



14.0 Health and Safety Policy and Guidelines

14.0 The purpose of this document is to:

- to define the policy of the British Aikido Association for helping to provide a safe and healthy environment for its members during participation in the art of Aikido and for others who may be present;
- to identify the responsibilities of individuals;
- to identify the standard reporting, investigation and record keeping processes.

Please note that:

- each member has an individual responsibility for his/her own health and safety and that of their fellow members;
- the primary responsibility for safety and the prevention of accidents within each club rests with each club coach.

14.1 Policy

The BAA, through its Executive Committee (EC), recognises and accepts its responsibilities for the health and safety of its members, for others who may be affected by its operations, and for ensuring that all aspects of its operations take due account of the effects upon the environment. The BAA's policy is to do everything reasonably practicable to encourage its officers and clubs to provide and maintain a safe and healthy practicing environment for its members.

This will include:

- ensuring that club officers are made aware of their responsibilities and duties for health and safety and that they are given sufficient information to enable them to carry out their duties effectively and to ensure the safety of themselves and of others who may be affected by their work;
- establishing and maintaining safe systems of practice and operating procedures.

This policy must be brought to the attention of all members. It will be reviewed at least annually and revised if necessary; any revisions being brought to the attention of members via their club secretary.

14.2 Legislation

The Association will; pay due regard to the following legislation
Health and safety at Work Act 1974 including the: -

- Duties and responsibilities of Directors
- Duties and responsibilities of employees and others.

14.3 Responsibilities

14.3.1 The EC is responsible for:

- maintaining an effective policy that is commensurate with the risks posed;
- reviewing and, if necessary, updating this policy at least annually;
- by delegation, bringing the contents of the policy and associated procedures to the attention of the membership;
- encouraging local clubs to ensure the policy is maintained and carried out;



- ensuring that risk assessments and, if applicable, safety inspections are carried out at national events.
- ensuring that risk assessments and, if applicable, safety inspections are carried out at all approved events via the event organiser.

14.3.2 The Coach is responsible for:

It is the responsibility of the **club coach** to ensure that the demands of the policy are achieved within his/her own club through the involvement of all members. This includes:

- ensuring that all coaches hold appropriate qualifications as determined by the BAA
- ensuring that as a coach they hold professional Indemnity insurance through the associations approved insurance provider
- ensuring that all members hold appropriate membership including insurance cover
- ensuring that risk assessments are carried out at least once each year and on the introduction of all new equipment or areas;
- ensuring safety inspections are made of their facility, recommended at 3-monthly intervals;
- ensuring that all club members and visitors are aware of the arrangements for first aid and fire evacuation procedure;
- ensuring that adequate supervision is available at all times, particularly where young and inexperienced members/visitors are concerned;
- investigating all accidents to persons or property within their club, to identify cause and minimise the opportunity for recurrence;
- maintaining an 'accident record' of all incidents;
- ensuring the form 'Accident/incident report form' is completed and forwarded to the BAA Coaching Liaison Officer within 14 days following an incident.

Each **coach** is responsible for ensuring safe practice at all times.

Each **club secretary/coach** is responsible for ensuring his/her club members are advised of BAA and local health and safety procedures.

14. 4 The Principles of “Duty of Care”

It is widely accepted that in relation to children and young people coaches have a duty of care. In essence, duty of care means that a coach needs to take such measures as are *reasonable* in the circumstances to ensure that individuals will be safe to participate in an activity to which they are *invited to* or which is *permitted*.

A duty of care may be imposed by common law or statute, by contract, or by acceptance by an individual. In some cases the law imposes a duty of care.

There is no general duty of care upon members of the public towards the public at large. If there is a formal relationship, however, for example between a club and a club member, or a coach and an athlete, there is a duty of care.

When children and young people are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.



The duty occurs in two ways:

A **Legal** Duty of Care

A **Moral** Duty of Care

The **Legal Duty of Care** has a strict definition. The most obvious example of this is in Health and Safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations.

