and notify members of them.	N/A
Do you/your students know the Muster point?	Y	This is sign posted and made clear in case of emergency.	N/A
If a full time training hall, has an evacuation practise been carried out in the last year?	N/A	The evacuation process is clearly shown on the wall in the hall.	N/A
Is the lighting level adequate?	Y	Lighting can be adjusted by several switches and are checked by us every session.	N/A
Is the temperature suitable for training?	Y	Windows can be opened for ventilation. Electric heaters can be turned on if needed.	N/A
Is the area well ventilated?	Y	Windows and doors can be opened from the inside.	N/A
Are there chemical products around which could be a hazard if touched or moved?	Y	These are situated in the kitchen and are put away in cupboards.	N/A
Is there access to a First Aider throughout the class?	Y	The Instructor and Assistant are First Aid trained.	N/A
Is there access to a First Aider throughout the class?	Y	Student Neil Garner is a Paramedic. Student Robert Benzies is a GP. Student Kim-Leng Hills is First Aid trained. We are currently investing in others who will take a First Aid course.	12/09/18 - not yet complete
If there is no First Aider, are you fully trained/refreshed/certified	Y	Instructor and Headteacher Matt Bindon is fully certified and trained.	12/09/18
Is there quick access to a well equipped First Aid Box?	Y	In the kitchen cupboard. Instructor also carries his own.	N/A

Risk Assessed	Y/N	Remedial Action	Complete
Is there a Facility Accident Book and a Hu Long Temple Accident Book?	Y	In the kitchen cupboard and in the Instructors bag.	N/A
Are there any objects or furniture which could be a hazard?	Y	Tables are pushed to the sides of the hall at the front.	N/A
Are there any Mirrors or Pictures on walls which could cause injury?	Y	Mirrors cover the whole of one wall. Members are notified not to stand near them.	N/A
Is the provision of Insurance clear?	Y	Venue insurance is on the wall of the hall. Instructors insurance is in the Instructors bag.	N/A
Are insurance/Fire/Safety Certificates/ Documents displayed?	Y	On the wall of the hall.	N/A
Do you have emergency telephone numbers readily available?	Y	On the mobile phones of the Instructor and Kim-Leng Hills.	N/A
Do you have access to a telephone during classes?	Y	The instructor and Kim-Leng Hills	N/A
Are there adequate toilet facilities for M/F/Disabled?	Y	Male, Female and Disabled toilets are on location and are cleaned by the facilitator.	N/A
Are there M/F changing Facilities?	N	We ask for members to change in the toilets or before they attend class.	N/A

**Assessors Name:** Kim-Leng Hills  
**Position in Club:** Safeguarding Lead  
**Date of Assessment:** 12/09/18  
**Reassessment Due:** 12/09/19  
**Reassessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Reassessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Venue Risk Assessment 2:

**Name of Venue/Room:** St Johns Community Hall

**Address:** St Johns Church, Bridgetown, Totnes, Devon TQ9 5AJ

**Type of Venue:** Leisure Centre      School      Isolated Hall ✓

Risk Assessed	Y/N	Remedial Action	Complete
Are there any devices or cables which could cause an electric shock?	N	Hall and cables are inspected prior to every session.	N/A
If a full-time training hall, are electrical goods PAT tested?	N/A	N/A	N/A
Is the floor dry, smooth, level and/or matted?	Y	Floors are inspected prior to every session. They are often slippery so we advise our students to be careful.	N/A
If a full time training hall, has it passed a fire inspection?	N/A	Fire inspection notices are displayed on the wall which are checked every session.	N/A
If a full time training hall, are there certified Fire Extinguishers available?	N/A	Fire extinguishers are available in the hallway entrance.	N/A
Is there a Fire Alarm System fitted?	Y	N/A	N/A
Is the alarm tested when the class is on?	N	We have no way of testing the fire alarm.	N/A
Are all exist routes clear and signed?	Y	We leave exists clear and notify members of them.	N/A
Do you/your students know the Muster point?	Y	This is sign posted and made clear in case of emergency.	N/A
If a full time training hall, has an evacuation practise been carried out in the last year?	N/A	The evacuation process is clearly shown on the wall in the hall.	N/A
Is the lighting level adequate?	Y	The hall has large windows and bright lighting.	N/A
Is the temperature suitable for training?	Y	Windows can be opened for ventilation. Heaters are left on by the venue during winter months which can become very hot. We advise our members to drink lots of fluids and bring light clothing.	N/A
Is the area well ventilated?	Y	Windows can be opened from the inside.	N/A
Are there chemical products around which could be a hazard if touched or moved?	Y	These are situated in the kitchen and are put away in cupboards.	N/A
Is there access to a First Aider throughout the class?	Y	The Instructor and Assistant are First Aid trained.	N/A
Is there access to a First Aider throughout the class?	Y	Student Neil Garner is a Paramedic. Student Robert Benzies is a GP. Student Kim-Leng Hills is First Aid trained. We are currently investing in others who will take a First Aid course.	12/09/18 - not yet complete
If there is no First Aider, are you fully trained/refreshed/certified	Y	Instructor and Headteacher Matt Bindon is fully certified and trained.	12/09/18
Is there quick access to a well equipped First Aid Box?	Y	Instructor carries his own.	N/A

