

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

Health & Safety Policy

Policy Overview Information

Policy Title	Health & Safety
Author	Mr. Jake Byrne
Date Written	4 th January 2026
Date Implemented	January 2026
Review Date	January 2027
Authorised By	Mr. Jake Byrne
Agreed By	Mr. Neil Byrne
	Miss. Alyssia Weekes

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 and maintaining safe and healthy environments for all students, staff, volunteers, parents, and visitors. The Federation recognises its legal and moral responsibilities to protect individuals from harm and to promote a culture in which health and safety is integral to all activities. This policy outlines the Federation's approach to identifying, managing, and reducing risks associated with its activities. Health and safety considerations are embedded into planning, delivery, and review processes to ensure that risks are managed proactively rather than reactively.

The Federation is committed to continuous improvement in health and safety practice and to meeting or exceeding its statutory obligations.

2. Scope and application

This policy applies to all Federation activities, including karate classes, dance sessions, rehearsals, performances, competitions, gradings, trips, events, and any activity delivered under the Federation name.

The policy applies to all premises used by the Federation, including hired venues, schools, community centres, studios, and outdoor spaces. It also applies to off-site activities, travel arrangements, and online activities where relevant.

All staff, volunteers, contractors, and visitors are required to comply with this policy and to take reasonable care of their own health and safety and that of others.

3. Legal framework and responsibilities

The Federation operates in accordance with relevant health and safety legislation and guidance, including but not limited to the Health and Safety at Work etc. Act 1974 and associated regulations.

Senior leadership holds overall responsibility for ensuring that appropriate health and safety arrangements are in place. Designated individuals may be appointed to support implementation, monitoring, and review of health and safety measures. Staff and volunteers have a duty to follow health and safety procedures, report hazards or concerns, and cooperate with measures introduced to protect health and safety.

4. Risk assessment and management

Risk assessment is a fundamental component of the Federation's health and safety arrangements. Risks are identified, assessed, and managed in relation to all activities, environments, and equipment.

Risk assessments consider the nature of the activity, the environment, the age and needs of participants, and any additional vulnerabilities. Control measures are implemented to reduce risks to an acceptable level.

Risk assessments are reviewed regularly and updated in response to changes in activity, venue, or identified concerns.

5. Premises and environment safety

The Federation ensures that venues used for activities are suitable, safe, and appropriately maintained. This includes consideration of flooring, lighting, ventilation, space, temperature, and access to facilities.

Pre-session checks are carried out to identify hazards such as wet floors, damaged equipment, obstructed exits, or unsafe fixtures. Any hazards identified are addressed promptly or activities are adjusted accordingly.

Emergency exits are kept clear at all times, and staff are familiar with evacuation procedures for each venue.

6. Equipment and resources

All equipment used in Federation activities is appropriate for its purpose, well-maintained, and regularly checked for safety. This includes mats, pads, training equipment, mirrors, barres, sound systems, and any other resources used during sessions.

Faulty or damaged equipment is removed from use immediately and reported to senior leadership. Equipment is stored safely to prevent injury or damage.

Children are instructed in the safe use of equipment as part of their participation.

7. Accidents, incidents and first aid

The Federation has arrangements in place for responding to accidents, injuries, and medical incidents. First aid provision is appropriate to the size and nature of activities and venues used.

All accidents, incidents, and near misses are recorded accurately and reported in line with Federation procedures. Serious incidents are escalated to senior leadership and, where required, to relevant authorities.

Parents and carers are informed promptly of any accident or injury involving their child.

8. Fire safety and emergency procedures

The Federation takes fire safety seriously and ensures that emergency procedures are in place for all venues used. Staff are familiar with fire evacuation routes, assembly points, and emergency procedures.

Fire exits must remain unobstructed at all times. Where fire alarms or emergency equipment are present, these are used in accordance with venue procedures. Emergency procedures are explained to students in an age-appropriate manner where appropriate.

9. Managing health conditions and medical needs

The Federation works in partnership with parents and carers to support children with medical conditions. Relevant information is gathered during registration and updated as required.

Staff are made aware of medical needs on a need-to-know basis and follow agreed procedures for managing medication, allergies, or medical emergencies. Medical information is treated confidentially and handled in line with data protection requirements.

10. Training and supervision

Staff and volunteers receive appropriate health and safety training as part of their induction and ongoing development. This includes awareness of risk assessments, emergency procedures, and accident reporting.

Children are supervised appropriately at all times, taking into account age, ability, activity type, and venue layout.

11. Visitors and contractors

Visitors and contractors are expected to comply with Federation health and safety requirements while on Federation premises or involved in activities. Contractors working with or around children are subject to appropriate safeguarding and health and safety checks.

12. Monitoring, review and continuous improvement

Health and safety arrangements are monitored regularly through checks, reviews, and incident analysis. Learning from incidents is used to improve practice and prevent recurrence.

This policy is reviewed annually or sooner if required due to changes in legislation, activity, or organisational structure.

13. Policy breaches

Failure to comply with this policy may result in disciplinary action, termination of engagement, and/or other appropriate action.