

UNIVERSITY of OXFORD SPORTS DEPARTMENT

OXFORD KARATE CLUB RISK ASSESSMENT 2023-2024

Activities usually carried out by the club in Iffley Road Dojo and Sports Hall, and at any event where Oxford University Karate club take part.

A thorough program of warm-up exercises carried out at the beginning of every practice.

Control of numbers on mat at any one time exercised by the coach in charge of the session especially during sparring work. All members to have read Oxford University Club Rules, Code of Practice and Risk Assessment.

All members to be familiar with the rules and etiquette of the Dojo.

Any member with a potentially serious medical condition or who is feeling unwell should alert the coach to this before the session.

All injuries/accidents must be reported by a member of Oxford University Karate Club to the Sports Manager on duty who will provide First Aid Cover, contact the emergency services where required and complete an accident report form

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
<p><i>1. Direct Physical/Personal Injuries</i></p> <p>Strained or Torn Muscles and Ligaments through improper warm-up or improper partner work.</p>	<p>Thorough warm-up with Instructor using correct warm-up techniques as well as careful supervision of partner work.</p> <p>Latecomers are informed that they must take responsibility for warming up in their own time before joining the class.</p> <p>For all clubs first aid incidents, the club are clear that they are required to report the injury direct to the front reception desk in the main complex, to summon First Aid assistance.</p>	Low/Medium	
<p>Dislocation of Joints incl toes.</p>	<p>Thorough coaching with correct techniques. Careful supervision of partner work.</p> <p>Damaged mats should be removed or replaced if necessary. Please notify the Sports Federation Facilities team under clubfacilities@sport.ox.ac.uk</p>	Medium	
<p>Bruising to arms/legs/torso caused by blocking or by falling.</p>	<p>Coach class at acceptable levels of contact and teaching of the importance of correct timing and technique.</p>	High	

<p>Broken Facial bones due to excessive contact whilst training with partners.</p>	<p>Careful supervision of partner training/sparring in addition to careful coaching at acceptable levels of contact.</p> <p>Only experienced members are allowed to spar with each other in a free-er manner. Beginners' sparring is very rigidly regulated.</p> <p>The use of protection (hand mitts, shin guards and foot protectors) is not compulsory, but highly recommended, and is compulsory for competition.</p>	<p>Low</p>	
<p>Concussion caused through excessive contact with partners or with the head making contact with the floor or obstacle.</p>	<p>Careful supervision of partner training/sparring in addition to careful coaching at acceptable levels of contact.</p> <p>Only experienced members are allowed to spar with each other in a free-er manner. Beginners' sparring is very rigidly regulated.</p> <p>The use of protection (hand mitts, shin guards and foot protectors) is not compulsory, but highly recommended, and is compulsory for competition.</p>	<p>Low</p>	
<p>Loss of teeth caused through excessive contact to the mouth whilst training with partners.</p>	<p>Careful supervision or partner training/sparring in addition to careful coaching at acceptable levels of contact. Gum shields are mandatory in all competitions and optional during class activities.</p> <p>Only experienced members are allowed to spar with each other in a free-er manner. Beginners' sparring is very rigidly regulated.</p> <p>The use of protection (hand mitts, shin guards and foot protectors) is not compulsory, but highly recommended, and is compulsory for competition.</p>	<p>Low</p>	
<p>Broken Skin and cuts through excessive contact by partner or contact with nails or jewellery.</p>	<p>Require that nails are properly cut and prohibit the wearing of any form of jewellery during training. If jewellery can not be removed then it should be taped over.</p>	<p>Medium</p>	

<p>Blisters/Cut Feet</p>	<p>Predominantly a problem experienced by novices, as the body becomes more conditioned through continuous training the skin becomes more robust and less likely to blister/cut.</p>	<p>High</p>	<p>Novices are encouraged to train regularly. The session instructor is responsible for making sure that the training area is free from debris.</p> <p>Any blood on the mat must be cleaned immediately using appropriate 'body fluid kits' available in the Dojo, and precautions taken against further spillage by e.g. plasters/bandages. Prior to any practice mats must be inspected for blood stains, and cleaned when necessary.</p>
<p>Muscle fatigue, cramp, sore/stiff joints, pulled and strained muscles, ligaments and tendons etc.</p>	<p>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 a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches.</p> <p>Coaches check that all members are feeling well and also that no members have joint injuries prior to commencing a session.</p> <p>The Instructor has the right to stop members from Training if he/she feels that they are unfit or unwell.</p>	<p>Medium</p>	
<p>Injury to head, neck or spine. This could arise in the circumstances described above but is identified separately because of its potential for more permanent disablement.</p>	<p>Injuries of this nature are extremely rare, and the small risks that do exist are reduced still further by observance of good dojo etiquette and by being observant and considerate to others during practice.</p> <p>Report injuries to the main reception desk and to the Emergency Services as soon as possible for medical assistance</p>	<p>Low but with potentially very serious consequences.</p>	<p>During class activities first aid will be sought in the event of a head injury (either from a club member or a member of the Sports Department staff on duty). All full-time staff are 4 day first aid qualified.</p> <p>All members should be clear of the need to know who and how to report accidents.</p>
<p>Dizziness, hyperventilation and nausea.</p>	<p>Dizziness and hyperventilation can occur during strenuous exercise in less well-conditioned people, and is generally alleviated by improved physical condition. Nausea can result from eating a large meal too soon before training.</p>	<p>Low</p>	

