**Health & Safety/**

**Miscellaneous**

**Policy and Procedures**

Master Kindred Martial Arts (MKMA Karate)

Written: 7th April 2021

Latest Review Date: July 2026

To Be Reviewed with Intervals No Greater Than 2 Years

**Reviewed last**: 30/06/2024

**Chart, line chart

Description automatically generatedReviewed By:** J. Rowberry

**Signature:**

**Index**

* Policy Statement
* Policy and Procedure Documentation Review and Refresh
* First Aid
* First Aid Kits
* Recording First Aid Incidents
* Health Guidance
  + Medical
  + Known/Declared Conditions
  + Unknown/Undeclared Conditions
* Risk Assessments
* Accidents Reporting
* Near Miss Reporting
* Storage of Reports, Complaints, and other Data

**Appendix**

1. First Aid Course Contents
2. Near Miss Reporting Form
3. Risk assessment Template
4. GDPR Statement

**Policy Statement**

Any Martial Art activity has the potential for accidents, serious injury or worse. Master Kindred Marital Arts (MKMA Karate) is committed to ensuring and promoting the health and wellbeing of all its staff and students as is reasonably practicable to achieve.

The purpose of this document is to establish working guidelines for the safe practice of Martial Arts with MKMA Karate. It identifies areas of responsibility, procedures and plans that ensure classes and events are undertaken in a safe and responsible manner.

The policy is intended for use by all of MKMA Karate members including instructors and students who partake in or have a responsibility for Martial Arts within the MKMA Karate structure.

Failure by instructors, students & clubs to comply with these standards and practises may be construed as negligence. Instructors, students & clubs may find themselves facing disciplinary procedures or termination of membership in line with the MKMA Karate disciplinary process document.

This policy is applied for the benefit of members, students, visitors, and all other persons on whom the activities of MKMA Karate and its members may have an effect. MKMA Karate is also committed to discharging all the statutory obligations that current Health and Safety law requires of it.

**Policy and Procedure Documentation Review and Refresh**

All MKMA policies have stated review dates on their cover pages. The MKMA Admin team is required to ensure that all policies are reviewed +or- **two** month from the review date listed.

Every April or whenever there is a big change such as a new safeguarding lead all safeguarding policy documents should be refreshed (checked and details changed if required).

No more than two years should pass between policy reviews.

Safeguarding code in martial arts pushes an annual health check of safeguarding related documentation which should be completed as required in a timely manner.

**First Aid**

For the purposes of both safety and insurance, all MKMA instructors are required to have a valid and in date first aid certificate.

All Instructors are required to hold a valid first aid certificate at all times when instructing. A minimum of basic first aid related to martial arts is expected including basic life support, treating minor injuries, and recognising when to call for further medical assistance. MKMA karate suggests Pro Trainings ‘First Aid for Martial Arts Instructors Level 3 (VTQ)’ or BMABS’s First aid course.

Alternative courses should cover all contents of the First aid for martial arts instructors’ level three qualification, course contents can be found in Appendix 1.

\*\*Certain medical professionals maybe exempt from obtaining a first aid certificate. Their Medical experience should include working with acute emergency injuries. This may include Ambulance Technicians, Paramedics, A&E Nurses and Doctors or GP’s who deal with Acute injuries. A copy of relevant qualifications should be kept on file by MKMA Karate.

**First Aid Kits**

Good quality first aid kits are relatively cheap and easy to purchase. kits should be BS8599-1 compliant: these will exceed HSE minimum statutory requirements.

the kits come in three sizes, small, medium and large but the cost is much the same. guidance on size requirements are as follows:

less than 5 students 1 x small kit

5 to 25 students 1 x medium kit

over 25 students 1 x large kit per 25

A medium kit will be sufficient for most clubs, it’s contents are as follows:

1 x guidance leaflet

6 x medium sterile dressings

2 x large sterile dressings

3 x triangular bandages

12 x safety pins

3 x eye pad sterile dressings

60 x sterile adhesive dressings (plasters)

30 x sterile cleansing wipes

1 x adhesive tape

9 x nitrile disposable gloves (pairs)

3 x finger style dressings

1 x resuscitation face shield

2 x foil blankets

2 x hydro gel burn dressing

1 x shears

2 x conforming bandage

In addition to the above it is also useful to have hot and cold sprays and/or instant ice packs which may be used as required for temporary relief of existing pains and new knocks.