In many sports activities, given the health and safety considerations, it is recognised that a sports organisation or individual (e.g. coach) owes a duty of care to its members. However, it is also understood and recognised that accidents can and do happen, and that it is not possible to predict every eventuality. Liability for the legal duty of care would only arise when an incident occurs and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it.

In any subsequent legal action the courts would apply the following criteria to determining if an organisation or individual would be held responsible:

- Injury is reasonably foreseeable
- Proximity
- It is fair, just and reasonable to impose a duty of care?

The claimant would have to show:

- That they were owed a duty of care
- That the defendant breached this duty
- That the plaintiff suffered damage as a result of the breach

It is recognised that there is a higher duty of care owed to children and young people and this is something that those working with children and young people must reflect. This consideration should be even greater if a child is known to have learning difficulties or is known to have a medical condition which may make them more vulnerable than the average child to foreseeable risk of harm.

Under "Duty of Care" the Coach must take the following under consideration: -

- Risk Assessments
- Safety
- First Aid
- Hygiene
- Behaviour and discipline
- Insurance
- Equipment
- Technical standards
- New students
- Child Welfare and Protection
- Equity



14.5 Members are responsible for: -

Each **member** is required to comply with BAA and local instructions on health and safety matters, having a duty of care to themselves and other members or visitors who may be affected by their acts or omissions. Each also has a responsibility of raising health and safety issues through their local procedures. If the person raising an issue feels that the matter has not been dealt with satisfactorily at a local level, they may contact the CLO or General Secretary of the BAA for further advice.

They must also

- Maintain their personal association membership including insurance cover
- Practice with due regard to duty of care to themselves
- Practice with due regard to the duty of care of others
- Adhere to practice and competition guidelines and rules
- Act in a manner that will not bring Aikido into disrepute

14.6 Event Organisers are responsible for

Each **organiser** of a recognised BAA national event, e.g. competition, course, grading, is responsible for ensuring that the facility is safe for the event including:

- ensuring a risk assessment is carried out prior to the event;
- ensuring safety inspections are carried out during an event;
- ensuring properly qualified personnel, as determined by the BAA, are instructing or managing at the event;
- ensuring appropriate membership of the association including insurance cover;
- ensuring appropriate first aid cover;
- in the event of an incident, returning to the BAA CLO within 14 days the Accident/incident Report Form and, where applicable, the Personal Accident Claim Form

14.7 Internal responsibilities and functions

The **Coaching Liaison Officer**

- Maintaining a log of all qualified coaches
- Maintaining a log of all insured coaches.
- receiving and filing all incident reports from clubs and national events;
- briefing the EC at each meeting of notified accidents/incidents in the previous period;
- forwarding accident/incident reports where applicable to HSE or other relevant bodies.

The **General Secretary** will be responsible for:

- maintaining an official incident log and historical records for the BAA;



14.8 Accident/incident reporting and investigation

The BAA Accident/incident Report Form should be completed as soon as possible after an incident. The completed form should be sent to the BAA General Secretary within 14 days of the occurrence.

It is the responsibility of any person who has suffered physical injury due to an accident to seek help from their local first aider and to report the details of their accident to their instructor or event organiser as soon as possible. If, because of the severity of their injuries they cannot do this, their instructor or event organiser will undertake the necessary preliminary investigation.

It is the responsibility of any person who has knowledge of a 'near miss' incident or property damage incident to report it to their instructor or event organiser. The instructor or event organiser will be responsible for completing the accident/incident form.

It is a local club and event organiser's responsibility to ensure the adequate investigation of near misses and accidents occurring within their areas and to take appropriate remedial action to prevent a recurrence.

In the event of an injured party wishing to make a claim then, in addition to the Accident/incident Report Form, the Accident Claim Form should be completed and forwarded to the Coaching Liaison Officer of the BAA and the Claims Officer of the national governing body within 21 days of the incident.

The CLO will in turn log the incident with the General Secretary and any additional relevant organisations.

14.8.1 Record-keeping

Each club will maintain a record of risk assessments and safety inspections.

Each club will maintain a log of accidents and incidents within its confines.

