

FOCUS MARTIAL ARTS & FITNESS

Compliance pack

Safe training, fair participation and first aid arrangements for every Focus class.

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Adopted 9 October 2026 · Next review October 2027

SECTION 01

Club details

The people and arrangements this pack covers. Venue details are completed for each location on the risk assessment.

CLUB NAME	Focus Martial Arts & Fitness
MARTIAL ART AND GOVERNING BODY	
VENUE AND FULL ADDRESS	Completed per venue on the risk assessment
PARTICIPANT AGES AND RATIOS	Dragons 1:15 · Juniors 1:15 · Adults at the coach's discretion
CLUB MANAGER	Phil Higgins
LEAD COACHES	Phil Higgins, Arjun Dulay
WELFARE OFFICER	Lesley Godwin · lesnig61@gmail.com
FIRST AID LEAD	Lesley Godwin · lesnig61@gmail.com
ADOPTED	9 October 2026
NEXT REVIEW	October 2027

SECTION 02

Using this pack

This pack is written for Focus Martial Arts & Fitness. It contains a risk assessment to complete, an equality statement to adopt, and reusable first aid checks. Adapt it for each venue, age group, discipline and event, and check governing body rules, insurance conditions and venue responsibilities.

Club practice, not law	The suggested controls and review frequencies are club practice, unless identified as legal duties. The templates do not certify compliance or replace a safeguarding policy, safer recruitment arrangements, coach competence checks or emergency procedures. Equality law differs in Northern Ireland.
First aid duties	Where the club is an employer, statutory workplace first aid duties apply. Plan suitable provision for participants, volunteers and visitors too. Agree any shared venue provision in writing and check it is available throughout club sessions.
Review and records	Review annually as a club standard, and sooner after an incident, near miss, complaint, new activity, venue change or change in participant needs. Keep completed records securely and limit access to personal and health information.

SECTION 03

Risk assessment

Assess the actual risk at each venue. Record the controls that are genuinely in place, add missing controls as actions with an owner and a deadline, then rate the risk again.

ASSESSOR

DATE

VENUE

Activities covered: fitness activities and martial arts.

NUMBER OF DRAGONS (4 TO 8 YRS)

NUMBER OF JUNIORS (8 TO 13 YRS)

NUMBER OF ADULTS (14 YRS PLUS)

People at risk include members, children, coaches, volunteers, spectators and visitors. Consider disability, pregnancy, medical conditions, inexperienced members and individual support needs.

How to score a risk

Likelihood down the side, severity across the top.

	1 · Minor injury	2 · Needs treatment	3 · Serious or fatal
1 · Unlikely	1	2	3
2 · Possible	2	4	6
3 · Likely	3	6	9

1 to 2 Monitor the controls.

3 to 4 Improve the controls and get the manager's approval before going ahead.

6 to 9 Stop the activity until the risk is reduced.

Risk score = likelihood × severity.
These are club thresholds: a serious unresolved hazard can mean stopping at any score.

Record for every hazard

Use the assessment table on the next pages for the initial and the residual likelihood × severity score, plus any further action. The suggested controls must be checked and adapted. Remove activities that are not delivered and add hazards specific to the venue. Do not mark a risk low just because a control is proposed.

Session safety check

Before every class.

- ☐ Inspect the floor, mats, equipment, first aid kit and exits before participants enter.
- ☐ Check you have emergency contacts and class numbers.
- ☐ Check any known medical updates privately and agree reasonable adjustments.
- ☐ Explain the contact level, prohibited techniques, the stop signal and behaviour rules.
- ☐ Stop or modify training if conditions change; record new hazards and actions.

SECTION 03 · CONTINUED

Hazards and controls

Confirm the suggested controls and record your actual ratings and actions.

HAZARD AND WHO IS AT RISK	SUGGESTED CONTROLS TO CHECK	INITIAL	ACTION NEEDED · OWNER · DATE	RESIDUAL
Slips and falls At risk: All users	Secure suitable mats without gaps; keep floors dry; remove kit bags. Keep walkways separate from training.	L ____ × S ____ = ____		L ____ × S ____ = ____
Strikes and sparring At risk: Members and coaches	Use discipline and age rules; match partners appropriately; control intensity; enforce stop signals. Check protective equipment fits. Head protection does not eliminate concussion.	L ____ × S ____ = ____		L ____ × S ____ = ____
Throws and sweeps At risk: Members	Exclude techniques prohibited for the age or discipline; no unsupervised sparring.	L ____ × S ____ = ____		L ____ × S ____ = ____
Head and neck injury At risk: Members	Reduce head contact. Remove anyone with suspected concussion immediately. Seek medical assessment and follow current graduated return guidance. Call 999 for serious symptoms; avoid moving a suspected spinal injury unless necessary for immediate safety.	L ____ × S ____ = ____		L ____ × S ____ = ____
Over-exertion and medical needs At risk: Members	Use progressive warm-ups and suitable intensity; allow water and rest. Agree individual plans and access to prescribed rescue medication. Do not require training through pain, illness or injury.	L ____ × S ____ = ____		L ____ × S ____ = ____
Equipment At risk: Members and spectators	Inspect pads, bags, fixings and training equipment and withdraw defects. Use age-appropriate equipment, competent instruction, marked safety zones and controlled storage.	L ____ × S ____ = ____		L ____ × S ____ = ____
Infection and blood exposure At risk: All users	Clean mats and shared kit; cover wounds; move others away. Use gloves and a suitable blood spill procedure. Dispose of contaminated waste safely and exclude participation when infection poses a risk.	L ____ × S ____ = ____		L ____ × S ____ = ____
Children and vulnerable participants At risk: Children and adults at risk	Apply the safeguarding and safer recruitment policies. Plan supervision for age, needs and activity; keep attendance and authorised collection records. No parents in the session unless it is a trial.	L ____ × S ____ = ____		L ____ × S ____ = ____
Fire and emergency response At risk: All users	Know the alarms, exits and assembly point; keep exits clear. Keep a headcount, a charged phone, the full venue address and ambulance access. Allocate emergency roles and check first aid cover.	L ____ × S ____ = ____		L ____ × S ____ = ____