**Health Guidance**

**Medical**

If an MKMA karate instructor has reason to believe/ has been informed that a member has a medical or health problem that may affect their training, they should advise the student to visit their GP before training commences

**Known/Declared Conditions**

Students are required to identify existing medical conditions to instructors when they join MKMA Karate via the online membership system. Instructors should note these conditions and discuss them with members if necessary so they can both be clear on:

* What symptoms might occur or be seen in class
* What the instructor or member needs to do if the symptoms occur
* If there are any drugs/inhalers/injections/medicine which the instructor needs to administer in event of emergency
* Where these drugs are kept during each session

Commonly seen conditions include:

* Asthma
* Hay fever
* Diabetes
* Attention Deficit Disorder
* Dyslexia
* Epilepsy
* Deafness
* Speech impediment
* Restricted vision
* Back problems
* Knee/hip/ankle problems
* Blood clotting disorders (such as haemophilia)

**Unknown/Undeclared Conditions**

Occasionally a student may forget to declare a medical problem, or they may not know of a problem this can lead to serious consequences for both the student and instructor if the condition arises whilst training.

A qualified first aid should initially deal with any problems but if there is any potential for loss of life or serious injury the instructor should dial 999 immediately.

Unknown conditions could include:

* Heart conditions
* Fainting/Syncope
* Osteoporosis

If in any doubt the instructor should dial 999 immediately

**Recording First Aid Incidents**

All first aid incidents, where first aid has been used, should be initially recorded using an accident report book which can be ordered from the MKMA Admin Team. Every MKMA instructor should carry a first aid accident report book with them to every class they instruct.

In the event the instructor does not have their first aid accident report book with them, they should make a note of what happened, who was involved, and any treatment given then ensure they log this in their report book as soon as possible.

A copy of the logbook entry/Notes should be submitted onto the club manager online logbook system via logbook>CreateLog>IncidentLog. **All details must be included.**

MKMA Instructors should request a new accident report book from the MKMA Admin team when there are <10 forms remaining in their pack.

**Near Miss reporting**

Near miss reporting is valuable in order for MKMA Karate to fully understand where there maybe gaps in policies and procedures and to allow for continual informed development of how we operate. Near miss reporting can also be used in situations where events, although at the time had no impact or implications may later become an issue or brought out of context.

Near miss report forms (Annex 2) should be completed for every near miss and submitted to MKMA karate either via email, post or directly handed to a member of the MKMA Core team.

**Fire Procedures**

When training at indoor facilities, Instructors of MKMA Karate should ensure that there are adequate escape routes from the room they are training in in the event of fire/emergency. Fire exits and fire exit routes should be kept clear at all times.

Where the instructor feels there is not appropriate signage at a venue, they should inform the venue management authority of their concerns. The instructor should make all participants aware of the fire exits.

Instructors should ensure they are aware of the venue fire procedures as well as the nearest fire exits, alarm points and fire extinguishers. If unsure, it is the instructor’s responsibility to seek clarification from the venue management/staff.

**Risk Assessments**

A risk assessment is nothing more than a careful examination of what, could cause harm to people during your activity, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

The aim is to make sure no one gets hurt or becomes ill. Accidents and ill health can ruin lives and affect Individuals and MKMA Karate if output is lost, equipment is damaged, insurance costs increase, or you have to go to court.

MKMA Karate is required to assess the risks of whatever we do and wherever we train. The important things MKMA needs to decide are whether a hazard is significant and whether it is covered by satisfactory precautions so that the risk is small.

MKMA Karate needs to check this when it assesses any risks. For instance, full contact sparring can kill, however operating a non-contact policy with quality instruction, the risk becomes low.

Checking hazards and rectifying them is generally common sense but completing risk assessments is necessary. Risk assessments should be completed and submitted by instructors to the MKMA Admin team

* -Hazard means anything that has the potential to cause harm (eg training bags, folders, students, etc).
* -Risk is the likelihood that the hazard will cause harm.

**Storage of Data / GDPR**

When storing data MKMA Karate operates withing the boundaries of the GDPR 2018. GDPR requirements mean all businesses, regardless of their size, must comply with the GDPR regulations. This includes a privacy statement freely available to anyone that wishes to see it.