The BAA General Secretary will maintain records of risk assessments and safety inspections at BAA national events.

Approved events risk assessments will be retained by the organiser for a period of no less than 3 years.

The BAA Coaching Liaison Officer will keep all accident/incident reports for at least the duration required by current legislation [and, for the time being, for 3 years]. A copy will be forwarded by the BAA General Secretary for the official records.

14.9 Incident notification guidelines

It is important that all incidents that may give rise to a claim are reported as soon as possible after the event. This will enable insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. It will also ensure that all are complying fully with our insurance policy terms and conditions.

14.9.1 Notifiable incidents

Immediate notification must be given of any incident that involves:

- a fatal accident
- an injury involving either referral to or actual hospital treatment
- any allegations of libel or slander



- any allegations of professional negligence i.e. arising out of tuition, coaching or advice given
- any investigation under any child protection legislation
- any circumstance involving damage to third party property

The above list is not exhaustive. If in doubt please contact the BAA's Coaching Liaison Officer or General Secretary.

14.9.2 Definition of injury

- any head injury that requires medical treatment (doctor or hospital)
- any fracture other than to fingers, thumbs or toes
- any amputation, dislocation of the shoulder, hip, knee or spine
- loss of sight (whether temporary or permanent)
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

The above list is not exhaustive. If in doubt please contact the BAA's Coaching Liaison Officer or General Secretary.

14.9.3 Liability

Under no circumstances should individuals admit liability or agree to pay for any damage caused as this may prejudice the position of the insurers and could result in the withdrawal of any indemnity.

14.10 Safety Rules and Dojo Rules

Coaches must ensure the health and safety of students by providing, as far as is reasonable, a safe practising environment. The following key areas are recommended:

Floor Surface

An ideal training surface for all aspects of Aikido would have a safe covering, for example vinyl covered mats or foam mats covered by canvas. All mat surfaces must be clean and devoid of all sharp objects and be free from hazards such as holes or cracks. The mat surface should have sufficient grip to maintain stability yet allow twisting, and this grip should not be allowed to deteriorate through condensation. Adequate ventilation via windows, doors and fans will often alleviate this problem.

The mat's density should be sufficient for adult participants not to feel the floor surface underneath when falling, i.e. not too soft nor too hard not to cushion and dissipate the impact of a fall. Any blood spills should be wiped up using an appropriate cleanser - this is particularly important because of the danger of contamination through cuts and cracks in the feet.

Lighting

Lighting must be adequate for safe vision. Artificial lighting should be well positioned to avoid glare and direct shine. Curtains or blinds should be used to prevent glare from the sun.



Heating

An Instructor must use common sense regarding a suitable temperature in which to conduct a lesson. As a guide, this is comfortable room temperature (around 18 degrees C). It is important to have and to use an adequate heating system. If it is particularly cold the Instructor may encourage students to wear an extra layer of clothing for the warm-up.

Ventilation

Again the Instructor must use common sense. Fresh air is necessary for strenuous exercise, and there should be provision for opening of windows, doors, or operation of extractor fans. In hot conditions strenuous practice may have to be modified as students performance deteriorates because of the activity.

Surrounding Area

Pillars, low beams, and radiators should be well padded to avoid impact injuries. Wall fixings such as fire extinguishers, pictures, clocks and notice boards should be properly and securely mounted. Unsecured objects, such as stacked chairs or items on shelves must be checked for stability - a class landing in unison can have the effect of a minor earthquake! Instructors must be aware of possible dangers caused by glass and keep a safe border area away from any non-toughened or unprotected windows and mirrors. It is also important to have a safety area if there are spectators, or if some class members are sitting.

Spatial Considerations

There must be adequate space for the numbers attending and the nature of the lesson. If the room is too full, collision injuries could occur and it will also be more difficult for the Instructor to monitor the class and for students to clearly see the Instructor. Good discipline is important to maintain safe spacing of students.

