



Health and Safety Policy

It is the responsibility of EMAR management, instructors, volunteers, and students alike to ensure that health and safety is considered at all times in and around the martial arts environment. It is possible for everyone from ground level upwards to be sued if there is an incident compromising someone's safety, and with this in mind, this health and safety policy has been prepared to give everyone the best chance of avoiding such actions.

Health and Safety Policy Statement

EMAR attaches the greatest importance to the safety of its members and will pursue policies designed to ensure that as far as reasonably practical, all members will be equipped to ensure a healthy environment and safe methods of coaching / working. This policy cannot operate without full consultation and full co-operation; and it places a high priority on accident prevention by management and members working together to identify those situations which could lead to personal injury and Hazard to the health of members, students or other persons and by rectifying the situations before accidents occur.

The promotion of safety is seen by EMAR as being a point of responsibility of management and members. Management's responsibility includes the promotion of safety in the form of the EMAR Health and Safety Policy, safety training via coach development, information and supervision and compliance with appropriate legislation. The member's responsibility includes a constant awareness for the safety to him / herself and the students. She/he will contribute to ideas and methods of promoting a safe environment and systems to coaching / working and to participate in safety training.

EMAR will provide means of investigating and resolving safety problems which are common throughout the membership.

Screening members

- Before person begins to train, it is essential that a registration form is completed, in order to establish his /her medical background and fitness to train. It is also a legal requirement that EMAR have records of all students' names and addresses, and it is also useful in the event that Emar team may have to cancel a class, or contact them for some other reason.
- If the student is a child [under the age of 18 years], a parent or carrier must sign the registration form. EMAR instructors don't accept children into the club without first meeting a parent or carer.
- Any medical conditions [other than the general asthma, diabetes, hay fever, etc] must be backed by a medical letter, for the safety of the student and the protection of the instructor, the club and EMAR team. A copy of this letter must be sent to EMAR.
- If a club has a student with haemophilia or an HIV related illness, they must refer to EMAR head office for further advice.
- If the EMAR club agrees to accept the student with medical condition, all efforts must be made to conform to safety regulations. It is the club's responsibility.
- If any condition is likely to subject a student to possible collapse, for example, epilepsy, the floor of the training hole must be matted.
- Instructors should also Ensure they know how to handle any possible medical emergencies, for the students within their care. For example, where is the student's asthma inhaler? What would you do if a student went into a diabetic hypo [hypoglycaemic attack]?



- If the student with the medical condition is a young child, it is recommended that the parents stay during the session.
- It is recommended that students of a more mature age get medical clearance before they start to train. This is also the case for students with excessive weight, especially if they have not exercised recently.

Supervision

In class of adults, an instructor to student ratio should, on average, be maintained at around 1:30. With classes requiring increase supervision this ratio should be reduced. Obviously the few of the students, the more personal the instruction will be.

In a class of children, the instructor to student ratio should be reduced to 1:20. [1:10 for children under 8 years, according to Ofsted regulations]. However, this is not to say that more students cannot train if there is only one instructor. The class may need to be run so that not all the students are on their feet at once. For example, when doing Kata or forms, they may be performed by grades or ages. There should rarely be a situation where everyone is sparring at once but on occasions this is the case, and higher-grade students can be pulled out alternatively to provide extra eyes.

The instructor in charge should NEVER be training or sparring alongside a whole class of students. They should ALWAYS be an instructor supervising during a class. If there is more than one instructor, they may take turns to teach and train.