Risk Assessed	Y/N	Remedial Action	Complete
Is there a Facility Accident Book and a Hu Long Temple Accident Book?	Y	The Instructor has the HLT accident book. Facility Accident book is unknown.	N/A
Are there any objects or furniture which could be a hazard?	Y	Tables are pushed to the sides of the hall at the front. Chairs are stacked at the rear end of the hall.	N/A
Are there any Mirrors or Pictures on walls which could cause injury?	N	N/A	N/A
Is the provision of Insurance clear?	Y	Venue insurance is on the wall of the hall. Instructors insurance is in the Instructors bag.	N/A
Are insurance/Fire/Safety Certificates/ Documents displayed?	Y	On the wall of the hall.	N/A
Do you have emergency telephone numbers readily available?	Y	On the mobile phones of the Instructor and Kim-Leng Hills.	N/A
Do you have access to a telephone during classes?	Y	The instructor and Kim-Leng Hills	N/A
Are there adequate toilet facilities for M/F/Disabled?	Y	Male, Female and Disabled toilets are on location and are cleaned by the facilitator.	N/A
Are there M/F changing Facilities?	N	We ask for members to change in the toilets or before they attend class.	N/A

**Assessors Name:** Kim-Leng Hills  
**Position in Club:** Safeguarding Lead  
**Date of Assessment:** 12/09/18  
**Reassessment Due:** 12/09/19  
**Reassessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Reassessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Head Injury Warning Notice:

**Injured Member Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

You have sustained an accidental blow / knock to the head during Sanda training. If you are under 18, please pass this to your Parent / Guardian.

You should now go home and rest. In the first few days after injury:

- ✓ **Do** make sure you stay within reach of a telephone and medical help.
- ✓ **Do** have plenty of rest and avoid stressful situations.
- ✓ **Do** be with someone who can monitor your condition.
- ✓ **Do** what the Paramedic/Doctor/Nurse advises.
  
- **Don't** stay at home alone for 48 hours after leaving hospital.
- **Don't** drink alcohol until you feel better.
- **Don't** take aspirin or sleeping tablets without consulting your doctor.
- **Don't** play any contact sport for at least three weeks without consulting your doctor.
- **If in doubt, consult your doctor.**

If you have any of the following symptoms, please seek urgent medical help (Please tick all that apply to you):

- Severe or persistent headache (which does not improve with the recommended dose of normal Paracetamol tablets or similar)
- Nausea or vomiting
- Drowsiness, dizziness or confusion
- Fits or twitching of the face, arms or legs
- Bleeding from the ears or nose
- Unconsciousness
- Blurry eyes, seeing double or other problems seeing clearly

If you show any of the above symptoms you need to seek urgent Medical help. Please visit the nearest A&E department or dial 999 and take this warning with you.

You must not Spar again for 48 hours / 30 days (Delete as appropriate), and without consulting your doctor.

Nature of Head Injury:			
Date and Time of Injury:			
First aid Given:			
Instructors Name:			
Instructor's Contact Details:	Address:		
	Phone:	Email:	