



GENERIC CLUB RISK ASSESSMENT

For Taekwondo training, gradings, seminars and related club activities

DOCUMENT CONTROL	DETAILS
Club / Organisation	
Venue / Activity	
Assessment title / reference	
Assessment date / review date	/
Completed by / role	
Approved by / role	
Version	
Next review trigger	Annual / significant change / incident / new equipment / other:

Use this as a working template and tailor it to the actual venue, activities, participants and club arrangements. It should be read with the club's safeguarding, health and safety, first-aid, emergency, equality, complaints, data protection and other relevant policies.

1. Completing the assessment

STEP	WHAT TO DO
1	Identify the activity, venue and reasonably foreseeable hazards.
2	Identify who could be harmed and how, including children, visitors and people requiring additional consideration.
3	Record existing controls and the people responsible for maintaining them.
4	Score the initial risk using Likelihood × Severity.
5	Add further controls where reasonably required.
6	Assign an owner and target date for each action.
7	Record the residual risk after controls are applied.
8	Review following incidents, near misses, significant changes, new information or the scheduled review date.

2. Risk rating matrix

LIKELIHOOD	1 RARE	2 UNLIKELY	3 POSSIBLE	4 LIKELY	5 ALMOST CERTAIN
Meaning	Exceptional	Occasional	Could happen	Probable	Expected/frequent
SEVERITY	1 MINOR	2 MODERATE	3 SERIOUS	4 MAJOR	5 CRITICAL
Typical outcome	Minor discomfort / first aid	Minor injury	Significant injury	Serious harm	Fatality / life-changing harm

Risk score = Likelihood × Severity. Suggested action: 1–4 Low; 5–9 Moderate; 10–16 High; 17–25 Very High. These bands are a practical guide, not a substitute for the club's insurer, venue requirements or competent professional advice.

3. Generic risk register

HAZARD / ACTIVITY	POTENTIAL HARM	WHO MAY BE HARMED	EXISTING CONTROLS	L	S	INITIAL	FURTHER CONTROLS / OWNER / DATE
Premises / floor	Slips, trips, wet/uneven surfaces	Participants / staff / visitors	Inspect venue; clean/dry floor; remove obstacles				
Mats	Gaps, damaged edges, movement or inadequate coverage	All participants	Pre-use inspection; secure layout; replace damaged mats				
Techniques	Kicks, punches, blocks, falls or impact drills	Participants / instructors	Progressive teaching; appropriate technique and distance; competent supervision				
Sparring / contact	Uncontrolled contact or unsuitable pairing	Participants	Rules; matching by age/size/ability; protective equipment; stop authority				
Equipment	Pads, shields, bags or training aids damaged/misused	Participants / staff	Pre-use inspection; safe storage; competent use				
Warm-up / exercise	Strain, overexertion, collision	Participants	Progressive warm-up; age/ability appropriate activity; rest/hydration				
Children / young people	Safeguarding, supervision or inappropriate interaction	Children / young people	Safeguarding policy; appropriate supervision; reporting route; suitable checks/training				
Medical needs	Illness, allergy, medication or undisclosed condition	Participants	Relevant information process; first aid; emergency contacts; reasonable adjustments				
Behaviour	Bullying, aggression, unsafe conduct or refusal to follow safety instructions	All	Clear expectations; positive behaviour management; escalation procedure				
Fire / evacuation	Fire, smoke, blocked exit or delayed evacuation	Everyone	Venue emergency plan; clear exits; briefing; assembly arrangements				
Accident / first aid	Delayed or inadequate response	Everyone	First-aid arrangements; trained person; stocked kit; emergency procedure; recording				
Visitors	Interference, uncontrolled access or injury	Visitors / participants	Visitor expectations; safe viewing area; supervision where necessary				
Manual handling	Lifting mats, equipment or furniture	Staff / volunteers	Avoid unnecessary lifting; safe technique; team lift/mechanical aid where appropriate				
Lone working	Instructor/volunteer alone during setup or close-down	Staff / volunteers	Avoid where practicable; communication and emergency arrangements				
Off-site activity	Travel, unfamiliar venue or changed supervision arrangements	Participants / staff	Separate assessment where required; emergency contacts; competent supervision				

Residual risk after further controls: $L \times S =$ _____ Acceptable / Further action required: _____

4. People requiring particular consideration

GROUP / FACTOR	POSSIBLE ADDITIONAL NEED	CONTROL / ADJUSTMENT / NOTES
Children / young people		
Adults at risk / vulnerable participants		
Disability / mobility / access		
Medical condition / allergy / medication		
Pregnancy / temporary limitation		
New or inexperienced participants		
Older participants		
Communication / language needs		
Other		

5. Activity safety checklist

AREA	CHECK / CONFIRMATION / ACTION
Venue	Floor, lighting, ventilation, temperature, access, exits and toilets suitable.
Training area	Safe spacing; mats/equipment correctly positioned; hazards removed.
Instructor	Competent for the activity; fit to teach; emergency arrangements understood.
Participants	Age, ability, experience and relevant needs considered; appropriate grouping/pairing.
Contact training	Rules explained; protective equipment checked; intensity controlled; stop authority clear.
Children	Safeguarding arrangements and supervision appropriate; professional boundaries maintained.
Emergency	First aid, emergency contacts, evacuation route and assembly point known.
Close-down	Equipment safely stored; defects reported; incidents and concerns recorded/escalated.

6. Emergency and incident arrangements

ITEM	CLUB-SPECIFIC DETAILS
Emergency services / 999	
Venue address	
First-aid kit	
Defibrillator, if available	
Emergency access point	
Fire / evacuation procedure	
Assembly point	
Responsible person	
Incident / accident forms	
Safeguarding reporting route	
Venue emergency contact	

7. Accident / incident follow-up

QUESTION	RECORD
What happened? Date/time/location and factual observations.	
Who was involved or affected?	
Immediate action / first aid / emergency services?	
Was training stopped or modified?	
Was a safeguarding concern identified?	
Was venue / insurer / Commission notification required?	
What contributing factors were identified?	
What corrective action is required? Owner / deadline?	
Does this risk assessment need amendment?	

8. Review, approval and change control

APPROVAL		NAME / ROLE	SIGNATURE	DATE
Completed by				
Reviewed by				
Approved by				

VERSION	DATE	REASON FOR CHANGE	CHANGED BY	APPROVED BY
1.0		Initial assessment		

9. Mandatory review triggers

Review sooner than the planned date following a significant venue or activity change; new equipment or techniques; material change in participant needs; accident, injury or near miss; safeguarding concern; change in instructor/supervision arrangements; newly identified hazard; venue or insurer requirement; or relevant change in law, guidance or organisational policy.

10. Sign-off

I confirm that this assessment reflects the circumstances reasonably foreseeable at the time of completion, that relevant controls have been considered, and that outstanding actions will be monitored and reviewed.

Club representative: _____ Signature: _____ Date: _____ Next review: _____