Safe training areas

- It has been established that hard floors are not suitable for some types of martial arts training. When seeking new venues, sprung or matted floor preferable. Where Stone concrete floors only are available, non-slip mats should be used. Also be aware of slippery floors.
- The floor area must be uncluttered, and pillars, shelves, radiators etc should be well back from the training area, or covered / padded. Chairs and tables must be kept out of the way. Light fittings must be above 8 ft High, or covered with a protective mesh. Be very careful when training in a room with either mirrors or ceiling to floor windows. Incident can be very dangerous, and very expensive.
- Personal items such as bags, shoes, coats etc should be well away from the training area.
- Good ventilation is essential since considerable body heat is generated during a session, and heating should be adequate especially when teaching children.
- The training area must not be overcrowded. Large classes should be split timewise, or only one half to practice at a time. See supervision.
- It is the responsibility of the instructor in charge to make sure surrounding equipment such as aerobic steps, mats, weights etc are not likely to topple over. Although these should be put away safely by the previous users, ultimate responsibility for the safety in the martial arts session lies with the instructor.
- If you have spectators in your class, it is essential to ensure that there are no young children or babies running/ crawling around. Also noise from spectators may affect the class by way of concentration and safety.
- Check students have no jewellery on, hair is tied back and toe/finger nails are cut.
- Ask students about any previous injuries which may affect training.

Protective equipment



- 'Defensive' padding is valuable training asset, including forearm and shin pads.
- A head-guard and gum-shield [dentist fitted] may also be a value.
- Body armour is useful in preventing injury. Men can wear a boxer's groin guard or a plastic cup slipped into the jockstrap. Women can wear a sanitary tower to protect the perineum. It is recommended for the women to wear chest protector.
- The merits of protection offered by thick padding on the fist and instep must be weighed against the tendency of the wearer to rely on it. As a compromise, it is suggested that mitts be worn for the purpose of mitigating local injury. The padding, however, should not be so thick as to allow the head to be jolted without living an obvious mark.
- The mitt should ideally have not more than 1 cm of foam padding covering the knuckles. They should be no padding around the thumb.
- EMAR requirements for tournaments at the white elasticated mitts and shin/ instep pads. These should be no more than 1 cm in thickness.

Safe warm up and exercising

- Prior to each training session there must be a suitable warm up. This will lead to less strains and sprains and more training benefits. The warm up should take 'cold' athletes and gradually bring them to a 'warm' state by a gently escalating series of exercises.
- Warm-up sessions should last no longer than 15 minutes.
- They should not include specific Fitness training such as sit-ups, press-ups etc. This type of exercise should be done later in the session.
- Certain forms of stretching and exercising should be done just prior to certain sections of a class. For example, it is pointless stretching the legs extensively at the start of the session, if students will not be executing low stances and kicks until the later part of the session.
- Slow basic techniques can be done as part of a warm up, as this will ensure all the right muscles are being warm up.
- Using a warm up which is also done in a basketball or football session is not appropriate, and warm up exercises should be designed to relate to the particular martial arts you teach. A standing martial art may need a completely different warm up to a throwing art.
- Warm up exercises should always be executed slowly and carefully to avoid straining any muscles or ligaments
- With press apps in particular, it is essential that students are taught how to execute them properly. Even adults will injure themselves [their back in particular] if not shown the correct method of execution.
- The instructor should never join in a warm-up fully. He should warm up prior to the session, and alternate between demonstrations of exercises and supervising to ensure that students are not injuring themselves. Body and facial language will tell a lot, and an instructor will not pick up on this language if he/ she is concentrating on his or her own exercising.

Cool down

- It is important for some kind of cool down to be done at the end of a physical session. Students who have been working hard for an hour or two will have tired muscles and may feel hyperactive.



- The sessions can end with some gentle stretching, slow technique or kata/form, some tai chi or yoga type activity or simple walking slowly.
- The type of cool down needed it will depend to some degree on the content of the session.

First Aid

- It is recommended that each Club has a qualified first aider in attendance, although it is not currently a legal requirement. As many of our classes are run in large sports centres, schools and community halls, central first aiders may be sufficient.
- Instructors might have access to a first aid kit, however.

Accident Reporting

- If there is an accident in the club, an Accident Record must be completed. Accident books are provided to all EMAR instructors. The accident must be reported within 7 days, regardless of whether a claim is to be made. If this is not clear at the time, write a note on the form.
- All accident records must be legally kept for 3 years after the date of the accident.
- There are differences between incidents and accidents. Both need to be logged but only accidents need accident records completed. An incident could be a minor knock causing a bruise or slight cut. An accident will result in hospital or ambulance attention being required.
- If an instructor is unsure whether the injury is serious, they should recommend the student visits the GP to get it checked.
- If it is clear that the student is in tremendous pain or there's lots of blood, or changed state of behaviour/ mind, send him or her straight to the hospital.
- If the student cannot be moved, ring for an ambulance.
- The instructor must use his/ her common sense on how serious a matter is.

