INSTRUCTOR SAFETY CHECKLIST

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

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

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

STOP/DO NOT PROCEEDifanimmediatehazardcannotbeadequatelycontrolled.Escalatetheissuetotheresponsible 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.	■	
Potentialhazardssuchaswetfloors,loosecables,sharpedgesorunstable 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.	■	
Relevantemergencycontactinformationisaccessiblethroughtheclub'sapproved system.	■	
Participantsareappropriatelydressedandwearingsuitableprotectiveequipment 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.	■	
Activitiesareappropriatetoparticipants'age,ability,experienceandphysical readiness.	■	
Contact, impact and intensity are introduced progressively and controlled appropriately.	■	
Participantsaremonitoredforsignsofpain,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.	■	
Anysafeguardingconcernisrecordedandpassedtothedesignatedsafeguarding lead as required.	■	

6. INSTRUCTOR READINESS & PERSONAL RESPONSIBILITY

SAFETY CHECK	OK	ACTION / NOTES
Instructorisfittoteachandisnotimpairedbyalcohol,drugs,illnessorother factors affecting safe judgement.	■	
Instructorholdsthequalifications/authorisationsrequiredfortherolebeing 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.	■	
Instructorhasidentifiedparticipantswhomayrequirereasonableadjustmentsor additional support.	■	
Instructor knows who has overall responsibility if they become unable to continue.	■	
Instructorunderstandstheclub'scomplaints,incident,safeguardingand emergency reporting routes.	■	

7. CHILDREN, YOUNG PEOPLE & VULNERABLE PARTICIPANTS

SAFETY CHECK	OK	ACTION / NOTES
Parent/carerarrangementsandemergencycontactsareavailablethroughthe approved club system.	■	
Collection/pick-up arrangements are understood where applicable.	■	
Anyknownmedical,communication,mobilityoradditional-supportinformation 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

IconfirmthatIhavecompletedtheabovesafetycheckstothebestofmyknowledge,havetakenreasonablestepsto 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
ResponsiblePerson 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.RequirementscandifferacrossEngland,Wales,ScotlandandNorthernIreland.Reviewthechecklistwheneverthereisa significant change to the venue, activity, participants, staffing, equipment or relevant law/guidance.

Document owner: UK Taekwondo Commission | Version: 1.0 | Review: September 2027 or earlier if required