

Health & Safety / First Aid Policy

Purpose

Combat Academy UK is committed to ensuring a safe, secure, and healthy environment for all students, instructors, volunteers, and visitors. This policy outlines responsibilities, procedures, and standards for health, safety, and first aid across all classes, events, and venues.

This policy complements the Safeguarding Policy, Instructor Code of Conduct, and Club Culture policies.

Scope

Applies to:

- All instructors, assistant instructors, and volunteers.
 - All students, parents, and guardians participating in classes or events.
 - All venues where Combat Academy UK operates.
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Responsibilities

Instructors / Supervisors:

- Ensure the physical environment is safe before sessions (floors, equipment, emergency exits, first aid kit).
- Conduct a risk assessment for each venue and activity (see Section Risk Assessments).
- Ensure students wear appropriate clothing, footwear, and protective equipment.
- Maintain first aid provision suitable for the number and age of students.
- Report and record all accidents, injuries, and near misses (see Section "Accident and Incident Reporting").
- Ensure everyone is aware of emergency procedures.

Club Management / Senior Instructor:

- Provide guidance, training, and resources for health, safety, and first aid.
- Monitor compliance with this policy across all venues.
- Review and update policy at least every 3 years or sooner if required.

Students and Parents/Guardians:

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- Follow all safety instructions from instructors.
 - Inform instructors of injuries, illnesses, or medical conditions before sessions.
 - Use equipment safely and report hazards immediately.
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Risk Assessments

- A written risk assessment must be completed for each class or event, including:
 1. Venue hazards (floors, exits, equipment, fire safety).
 2. Student risks (age, ability, medical conditions, SEND considerations).
 3. Instructor risks (physical exertion, lifting, demonstrations).
 - Risk assessments must be reviewed at least annually or when changes occur (new venue, equipment, or activities).
 - Copies of risk assessments must be stored securely and accessible to instructors and management.
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First Aid Provision

Requirements:

- All instructors must hold a valid first aid qualification, and a copy must be provided to C.A.UK.
 - Each venue must have an adequate first aid kit, checked and replenished regularly.
 - First aid kits must, as a minimum, include: Assorted sterile plasters, sterile bandages and dressings, antiseptic wipes or solution, disposable gloves and instant cold packs.
 - Instructors must know the location of first aid equipment and how to use it.
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Accident and Incident Reporting

1. **Immediate Action:**
 - Attend to the injured person safely.
 - Administer first aid according to training.
 - Call emergency services if required.
2. **Recording:**
 - Complete a written accident/incident form for all injuries, near misses, or dangerous occurrences.

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- Include: date, time, location, people involved, nature of injury, treatment given, and witness names.
 - 3. **Reporting:**
 - Submit the accident form to the Senior Instructor within 24 hours.
 - If the accident involves a child, ensure parents/guardians are informed immediately.
 - Serious incidents may also need to be reported to statutory authorities (HSE or Local Authority).
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Emergency Procedures

- **Fire and Evacuation:**
 - Identify emergency exits and assembly points for all venues.
 - Keep all emergency exits clear
 - **Serious Injury or Medical Emergency:**
 - Call 999 immediately.
 - Ensure the injured person is safe until help arrives.
 - Notify parents/guardians if a student is involved.
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Supervision and Safety During Sessions

- Instructor-to-student ratios must reflect age, ability, and activity risk.
 - Activities must be age-appropriate and account for SEND students.
 - Equipment and mats must be inspected before every session.
 - Ensure clear space around mats and training areas to prevent collisions.
 - Demonstrations must be controlled and safe, with minimal risk of injury.
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Special Considerations

- Students with medical conditions or allergies must have a documented care plan.
 - Any infections, contagious illnesses, or injuries must be disclosed to instructors.
 - Pregnant instructors or students should be provided with modified activities to reduce risk.
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Record Retention

- Accident and incident records must be kept for a minimum of 25 years for children and SEND students under 25.
 - Records for adult injuries should be retained for 10 years.
 - Risk assessments must be kept for the duration of the activity plus 3 years.
 - Records must be stored securely and access limited to instructors and senior management.
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Training and Awareness

- All instructors must maintain current first aid certification.
 - Refresher training is recommended every 3 years or sooner if qualifications lapse.
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Insurance Requirements

- All instructors must hold valid Public Liability Insurance of at least £5 million at all times.
 - This insurance must remain in date and up to standard as a condition of delivering any Combat Academy UK (CAUK) sessions.
 - Proof of insurance must be provided to CAUK on renewal each year and kept on file.
 - Instructors are required to read and understand the full terms and conditions of their insurance policy, as provided by the insurance company upon renewal.
 - It is the instructor's sole responsibility to:
 - Monitor their renewal date,
 - Ensure continuity of cover, and
 - Adhere to the conditions set out by the insurance provider.
 - Failure to hold valid and adequate insurance will result in immediate suspension of instructing rights until proof of cover is provided.
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Protective Equipment

- All students must wear the appropriate protective equipment for their activity at all times (e.g. sparring gear, gloves, gum shields, shin pads, groin/chest protectors where applicable).

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- Instructors must not permit students to train, spar or take part in drills without the required protective equipment.
 - The condition of all protective equipment should be checked regularly by both instructors and students to ensure it is safe, serviceable and fit for use.
 - Students are expected to replace worn or damaged equipment promptly. Instructors should advise if equipment is no longer safe to use.
 - Correct CAUK uniform must always be worn in all sessions to maintain standards, discipline and safety.
 - Failure to comply with protective equipment requirements will result in the student being unable to participate until the issue is resolved.
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Policy Review

This policy will be reviewed every 3 years or earlier if required to reflect changes in legislation, safeguarding requirements, or operational best practice.

Effective date: 17/09/2025

Review date: 17/09/2028