Premises

Coaches and their assistants should have knowledge of emergency procedures appropriate/or established in the premises they are practising in, including how to summon emergency assistance and escape routes/assembly points, where First Aid equipment is stored or if none make their own arrangements to make this equipment available. First Aid Manuals give guidance as to typical content of a First Aid kit that will include sterile dressings, triangular bandages, non-allergenic plasters and disposable rubber gloves. Drugs / Tablets should not form a part of the kit.

Changing Facilities

Coaches who own or privately rent facilities are responsible for providing clean, tidy and well stocked changing rooms and toilets, washing facilities and drinking water. If a club trains in a sports centre and facilities are not adequate, the Instructor should lobby the management for improvements.

Emergency Exits

Fire escapes should be clearly marked and known and kept free from obstruction. A central assembly point should be known and detailed.

Equipment

Any equipment used should be in safe working order and only used by appropriate groups. Members should be encouraged to use recommended protective equipment, for example, groin shields.



Practitioners

Students who need glasses should wear 'sports-safe' type and not be allowed to practice without these or suitable contact lenses. No jewellery should be worn and nails should be short. Aikidoka should be clean with clean gi.

When students with special needs practise within a mixed class special attention and consideration must be given to their needs and safety.

14.11 Dojo Rules

The following 'rules' are not intended to replace existing practices of individual clubs (particularly with respect to the forms of reigi) which reflect the character of their practice. The aim is to establish an agreed common standard that ensures the safety of practitioners and an atmosphere of purposeful study reflecting the nature of Aikido as a modern budo, which has, as its core rationale, the personal growth and development of the individual, physically, socially, morally and spiritually and practical morality.

14.11.1 Rules of Conduct during practice

Aikido is a martial 'way' practising controlled forms of potentially dangerous techniques, therefore at all times students must give the strictest adherence to the directions of the supervising instructor, whose responsibility it is to ensure safe and meaningful practice.

Students have a duty to protect the health and well-being of each other, both junior and senior. They should:

- not execute techniques in a dangerous or reckless manner
- seek to develop control in the practice of martial techniques to avoid being hurt or causing injury
- never use superior skill or position within the dojo to gratuitously inflict pain or abuse others physically
- as Aikido has as its ethical basis the resolution of conflict through the
- development of harmony in the conduct of human affairs, it therefore
- requires all practitioners should accord each other respect and
- consideration at all times.

14.11.2 Practitioners should: -

- never use abusive language or conduct themselves in an offensive or aggressive manner
- never act in any manner that discriminates or gives offence to any person on the grounds of race, sex, sexual orientation, religion or disability
- never consume alcohol or take recreational drugs before or during a class.

14.11.3 Responsibilities of the Practitioner

Ethical standards depend on such values as integrity, responsibility and the understanding of the purpose of training. Practitioners in assenting to these rules accept their responsibility to fellow students, members, and colleagues, the Association and to society. In the same way that Coaches are bound by responsibilities as set out on the Sports Coach UK Code of Ethics and Conduct there are similar responsibilities for the practitioner which are listed beneath: -

- practitioners must respect the rights, dignity and worth of every human being and must promote the treatment of everyone equally as outlined at above in "Rules of conduct during practice"
- practitioners must accept responsibility for their own behaviour and performance.



- practitioners should co-operate and follow the instructions of their teacher.
- students should undertake to discourage inappropriate behaviour or actions.
- students must not compromise standards by advocating measures that are inappropriate, such as the use of drugs. Such usage should be actively discouraged.
- a student must display high personal standards and project a favourable image of the martial arts.
- students should make themselves aware of their personal responsibilities in terms of the safety of themselves and other fellow practitioners.
- students should be aware of the Safety Rules and Dojo Rules, be able to check the qualifications of their teachers, and be able to be participating within the democratic processes of their club and association.
- practitioners have a responsibility to themselves to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted or an area of expertise is lacking as to make it necessary for them to seek help and/or withdraw from practising - whether temporarily or permanently.