The MKMA Karate GDPR statement can be found in appendix 4. Any questions that relate to your data, or how we store or process this, should be directed MKMA Karate using any of the methods available for contact in the "contact us" section of the MKMA website

**Class Ratios:**

MKMA Guidelines suggest no more than 1 instructor to 20 students. This would be in a class of students who are familiar with class operations. Where new or junior grades are in a class, it is strongly advised a second instructor or assistant instructor be present to assist with the class. Attention should also pe paid toward the capacity of the training hall and numbers adjusted accordingly

An absolute maximum ration of 1:28 is permitted but should be individually risk assessed and continually monitored for safety.

Appendix 1

**Pro Training First aid for martial arts instructors’ level three**

Course Contents:

* Initial Assessment
* Recovery Position
* Heart Attacks and CPR
* Choking and Breathing
* Existing Conditions
* General Fitness
* Spinal Injuries
* Paediatric CPR and Choking
* Injuries and Illnesses
* Martial Arts Requirements
* Cuts, Eye, Head Injury
* Reporting and Risk Reduction
* Strains, Sprains and Breaks
* Epilepsy and Seizures
* Allergic Reactions
* AED Use

Appendix 2

**Near Miss Report Form (NMRF)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time |  | | Date | | | |  | |
| Person Completing this form | | | | | | | | |
| Name |  | | Position | |  | | | |
| Near Miss Reference Number | | NMRF/DDMMYY/Location | | | | | | |
| Details of Event | | | | | | | | |
| (Use this section to note what happened including any actions taken) | | | | | | | | |
| Signed by: | | | | | | | | |
| Person Completing this form |  | | | | Date: | | |  |
| Office use only | | | | | | | | |
| NMRF Submitted to: | | | | | | | | |
| Name |  | | | Position | |  | | |
| Actions Taken | (If any) | | | | | | | |
| Signed |  | | | Date | |  | | |

Appendix 3

**Template Risk Assessment Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk assessment for:** | |  | | | | | | |
| **Date Completed:** | |  | | | **By:** |  | | |
| **Review Date** | |  | | |  | | | |
|  | | | | | | | | |
| **Hazard** | **Who it effects** | | **Risk Level** | **Mitigation** | | | **New Risk Level** | **Review** |
| Slip Trip and Fall | Students  Instructors  Members of public | | Medium | Remove any objects which may pose a trip hazard, ensure floor is appropriate for training and free from debris/liquid spillages, ensure all student are barefoot or wearing appropriate footwear | | | Low |  |
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Appendix 4

**MKMA GDPR Statement**

Master Kindred Martial Arts (MKMA Karate) is a Martial Arts school based in Warwickshire, United Kingdom and branching into neighbouring regions including Leicestershire.

We are not owned by any other association or club but are affiliated with both the Independent Martial Arts Association and the British Martial Arts and Boxing Association for insurance and training purposes. MKMA Karate will store all of your details on a secured computer device that is password protected. Where data is stored in hard copies such as incident report forms, these will be stored in a locked cabinet.

The Chief Instructor, Assistant Chief Instructor, Chief Administrator, your personal instructor, and Safeguarding Officer will be the only staff that will have access to your data.

MKMA Karate will collect and process personal data of its members (members of the club who participate in Karate activities) solely for the purpose of providing the karate training facilities, Memberships, communications to individuals and running of events.

This data may also be used for the purposes of promoting Karate activities that fall outside of the standard training (activities such as competitions and seminars that will incur additional costs outside of those stated on acceptance of membership - these are always optional), as well as group team building exercises (such as evenings or days out, weekends away or charity events).

MKMA Karate may share your personal details with our affiliated association for the purposes of registration and recognition of grade, or in order to request outside oversight of karate activities such as a tournament or grading. We will never sell or share any of your details, to anyone, for any reason other than those stated above.

In the event of a concern of child protection, bullying or breach of the Law, your details will be provided to the relevant law enforcement agencies. However, this is only in extreme circumstances and only with regards to the protection of our members or their children.

All information will be stored for all active members, and your information will be removed if your membership with MKMA Karate terminates.

All members have the right to withdraw their information from the database EU Governance:

EU GDPR Article 7(3) “The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Prior to giving consent, the data subject shall be informed thereof. It shall be as easy to withdraw as to give consent.”