

GUIDANCE

It is the intent of Enso Martial Arts to keep all students, instructors, facilities and equipment in a safe condition. Instructors must make every effort to review the facilities and equipment before all activities or events on a daily and annual basis.

We use a 'Venue Risk Assessment Checklist' at every venue to make sure our standards are maintained, a copy of this is on page 2.

INSTRUCTORS

All of our Senior Instructors have:

- Knowledge of Japanese Ju Jitsu and how to teach it
- A clear, enhanced DBS certificate
- Named Instructor insurance: Public and Products Liability
- Cover under the company insurance: Public Liability/Member to Member and Employers Liability
- Current Level 3 Paediatric First Aid certificate
- Safeguarding training and regular staff training

All of our Assistant Instructors have:

- Knowledge of Japanese Ju Jitsu and how to teach it
- A clear, enhanced DBS certificate
- Cover under the company insurance: Public Liability/Member to Member and Employers Liability
- Safeguarding training and regular staff training

EQUIPMENT

During our martial arts classes we use various pieces of equipment:

Jigsaw Mats

Our premium closed cell Jigsaw mats are the main piece of equipment that we use in venues, schools and community centers. They are supplied from our UK based supplier, mmamats.co.uk. The dimensions of our mats are 1m x 1m square and 20mm thick. The mats are visually checked every session for defects by a Senior Instructor. Any defective mats are removed and replaced immediately. For us, defective means any holes or broken parts of the jigsaw connectors that could produce a trip hazard. Our mats are continually maintained and cleaned, they have a deep clean every half-term with anti-bacterial solutions.

Pads and Other Equipment

Our instructors use kick-pads, hand-pads and safety markers in our sessions. All equipment is visually checked every session for defects by a Senior Instructor and before any point of use. Any defective kick-pads and hand-pads are replaced immediately. For us, defective means any broken material, loose stitching or broken handles or grips. Our pads are thoroughly cleaned every half-term with anti-bacterial solutions.

REPORTING

All of our Senior Instructors have access to our reporting forms which must be completed in case of an accident. Once completed, a clear photo of the form is sent to the Enso Martial Arts office and saved securely, the physical form is handed to the collecting parent or guardian. A copy of these forms can be found on pages 3 and 4.

STUDENT INFORMATION

Enso Martial Arts uses a student management system hosted by Martialytics, this a secure web database where we store our class registers, student information, emergency contact details, medical information, payment details etc.

WAIVERS

All students (parents and guardians) are asked to sign a waiver issued via email from Martialytics, a copy of the waiver can be found on page 5.

0800 688 9963**ensomartialarts.co.uk**

CLASS LOCATION

GUIDANCE

It is the intent of **Enso Martial Arts** to keep all students, instructors, facilities and equipment in a safe condition. Instructors must make every effort to review the facilities and equipment before all activities or events on a daily and annual basis. Please use the following checklist when inspecting facilities and equipment. All completed forms must be sent to the **Operations Manager** of **Enso Martial Arts** as soon as possible.

CHECKLIST

Please check and highlight any issues listed in the comments/actions to be taken section. The following list is by no means exhaustive. It is at the discretion of the instructor in charge of the session to deem whether a class can continue to run in the event of any issues.

- ☐ ***Is there a record of all students medical details and emergency contacts?***
- ☐ ***Are the participants suitably dressed for the activity?***
- ☐ ***Is there a venue or instructor first aid kit available?***
- ☐ ***Is there adequate fire safety equipment in the venue?***
- ☐ ***Are there clear fire evacuation instructions (i.e. meeting points, emergency exit signs, etc)?***
- ☐ ***Are the training mats free from damage and debris (i.e. rubbish, dirt, stones, etc)?***
- ☐ ***Is training equipment in safe, working condition (i.e. kick pads, hand pads, weapons, etc)?***
- ☐ ***Is there clear space around the mat and is it free from obstructions (i.e. bags, shoes, chairs, etc)?***
- ☐ ***Is the venue clear of any trip hazards, on or off the mat?***
- ☐ ***Is the lighting adequate?***
- ☐ ***Is the temperature and ventilation of the venue acceptable?***

COMMENTS/ACTIONS TAKEN

Please give a detailed description of any issues, and the actions taken by the lead instructor in the section below:

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FURTHER ADVICE

If you have any further concerns regarding this document please contact the Enso Martial Arts office.

INSTRUCTOR

Name :

Position:

Date:

OVERVIEW

The purpose of this form is to record all adverse events. The term accident is used where injury or ill health occurs. The term incident includes near misses and undesired circumstances, where there is the potential for injury.

CHECKLIST

Please try wherever possible to follow the procedure below. The following list is by no means exhaustive. It is at the discretion of the instructor in charge of the session to deal with and process with due diligence, the treatment and recording of an accident/incident.