Dehydration	Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate hydration before training, and to rehydrate adequately when training is over.	Medium	In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles to the dojo and the coaches will allow for regular breaks to enable them to rehydrate. Windows can be opened and extractor fans used when required.
Seizure through contra-indications or over exertion	Instructors 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	Low	Club aware at the beginning of term of any medical issues of its members which may prove to be a problem when taking part in the sport. The membership form includes a section for members to state any medical issues they might have, so that the club and the instructors can be aware of it.
<i>2. General Risks</i>			
Enrolment of novices with no prior experience of Karate into the Club	<p>Introductory sessions are run at the beginning of the academic year for novices to participate in. At these sessions the beginners are informed that karate like all martial arts involves high levels of physical exertion as well as moderate to high levels of physical contact.</p> <p>Additionally, because of the nature of the sport, the club may contain a wide range of ability from novices to black belts. Low grades will be restricted to only practising techniques that they have been taught. The club follows the NGB Syllabus for gradings</p> <p>Close supervision by the Sensei at the session is standard.</p>		Novices must become members after attending two sessions, or they must stop attending.
Qualifications/Registration and Insurance of Instructors	All karate Instructors are licensed by the Japan Karate Association England (JKAE), which provides insurance cover for all practices that go on within the club. All coaches are registered with the Sports Federation through the Club Coach/Instructor Form.	Low	It is the responsibility of the Coaches/Instructors to ensure their insurance details are kept up to date and are supplied to the Sports Federation on an annual basis. Contact: david.white@sport.ox.ac.uk
Lack of Qualified Instructor at each session.	There is always a qualified instructor at each session. If for any reason a qualified Instructor cannot be present then the session is cancelled.	Low	

Specialist and Safe Equipment.	<p>The only specialist equipment used by the club is that for sparring (kumite). This includes fist mists/gloves. These are provided by the club and are regularly renewed to ensure adequate padding is provided. Boxes, chest protectors and gum shields must be individually provided.</p> <p>The club is also investing in a punching bag. We will ensure due care and attention is taken when using the bag.</p>	Low	The punching bag will have a heavy-duty metal chain and anchor attached. A minimum of two people will always be on hand to put up and take down the bag at each training session where it is used. Correct lifting techniques, including use of a step ladder when necessary, shall always be used when moving the bag. The bag will be stored safely and correctly when not in use, in a storage room. The punching bag shall not be used without a qualified instructor present.
<p>Spectator injured by collision with, or being landed on by, a member.</p> <p>This is a slight risk in the more cramped conditions of the small dojo.</p>	<p>Under no circumstances should spectators sit on the edge of the mat area.</p> <p>Spectators should either sit on the bench provided or watch from the corridor.</p>	Low	
Lack of knowledge of new members medical conditions.	Membership Form provided covering all medical conditions.		Oxford University Karate Club should ensure that all new and existing members at the start of each term are informed re: Risk Assessment, Code of Conduct and Constitution and 'good practice' within the Club.
Fire	<p>Club Instructors are aware of exits from the building and are responsible for clearing the Dojo or Sports Hall if the fire alarm sounds.</p> <p>Club Instructors and members are to inform the Sports Manager on duty if exits are blocked or locked.</p>	Low	
Facility Issues e.g. faulty lighting, heating, ventilation, mats etc which could result in an accident and/or injury.	<p>Oxford University Karate Club notifies the Sports Federation Facilities team of any facility faults which need to be repaired.</p> <p>clubfacilities@sport.ox.ac.uk</p>	Low	

<p>Road accidents in hired minibuses, cars or coaches when travelling to matches/competitions.</p>	<p>Nominated club member to complete Trip Registration Form before each event which is carried out under the name of 'Oxford University Karate Club' Drivers must have passed University accredited tests. Drivers must be 21 years or older. All vehicles used should be road worthy, taxed and insured and all drivers must follow the 'rules of the road'. All Event/Activity leaders should report any emergencies which require the Emergency Services or involve hospital treatment to the University Security Services on (01865) 289999</p>	<p>Low but potentially fatal</p>	<p>All trip registration forms are to be sent a day before weekday fixtures or by 5.00pm on a Thursday before weekend fixtures to the ASO.</p> <p>For trips out of the UK, trip registration forms are required one month ahead of the trip and these should be submitted to the ASO.</p>
<p>Training with under-18s</p>	<p>Operate, so far as reasonably practicable, in accordance with JKAE child safeguarding/protection guidelines for teaching under-18s, or when under-18s are attending a grading session.</p> <p>Make Sports Safety Officer and NGB aware of any child safeguarding issues.</p> <p>Instructors, where an under-18 is in attendance, must have a current DBS or CRB certificate (not older than 2 years).</p> <p>The parent or guardian must be in attendance at all times.</p>		<p>Suggest to instructors that they should attend a child protection workshop.</p>