14.11.4 Dojo Etiquette

Practitioners should give account to the areas of formal conduct and respect for Aikido as suggested below, which also carry safety implications: -

- the dojo is a formal space for the practice of Aikido and is dedicated to the learning of *budo*, a martial 'way', in accordance with cultural and social traditions that have their origin in Japan. The maintenance of these traditions of behaviour give value and respect to the activity and its practitioners, and assist in developing personal ethical standards of behaviour and promote self-discipline. Practitioners are therefore required to observe the codes and forms of behaviour and their procedures as required by the dojo in which they practise.
- when entering or leaving a dojo, practitioners must conduct themselves in a respectful manner, performing such rituals, salutations, or bows (*rei*) as required by that dojo.
- practitioners must treat the *tatami*, or mat area, on which they practise with respect in recognition of the safety it will afford them during the physical activity of Aikido. Therefore, salutations, as prescribed by the particular dojo must be observed before stepping onto the *tatami* and *zori* (footwear) left tidily at its edge.
- practitioners should continue to conduct themselves in a respectful manner, performing such initial salutations or bows (*rei*) as required by that dojo at the start and end of classes and during the practice.
- when coming late to a class, practitioners should wait before entering the dojo until the instructor is not demonstrating so as not to distract their fellow practitioners; wait at the side of the *tatami* until they receive the acknowledgement of the instructor and permission to come onto the matted practice area; perform such salutations as required; when leaving early they must seek the permission of the instructor and again perform such salutations as required by that dojo.
- although Aikido is an activity within which each participant is accorded equal respect there will always be junior or senior (*sempai/kohai*) in the experience of Aikido to another and it is part of the formal tradition of Aikido that this superior experience is respected at all times.
- during an Aikido class, formal salutations to a partner before and after practising with them is usual in all dojos and may be accompanied by a verbal acknowledgement in Japanese, such as "onegaishimasu", or English - "Thank-you".



14.12 Competition

The element of competition exists in the British Aikido Association to test the quality of Aikido practice. This is generally done in one of two ways; either by two or more Aikidoka demonstrating their skills in a more or less predetermined manner, subjecting that demonstration to the judgement of their peers; or by a more direct one to one competition where the object above all else is to test and to demonstrate Aikido skills against more committed attacks.

The foregoing sections concerning Rules of Conduct and Dojo Etiquette should be exactly the same in competition, as in normal dojo practice. The competition arena should be regarded as the Dojo. All those involved in competition including both competitors, competition officials and spectators, should display the highest standards of conduct and behaviour. Particularly those who are “successful” as they will tend to become role models for others and the standards they portray are likely to be copied.

All competition officials should understand the rules of an individual competition and implement them fairly and without bias.

14.12.1 Competition Organisers responsibility

- ensure an association membership that includes personal accident cover within the current BAA guidelines
- ensure the quality and qualifications of referees and judges
- ensure adequate first aid cover
- ensure equipment and facilities are fit for purpose and a risk assessment is completed.

14.13 The Law

The law regarding the carrying of weapons in a public place is contained in Section 1 of the Prevention of Crime Act 1953 & Section 139 of the Criminal Justice Act 1988. Offensive Weapon in Public Place.

Offensive Weapon in a Public Place

Section 1 of the Prevention of Crime Act 1953 states:

Any person who without lawful authority or reasonable excuse, the proof whereof shall lie on him, has with him in any public place any offensive weapon shall be guilty of an offence.

Offensive weapon in this case means any article made or adapted for use for causing injury to the person, or intended by the person having it with him for such use by him or by some other person.

Article with a blade or point in Public Place : Section 139 of the Criminal Justice Act 1988 states:-

Any person who has an article to which this section applies with him in a public place shall be guilty of an offence. It shall be a defence for a person charged with an offence under this section to prove that he had good reason or lawful authority for having the article with him in a public place. Additionally it shall be a defence for a person charged under this section to prove that he had the article with him

- use at work
- for religious reasons
- as part of any national costume.



The above extracts are not word for word, and case law expands the provisions with very precise meanings. The words “reasonable excuse” and “good reason” in each of the Sections provides a defence for Aikidoka. However, in carrying such weapons, the Aikidoka demeanour is the most important factor. If the Aikidoka complies with the above advice and offers a complete explanation to the Police, if requested, there should be no problems.

