

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

***Risk Assessment & Event
Safety Policy***

Policy Overview Information

Policy Title	Risk Assessment & Event Safety
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Authorised By	Mr. Jake Byrne
Agreed By	Mr. Neil Byrne
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Policy Logistics

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

Umbrella organisation and governance structure

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

1. Policy statement and commitment

The Karate & Dance Federation is committed to providing safe, well-managed, and inclusive environments for all students, staff, volunteers, parents, carers, and visitors during all activities and events.

This policy ensures that all foreseeable risks are identified, assessed, and mitigated, and that all staff understand their roles in maintaining a safe environment.

Safeguarding, health, and safety are paramount, and planning for events always prioritises the welfare of participants.

2. Scope and application

This policy applies to all Federation activities, including:

- Regular classes, rehearsals, and training sessions
- Gradings and belt assessments
- Performances, shows, and competitions
- Trips, excursions, and off-site events
- Workshops, masterclasses, and community events

It applies to all staff, volunteers, contractors, and third parties responsible for delivering or supporting Federation events.

3. Risk assessment process

Risk assessments are carried out prior to any activity or event to identify potential hazards, evaluate their likelihood and severity, and determine measures to reduce or eliminate risk.

Key steps include:

1. **Identify hazards** – physical, environmental, behavioural, or operational.
2. **Assess risk** – consider likelihood and potential impact on children, staff, and visitors.
3. **Implement control measures** – safety equipment, supervision, emergency procedures, signage, or alternative arrangements.
4. **Record and communicate** – document the assessment in the Federation's records, including **MyKDF where applicable**, and share with all staff and volunteers involved.
5. **Review and update** – after the event, update risk assessments based on lessons learned or new hazards identified.

4. Staff and volunteer responsibilities

All staff and volunteers are responsible for:

- Familiarising themselves with relevant risk assessments prior to activities
- Maintaining supervision and enforcing safety measures

- Reporting new or unforeseen hazards immediately
- Recording incidents, near misses, or safety concerns in **MyKDF**

Senior staff coordinate training and ensure that all personnel understand the specific safety requirements for each activity.

5. Venue and environmental safety

Prior to any event, the venue is assessed for:

- Access and egress points
- Emergency exits and evacuation procedures
- Trip, slip, and fall hazards
- Fire safety equipment and alarms
- Security arrangements for children and belongings
- First aid provision and equipment

Where the Federation uses external venues, confirmation is obtained that the venue meets safety standards and complies with relevant legislation.

6. Equipment and activity safety

All equipment used during events, classes, or performances is checked for safety prior to use.

- Martial arts mats, protective gear, and dance equipment are inspected regularly
- Electrical equipment is PAT tested and visually checked
- Any damaged or unsafe equipment is removed immediately

Staff supervise activities to ensure participants use equipment safely and follow instructions.

7. Emergency procedures

Emergency procedures are in place for all activities and events, including:

- Fire evacuation
- First aid response and medical emergencies
- Lost or missing children procedures
- Severe weather or environmental hazards
- Unexpected incidents such as power failure or security threats

Staff are trained on emergency procedures, and clear instructions are communicated to volunteers, participants, and visitors.

8. Event-specific planning

For large or high-risk events (performances, competitions, trips), additional planning includes:

- Detailed supervision rotas
- Clear roles and responsibilities for staff and volunteers
- Contingency planning for medical emergencies, lost children, or participant injury
- Communication plans for parents, carers, and emergency services

These plans are documented and reviewed with all staff prior to the event.

9. Monitoring and review

Risk assessments and event safety measures are reviewed after each activity to identify areas for improvement.

Records of risk assessments, incident reports, and lessons learned are maintained digitally in **MyKDF** where possible, ensuring accountability, auditing, and continuous improvement.

This policy is reviewed annually, or sooner if required due to changes in legislation, venue conditions, or operational developments.