

Risk Assessment Example

19/2/23

This is an example of a risk assessment document. There are no hard rules about how these things should be implemented however the main thing is to update them regularly and send the results to a third party to ensure the document is verifiable.

This will provide you with a solid paper trail of actions taken to ensure the safety of your students, staff and members, as well as the sustainability of your business.

While this will help you improve your business practices in many conceivable ways, this could be really useful in a legal dispute around conduct, insurance claim around negligence, or when having to enforce rules among your own students and members about appropriate behaviour.

Combined with a solid Code of Conduct for students and staff, this documentation can provide a good basis for evidence of sound, safe, and ethical business practice, for large franchises right through to independent practitioners utilising their back shed.

This is presented to you as a part of our quest to ensure our practitioners are all ethical and safe operators. Martial arts is a surprisingly safe sport, statistically speaking, but proving that is difficult for a practitioner without this kind of verifiable documentation.

In this example, each risk is given a row in the table, and the table expands over time as new risks are added, resolved, and updated. Each time the document is updated you can include a link to it in an email to or as a part of your membership form to the AWCF. It is good to be thorough and this is daunting at first, but every year after that is much simpler. It might help to embed it into AGMs or annual administrative activities (such as AWCF membership).

Threats can come under many categories, and you may decide to use sections or chapters to organise your risks.

Practice and training – Use of safety equipment, peer monitoring, expectations around sparring, managing injuries and first aid, managing infectious diseases etc.

Structural Safety – Risks about your venue, slippery paths, tripping hazards, low structures, disability access, privacy spaces like change rooms, removing access to hazardous areas etc.

Financial Practices – Ensuring all forms of insurance are up to date, bad financial practices, unsustainable elements or loopholes in your pricing, minimising theft or misuse of equipment.

Rules and Conduct – Updating and ensuring behavioural documentation and requirements, grievance and complaint policies, ethical and offensive behaviour expectations and enforcement, formalising staff behaviour and expectations.

Environmental conduct – Document a transition to carbon neutrality, improvements to unnecessary waste creation, minimising electricity or water use etc.

Risk Management Document for [School]

Created on: [Date]

Created by: [Member or Committee]

Updated Most Recently On: [Date]

<p>New Risk Identified: Describe risk identified, its likelihood and the date.</p> <p>Severity: Categorical assessment of the severity of the outcome or the likelihood of the risk. For example - minor-green-unlikely or minor outcome, breaking equipment, very minor injury, significant-yellow, likely to happen often or significant outcome like broken arm or structural damage equipment, severe-red, likely to happen constantly or severe outcome including business closure, threatening of life or imprisonment.</p>	<p>Solution: Your initial proposed solution, proposed date to implement that solution, whether that solution is immediate and/or ongoing.</p> <p>Resources: Items and expenditure involved</p> <p>Date of implementation: When the solution was first implemented.</p> <p>Update: Each year or 6 months revisit all your collected risk and reassess them, noting efficacy and potential improvements.</p>
<p>New Risk Identified: 19/2/22 – Sharing pads, gloves and other equipment in a traditional way poses a distinct risk for spreading COVID-19.</p> <p>Severity: Severe – vulnerable family members of our members could be affected in life threatening ways.</p>	<p>Solution: 1. New rules to the code of conduct that promote and allow the enforcement of exclusive use of any piece of equipment each night by one member and the responsibility of that user to sanitise the equipment after use. Any equipment left un-sanitised should be sanitised by the related staff that evening. No un-sanitised equipment may be returned to the locker. 2. Members are advised to bring their own equipment and avoid using the club's gloves and pads wherever possible.</p> <p>Resources: Sanitisation sprays, wipes, and hand sanitisers will need to be made available in the training area.</p> <p>Date of implementation: 20/2/22</p> <p>Update: 18/6/22 – Someone needs to be given explicit responsibility to top up cleaning supplies. Issued to club secretary.</p> <p>Update: 10/2/23 – Lockers were donated for students to store their own equipment in. New entry in code of conduct regarding infectious diseases.</p>