14.14 Risk Assessments

The purpose of a Risk assessment is to define guidelines to point out and thereby minimise the dangers of practising Aikido in any dojo environment.

14.14.1 The Room

- is the minimum height of the ceiling 3.5 metres with no objects hanging below this level? (If weapons are used a greater height is needed).
- are all windows above 6 feet in height or covered in protective mesh; and consist of shatter-proof glass?
- if there are doors near the edge of the mat, do they open outwards, away from the activity area, and do not have protruding handles or furniture?
- are fire extinguishers present, are pictures, clocks and notice boards properly secured?
- are stacked chairs or items on shelves secured safely?
- are there walls near the contact area? Are they free from protuberances e.g. radiators, pipes, protruding comers, columns etc.? Covered with impact absorbing material below shoulder height?
- is the floor round the contact area uncluttered and free from bags, chairs etc.?
- is there a one metre safety zone around all sides and a safety zone away from non-toughened or unprotected windows and mirrors?
- is the floor sprung?
- is the mat space adequate for the number of persons practising person to person i.e. 2 x 2 meters per person? The instructor can organise group work to cater for larger numbers or other good coaching practice.
- does the area have good ventilation to deal with the body heat produced during practice?
- is heating present to ensure that the temperature does not fall to unacceptable levels?
- are emergency exits and the escape routes known and marked which are also kept free of obstructions. Do all students know where the premises assembly point is?
- do the premises offer appropriate changing facilities, water for drinking; toilets and washing facilities?

14.14.2 Lighting

- is there adequate lighting for safe vision?
- are curtains or blinds present where needed to prevent glare from the sun?

14.14.3 Mats

- are mats sufficiently dense and resilient so that an adult's fall is absorbed without feeling the floor has been reached i.e. not fully compacted?
- are mats when laid, secured so as not to slip?
- if a canvas is used is the surface is kept taut and free from folds or wrinkles?
- are mats that incorporate a surface free from tears or pitting of their surfaces?
- does the surface of the mat allow the free turning of participants?
- are mats of different heights? This could cause trip hazards.



- are mats of the same density?
- are the mats kept to the highest hygienic requirements, especially when shared with other activities?
- are surrounding areas kept clear to prevent transmission of dirt or grit to the surface of the practice area?
- are blood spills wiped up using an appropriate cleanser?

14.14.4 The Session

- prior to the practice is there a suitable warm-up?
- are the exercises used in warm-up appropriate and can they be regarded as safe? Are they regularly reviewed in the light of new information?
- are the techniques and exercises taught appropriate to the level of the students?
- at the end of a session is there a suitable cool-down?
- do students who wear glasses use sport-safe type?
- do students remove all jewellery before the session?

14.14.5 Emergencies and Health Monitoring

- is First Aid equipment available?
- is there a person qualified in First aid at sessions or available on the premises?
- is there a known procedure to summon emergency services?
- are fire and bomb alarm procedures in place?
- is there a procedure in place to report more serious accidents to appropriate bodies such as your Association / HSE / the premises manager or agent?
- is there a procedure in place for Instructors to continually monitor the health of their students? For example, a return to training too early after any injury may aggravate the initial injury.
- is there a procedure to monitor and review accidents?

14.14.6 Instruction

- is the class taught only by a qualified instructor?
- is the class able to clearly hear and see the Instructor when demonstrations are given?
- does the coach remain with the class throughout the lesson?
- is close attention paid at all times, especially where there are people with special needs?
- are training partners made aware of the need for special care when practising with people with special needs and where there are differences in physical stature, health and age?
- is there a procedure whereby inexperienced people are not put into any competitive situation until techniques can be performed correctly?
- are participants made aware of the extra care needed when practising with a low grade?

14.14.7 Weaponry Use

- are all weapons maintained in good condition and checked regularly for defects?
- is weapon work only taught by Instructors that are deemed to be competent by their Association?