- **Stay calm, act swiftly and observe the situation. Is there danger of further injuries?**
- **Listen to what the injured person is saying**
- **Alert the designated first aider who should take appropriate action for minor injuries**
- **In the event of an injury requiring specialist treatment, call the emergency services on 999**
- **Deal with the rest of the group and ensure that they are adequately supervised**
- **Do not move someone with major injuries. You must wait for the emergency services**
- **Inform the injured person's emergency contact**

ACCIDENT/INCIDENT DETAILS

Give a detailed description of the accident/incident. Please include the following in as much detail as possible: **(1)** Precisely where the accident/incident took place. **(2)** The date and time of the accident/incident. **(3)** The name and details of person(s) involved. **(4)** The extent of all or any injuries. **(5)** Give precise details on what happened and during which activity. **(6)** What first aid treatment was given and by whom. **(7)** What happened to the injured person following the event. **(8)** Who was contacted after the event to document or report.

STUDENTS NAME

CLASS LOCATION

DETAILS

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REPORTING ADVICE

In the event of accident/incident occurring through faulty equipment/facilities, follow up action must include completion of a new Venue Risk Assessment Checklist. If you have any further concerns regarding this document please contact the Enso Martial Arts office.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Is this accident/incident reportable under RIDDOR? ☐ Yes ☐ No If yes, accident/incident reported to HSE on (date):

DECLARATION

By signing and dating this document, I state for the record that all of the above facts are a true and accurate record of the incident/accident to the best of my knowledge. I understand that this file will be kept on record for a minimum of 3 years.

INSTRUCTOR

Name :

Position:

Date:

PARENT OR GUARDIAN (if applicable)

Name:

Relationship:

Date:

Signed:

0800 688 9963

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STUDENT DETAILS

Your child received a head injury whilst attending our class on (date)

INCIDENT

Give a brief description of the circumstances leading up to, during and any first aid administered after the incident took place.

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CLASS LOCATION

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WHAT TO LOOK OUT FOR

Most head injuries do not lead to serious complications. If you notice any of the following symptoms or are concerned in any way, seek further medical advice. We request that you observe your child for the next 24 hours for any of the following symptoms:

- **Severe or worsening headache**
- **Confusion or amnesia**
- **Changes in mood or behaviour**
- **Difficulty staying awake**
- **Slurred speech or blurred vision**
- **Unresponsiveness**
- **Problems with coordination, staggering or dizziness**
- **Bleeding or clear liquid from the ears or nose**
- **Nausea or vomiting**
- **Weakness in the arms or legs**

GENERAL ADVICE

It's normal to have symptoms such as a slight headache, or feeling sick or dazed, for up to 2 weeks. Symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks. If you follow the below general advice your child should recover from a minor head injury more quickly and it may relieve some of their symptoms:

- **Use an ice pack on the injury, regularly for short periods, in the first few days to bring down any swelling**
- **Use appropriate pain relief like paracetamol – do not use ibuprofen or aspirin as they may cause the injury to bleed**
- **Do not return to school or strenuous activity until fully recovered**
- **Avoid stressful situations as these can sometimes make symptoms worse**
- **Take a break from screen time as this may make symptoms worse**

FURTHER ADVICE

If you have any further concerns regarding the welfare of your child, please visit www.nhs.uk/conditions/minor-head-injury/
You can also contact **NHS 111** or **999**, or visit your local **A&E** department for further advice.

INSTRUCTOR

Name:

Position:

Date:

PARENT OR GUARDIAN

Name:

Relationship:

Date:

Signed:

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DATA PROTECTION

Data protection is paramount to the Enso Martial Arts team. Our student details will be held securely, encrypted and will only be shared with instructors or others who need this information in order to meet the specific needs of your child. This information will never be sold or used for any sales or marketing purposes to comply with current GDPR.

REMINDERS

The team at Enso Martial Arts would like to contact you with relevant dates and reminders for your diary. This will include gradings, competitions and events throughout the year. You can opt-out to this service by emailing nicky@ensomartialarts.co.uk. All of this information will also be readily available on www.ensomartialarts.co.uk and on our social media accounts. If you have opted in, you can still decide to opt-out by contacting our office, either by calling 0800 688 9963 or by emailing using the title 'OPT-OUT'.

PHOTOGRAPHY POLICY

Occasionally, we take photographs at our classes and events for social media and business promotion. If you do not wish your child's picture to be used on any of these mediums, please email nicky@ensomartialarts.co.uk then wherever possible, your child's face will be omitted or obscured from our images. Under the Data Protection Act 2018 and GDPR, parents or guardians can only take photographs and videos of their own children, for their own personal and private use. Our Safeguarding and Photography policies will be displayed at all events and are available on request.

PARENT OR GUARDIAN DECLARATION

I permit my child to take part in Martial Arts classes, including Ju Jitsu, Self Defence and Kick Boxing, and I fully understand that participation can sometimes carry the risk of serious injury.