Fire Drills/ Precautions

- There must be fire exits and/ or a fire escape from the training area. This should be kept clear from all clutter, shoes bags, etc.
- All students should be regularly instructed in what to do if there's a fire alarm sounded. This must include where to stand and who to listen to.
- A regular practice fire drills especially important in children's classes, as children will either panic or get excited when an alarm sounds. They should be taught how to line up and walk to the point of assembly.
- Remember to count students at the beginning and end of each training session in the event of an emergency.
- Also remember to keep the register up to date, and take it with you to check on attendance in the event of a fire drill / emergency.

Children [legally, under the age of 18 years]

There are a few additional issues which need to be considered carefully if children are being taught in a club. These are in addition to the safeguarding and protection of young people policy which should be read thoroughly.



- While the young student is in the club's care, the instructor is acting loco parentis, i.e. in place of a parent/carer. The child is the instructor's responsibility from the moment the parent drops the child at the club, until the child is collected.
- With this in mind, it is important to emphasise to the parent/carer that the child is brought into the hall, rather than left in the car park, and also collected from the hall, and not asked to meet his/ her outside after the session.
- This is especially important during darker, short days. The safety of the child is paramount.
- There may be times when the hall has a power cut and has been dropped in the car park, or the instructor has not turned up for the class for some unexpected reason; the child will be waiting alone for at least an hour.
- Spectators during children's classes- some instructors prefer not to have spectators during classes. The advantage of this is the quietness and the children being able to concentrate more fully. However, be aware, that if there are parents there are witnesses. If there is incident it is always good to have witnesses, otherwise it is a child's word against yours. Also it is useful to have 'helpers' to supervise children going to and from the toilet [if it is outside the hall], retying belts and so on.
- In cold weather, or while training on a cold floor, children may need to visit the toilet more often. This is nature not them being a nuisance.
- Be aware of the physical and emotional changes children are going through at certain ages [for example, puberty]. They may affect their training and you should be sympathetic to them. However, that is not to say that the students can take advantage of your sympathy so you don't need to let on you know!
- Children should not be breaking tiles or wood. If children need to learn breaking skills, use the specially produced 'fake tiles. Their bones are not developed enough and you could be subjecting them to a permanent damage.
- Very young children should not use the standard focus mitts and kick pads. They're too hard and may cause injury. The instructors should use softer versions.
- Ensure that children are taught the basic techniques before allowing them to spar. More injuries occur in beginners than in more advanced students. This also applies to adults.
- Parents/carers must be informed clearly of the risk involved for children taking part in competitive events. They must give their written permission before they can compete.

Tournaments

Addition points to consider

- All students are responsible for obtaining their own relevant and up to date sports insurance
- If a club uses visiting instructors, make sure they're aware of students' medical conditions, fire procedures, EMAR policy requirements, any other club specific issues which might affect the class or the instructor.
- Instructors must ensure all their licenses are up to date
- It is important than students carry their valid licenses with them to all classes, gradings, courses and other events.

- EMAR Club has responsibilities to keep a record of student's license details and expiry dates. Licenses should be renewed before they expire. EMAR TEAM will remind the students when they are license is about to expire.



- All instructors should have a telephone- either a mobile one with them, or access to a working one in the venue they are using. This may be a lifesaver.
- Mix classes [children and adults]. It is not recommended as both children and adults need completely different training. The syllabus should be different, the technique emphasises, the particular variations and use of the martial arts, and language should be different. If there is no other option, they must be at least two instructors and the class should be split into two groups. Children's classes should also incorporate elements of fun and games and adults are unlikely to appreciate these. In reverse, adults need more detailed and Frank explanations aspects of a martial arts, and these would be confusing and possibly upsetting for many children. Occasional mix training is acceptable providing the training is adapted accordingly.