14.14.8 New Members

- is a new member screened and given basic information?



14.15 Risk Assessment considerations

There is a basic Risk Assessment form in the appendix. This should be used in consideration with the guidelines within this section and your own clubs environment. Consideration of all accidents or a “near miss” occurrence should be reviewed and if a preventative measure can be introduced it needs to be added to the Risk Assessment form. Each club will have their own uniqueness “and a one size fits all” Risk Assessment form cannot be provided by the BAA. The Risk Assessment should be completed every year and updated if required. The time interval may be less than this if improvements can be implemented for the safety of its members.

14.16 Risk assessments and safety inspections – guidance

14.16.1 Clubs

- The coach will ensure that an adequate risk assessment is carried out within the club premises at least once each year and when new equipment or areas are introduced.
- An action plan will be put in place to eliminate or reduce any significant risks noted during the risk assessments. The timescale for actions should be commensurate with the risk.
- The coach will ensure that safety inspections are carried out at each practice.
- The coach will be responsible for ensuring any actions are completed in a timescale commensurate with the risk. Findings will be recorded and copies retained.

14.16.2 Official BAA events

- Usage of coaches/officials recognised and qualified by the BAA
- Coaches/officials to have proof of appropriate insurance cover for the event - this includes overseas visitors
- Majority of participants all to hold current BAA membership (not relevant for overseas visiting instructors)
- Adherence to BAA procedures including that for “Health and Safety” which includes appropriate medical cover and production and submission of a risk assessment
- Advertising to carry the BAA logo only except where it may be an affiliated ‘club’ event supported by the BAA where the club logo may be added. No logos perceived by the BAA to be those of other organisations may be used
- Official distribution of information via the BAA’s central office. ‘Distribution’ will also include posting on the BAA’s website
- For those events classified as ‘national’, payments to be made payable to the BAA and an income and expenditure sheet produced and submitted by the local organiser within 14 days of the event
- Agreement of the EC to the event taking into account the current diary of events to avoid clashes of dates and suitability to the overall profile of the Association
- Recommendation that sufficient notice is given to allow release of information at least 3 months prior to the event. However, it is preferred that information is submitted before 1 October in each year to enable the event to be considered for inclusion in the following year’s calendar of events
- Attendance open to all BAA members,
- Agree to a surcharged to be levied for attendees who are non BAA members



- Event to conform to all BAA Policies especially Child Protection, Equity, Health and Safety, Doping, and Competition Rules.

14.17 BAA Approved events

The following is appropriate where many individuals from different areas come together to practice in what may not be a normal club environment e.g. competitions, courses, grading examinations.

The organiser of the event will be responsible for ensuring a risk assessment is made prior to the event and will liaise with the course instructor/s, managers or lead examiner as appropriate.

An action plan will be put in place to eliminate or reduce any significant risks noted during the risk assessment prior to the commencement of the event.

The organiser of a BAA-authorized event will be responsible for forwarding the Risk Assessment form to the BAA CLO within 14 days of the date of the start of the event.

The organiser of an event will be responsible for ensuring regular safety inspections are carried out and for ensuring any actions are completed in a timescale commensurate with the risk. In any event, during a long-running BAA authorised event over several days, a safety inspection will be carried out daily.

Risk analysis guidance

Hazard rating = likelihood x impact

Likelihood			Impact	
	Points			Points
Unlikely	1		Trivial	1
Possible	2		Minor	2
Probable	3		Moderate	3
Certain	4		Major	4

Classification and guidelines for actions

1-5	Acceptable – low risk; the risk level is acceptable and further improvements to control measures are not necessary
6-10	Tolerable – medium risk; the risk level is tolerable but ways should be sought to improve the control measures if possible
11-16	Unacceptable – high risk; the risk level is unacceptable and improved control measures should be implemented before the event or activity is allowed to take place

Associated documents – available on the website

BAA Accident/incident Report Form

BAA Personal Accident Claim Form

Sample Risk Assessment form

Club Risk Assessment Checklist