



INSTRUCTOR SAFETY CHECKLIST

A practical pre-session and ongoing safety checklist for UKTKDC instructors, assistants and responsible volunteers

Club / School	_____	Venue	_____
Date	_____	Session Time	_____
Instructor in Charge	_____	Assistant(s)	_____
First Aider	_____	Safeguarding Lead	_____

Purpose : Complete this checklist before training and whenever circumstances change. It should be used alongside the club's risk assessment, Emergency Action Plan, safeguarding policy, accident/incident procedure and venue requirements.

STOP/DO NOT PROCEED if an immediate hazard cannot be adequately controlled. Escalate the issue to the responsible person/venue and record the action taken.

Rating: ■ Satisfactory ■ Action required ■ Not applicable

1. VENUE & ENVIRONMENT

SAFETY CHECK	OK	ACTION / NOTES
Training area is available, suitable and free from obvious hazards.	■	
Flooring/mats are secure, clean, dry and appropriate for the planned activities.	■	
Training space is sufficient for the number and ability of participants.	■	
Doors, corridors and access routes are clear and unobstructed.	■	
Emergency exits are clearly identified and accessible.	■	
Emergency-services access point is known to the instructor in charge.	■	
Assembly point is known and suitable.	■	
Lighting and ventilation are adequate.	■	
Temperature and environmental conditions are suitable for safe training.	■	
Potential hazards such as wet floors, loose cables, sharp edges or unstable objects have been addressed.	■	
Venue-specific restrictions or instructions have been checked and followed.	■	

2. EQUIPMENT & TRAINING AREA

SAFETY CHECK	OK	ACTION / NOTES
All training equipment is suitable for its intended use.	■	
Pads, shields and protective equipment are in safe condition.	■	
Any damaged or defective equipment has been removed from use.	■	
Equipment is positioned so that it does not create trip or collision hazards.	■	
Participants have sufficient space around them for the techniques being practised.	■	
Contact drills are appropriate to age, experience, ability and the session plan.	■	
Any specialist equipment has been checked before use.	■	

3. PARTICIPANT SAFETY & SESSION CONTROL

SAFETY CHECK	OK	ACTION / NOTES
Attendance has been checked and the instructor knows who is present.	■	
Relevant emergency contact information is accessible through the club's approved system.	■	
Participants are appropriately dressed and wearing suitable protective equipment where required.	■	
Jewellery, watches or other items presenting a foreseeable risk have been addressed.	■	
Participants have been informed of relevant safety instructions.	■	
Warm-up and preparation are appropriate to the planned activity.	■	
Activities are appropriate to participants' age, ability, experience and physical readiness.	■	
Contact, impact and intensity are introduced progressively and controlled appropriately.	■	
Participants are monitored for signs of pain, distress, illness, overheating, fatigue or injury.	■	
The instructor maintains effective supervision throughout the session.	■	
Behaviour that creates an immediate safety risk is stopped promptly.	■	
The instructor is prepared to modify, pause or stop an activity if conditions become unsafe.	■	

4. FIRST AID & EMERGENCY PREPAREDNESS

SAFETY CHECK	OK	ACTION / NOTES
First-aid kit is present, accessible and appropriately stocked.	■	
AED location is known where an AED is provided.	■	
Named first aider is present/available as required by the club's arrangements.	■	
Emergency telephone access is available.	■	
Emergency Action Plan is accessible and venue-specific information is current.	■	
Instructor knows how emergency services will access the venue.	■	
Instructor knows the procedure for serious injury or medical emergency.	■	
Instructor knows the fire/evacuation procedure and assembly point.	■	
Instructor knows the missing-child procedure where children attend.	■	
Accident/incident recording arrangements are accessible.	■	

5. SAFEGUARDING & PROFESSIONAL CONDUCT

SAFETY CHECK	OK	ACTION / NOTES
Instructor/assistant responsibilities are clear before the session begins.	■	
Appropriate supervision arrangements are in place for children and other participants requiring additional support.	■	
Professional boundaries are maintained at all times.	■	
Physical contact is limited to what is appropriate, necessary and proportionate to instruction, safety or safeguarding.	■	
No participant is subjected to humiliating, degrading, threatening or discriminatory treatment.	■	
Any concern about abuse, neglect, grooming, exploitation or inappropriate conduct is acted upon under the safeguarding policy.	■	
A child is not left without appropriate supervision.	■	

SAFETY CHECK	OK	ACTION / NOTES
Communication with children is professional, transparent and appropriate.	■	
Photography, filming and social-media activity follows club policy and consent arrangements.	■	
Any safeguarding concern is recorded and passed to the designated safeguarding lead as required.	■	

6. INSTRUCTOR READINESS & PERSONAL RESPONSIBILITY

SAFETY CHECK	OK	ACTION / NOTES
Instructor is fit to teach and is not impaired by alcohol, drugs, illness or other factors affecting safe judgement.	■	
Instructor holds the qualifications/authorisations required for the role being undertaken.	■	
Relevant first-aid, safeguarding and other required training is current.	■	
Required insurance arrangements are in place.	■	
Instructor understands the session plan and foreseeable risks.	■	
Instructor has identified participants whom may require reasonable adjustments or additional support.	■	
Instructor knows who has overall responsibility if they become unable to continue.	■	
Instructor understands the club's complaints, incident, safeguarding and emergency reporting routes.	■	

7. CHILDREN, YOUNG PEOPLE & VULNERABLE PARTICIPANTS

SAFETY CHECK	OK	ACTION / NOTES
Parent/carer arrangements and emergency contacts are available through the approved club system.	■	
Collection/pick-up arrangements are understood where applicable.	■	
Any known medical, communication, mobility or additional support information relevant to safe participation has been considered.	■	
Supervision arrangements are appropriate to the age and needs of participants.	■	
The instructor knows what to do if a child goes missing.	■	
Any disclosure or safeguarding concern will be handled in accordance with the club's safeguarding procedure.	■	

8. END-OF-SESSION CHECK

SAFETY CHECK	OK	ACTION / NOTES
All participants have left safely or have been handed over in accordance with club arrangements.	■	
No participant or property has been left behind.	■	
Training equipment has been safely stored.	■	
Any damaged equipment or venue hazard has been reported.	■	
Accidents, incidents or safeguarding concerns have been recorded through the appropriate route.	■	
Any necessary parent/carer communication has been completed.	■	
Any risk assessment or Emergency Action Plan changes have been identified.	■	
Venue has been left secure and in the required condition.	■	

9. ACTION LOG — ISSUES IDENTIFIED

Issue / Hazard Identified	Immediate Control / Action	Responsible Person	Completed
			■
			■
			■
			■
			■
			■
			■
			■

10. DECLARATION & SIGN-OFF

I confirm that I have completed the above safety checks to the best of my knowledge, have taken reasonable steps to address identified hazards, and will stop or modify training where a significant risk cannot be adequately controlled.

Instructor in Charge	_____	Signature	_____
Date / Time	_____	Review Required?	■ Yes ■ No
Responsible Person Review	_____	Date	_____

IMPORTANT: This checklist is a practical governance and safe-practice aid. It does not replace the club's risk assessments, Emergency Action Plan, safeguarding procedures, venue requirements, insurance conditions, statutory duties or professional advice. Requirements can differ across England, Wales, Scotland and Northern Ireland. Review the checklist whenever there is a significant change to the venue, activity, participants, staffing, equipment or relevant law/guidance.

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