HAZARD AND WHO IS AT RISK	SUGGESTED CONTROLS TO CHECK	INITIAL	ACTION NEEDED · OWNER · DATE	RESIDUAL
Crowding and spectators At risk: All users	Set a safe capacity and clear training boundaries. Separate spectators and bags; supervise entry and exit. Keep enough space for each exercise and use extra coaches where needed.	L ____ × S ____ = ____		L ____ × S ____ = ____
Changing and personal care At risk: Children and members needing support	Agree safe changing, toilet and support arrangements; protect privacy. No phones in changing areas. Address access needs with the participant or parent. Advise students against dangly earrings, piercings and neck chains.	L ____ × S ____ = ____		L ____ × S ____ = ____

ASSESSED BY

APPROVED BY (CLUB MANAGER)

DATE

SECTION 04

Equality statement

CLUB NAME

Focus Martial Arts & Fitness

APPROVED ON

We welcome people from all backgrounds and aim to provide safe, respectful and accessible martial arts training. This statement applies to members, applicants, coaches, staff, volunteers, parents and visitors, including their conduct online and at events.

Fair treatment

We will not unlawfully discriminate, harass or victimise anyone. Our commitment covers age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The legal protection for each characteristic depends on the context; our wider commitment to respectful treatment applies to everyone.

We use fair and transparent arrangements for joining, fees, coaching opportunities, grading, selection, employment and volunteering. Decisions about training groups and contact levels must be based on lawful, relevant and evidenced requirements, including safety, age, size and competence. Any restricted provision must be checked against the law and governing body rules.

Access and reasonable adjustments

We will anticipate barriers for disabled people and make reasonable adjustments where required. Members can discuss their needs privately with the club owner. Examples include accessible information, adapted drills, extra explanation, rest breaks and suitable access arrangements where possible. We will discuss options with the individual and review what works; we will not charge a disabled participant for a legally required reasonable adjustment.

Coaches will consider cultural and religious needs, suitable clothing and individual circumstances alongside documented safety requirements. We will explore safe alternatives before restricting participation. We will handle personal information sensitively and share it only where necessary.

Concerns and action

We will acknowledge complaints within 5 working days as a club standard, explain the process, investigate fairly and give an outcome or a progress update within 20 working days. Safeguarding concerns will be referred promptly through our safeguarding procedure; urgent danger needs the emergency services.

We will explain this statement at induction, challenge inappropriate behaviour, take proportionate action under club rules and review patterns in concerns and participation every year.

REPORT DISCRIMINATION, BULLYING OR HARASSMENT TO

Phil Higgins

info@focus-fitness.co.uk

IF THE COMPLAINT IS ABOUT THAT PERSON

Lesley Godwin

lesnig61@gmail.com

SIGNED FOR THE CLUB

POSITION

Club owner

DATE

SECTION 05

First aid checks

Club standard: check essential cover before every session, complete a detailed check at the start of each term, and replace used or out-of-date items straight away.

VENUE

LEAD COACH

CHECK	DATE	DATE	DATE	DATE	DATE
The needs assessment covers injuries, ages, class size, medical needs, events and ambulance response time.					
Enough suitably trained first aid cover is present throughout, with planned absence cover.					
Training suits contact sport and the children's ages. First aid certificates are current; refresher training is encouraged.					
The first aid kit is accessible, stocked and clearly marked; arrangements do not rely on a locked venue cupboard.					
The phone works; the full address, access instructions and emergency contacts are available.					
The AED location and access hours are known; if one is provided, checks follow the manufacturer's instructions.					
Students' individual medical plans and prescribed rescue medication arrangements are agreed and accessible.					
Coaches know the concussion removal and escalation procedures and how to summon help.					
Incident forms are available, records are secured, and the manager reviews any reporting obligations.					

EMERGENCY PROCEDURES

FIRST AIDER AND BACKUP

VENUE ADDRESS, POSTCODE AND AMBULANCE ENTRANCE

AED LOCATION AND ACCESS ARRANGEMENTS

Call 999 for serious injury or symptoms. Keep the full venue address by the phone.

SECTION 06

First aid kit checklist

HSE does not prescribe a universal kit list; this list is considered appropriate for a martial arts club. Check expiry dates, intact sterile packaging and suitability, and replace used items promptly. Do not keep tablets or medicines in the general first aid kit.

VENUE

COACH

DATE

ITEM	INCLUDED AND IN DATE	ACTION
Assorted sterile plasters	☐	
Sterile eye pads	☐	
Triangular bandages	☐	
Safety pins	☐	
Medium sterile wound dressings	☐	
Large sterile wound dressings	☐	
Disposable gloves suitable for users	☐	
Tape and scissors, if assessed as needed	☐	
Disposable aprons and wipes, if needed	☐	
Cold packs and protective wrap, if needed	☐	
Resuscitation barrier, if assessed as needed	☐	
Eye irrigation supply, if no suitable tap water	☐	

Eye irrigation: where mains tap water is not readily available, HSE advises at least one litre of sterile water or sterile normal saline in sealed disposable containers. Follow expiry dates and do not reuse opened containers.

ITEMS ORDERED

AED checks, where provided

- | | |
|--|---|
| ☐ Accessible | ☐ Ready indicator correct |
| ☐ Battery and pads in date | ☐ Child suitability checked where relevant |
| ☐ Defects reported and resolved | |