



THE BRITISH KENDO ASSOCIATION



DOJO SAFETY POLICY

NB: When complete keep the signed copy for reference.

TO

Please insert your dojo information below

FROM

Dojo Leader
Any club
Any Town
Any County
Post Code
e-mail:
Telephone:

Donald Gordon
BKA Safety Officer
e-mail (see BKA website)

Our Ref: BKA/H&S/01

I / we, [insert name(s)] representing [insert dojo/club name] have read, understand and agree to implement the policy and procedures of the British Kendo Association. I / we will ensure that [insert dojo name] will maintain a safe training environment for all members and visitors in accordance with the BKA policies and procedures.

Table with 4 columns: The information below identifies the elements of our safety management system, DISCIPLINE (COMPLETE APPROPRIATE BOXES), KENDO, IAIDO, JODO. Rows include Documents received and understood, BKA H&S policy statement signed, Standard safety procedure, Risk assessments complete, Accident reporting procedure understood.

Tick each box to confirm your receipt and understanding of the information (from the BKA website). The Dojo Leader and all named, and insured, instructors are to sign below to agree compliance. The appropriate risk assessments must be completed prior to signing and the content understood and implemented by all signatories.

Note: The dojo leader ( or nominated person) must ensure this document is held safely and available for inspection by appropriate authorities, eg facility management, enforcement authorities, BKA insurers/officials.

DOJO LEADER
Signature..... Print Name..... Date .....

DOJO INSTRUCTORS
Signature..... Print Name..... Date .....
Signature..... Print Name..... Date .....
Please add any further instructors on a separate sheet



### **BKA CLUBS - OPENING AND REGISTRATION GUIDANCE**

- The following guidance is provided for the opening and registration of a BKA club, ie Kendo, Iaido & Jodo. These procedures must be followed to qualify for PI insurance, full BKA approval and official recognition, including a listing on the club directory
- The Dojo leader must be a fully paid-up BKA member of one calendar year (1 Jan to 31 Dec).
- The Dojo leader must have, as a minimum, 1st Dan in the relevant discipline and be BKA, EKF or IKF registered.
- The Dojo leader and one other BKA registered club member (as a baseline) must have the minimum coaching qualifications of BKA Club Coach Level 1.
- That there is a registered first aider in the club, or if in a sports facility, then duly qualified members of staff. Certification will be required in either case as confirmation of compliance. The dojo leader must satisfy him/herself of this through the facility management
- The BKA Health & Safety procedures must be accepted and applied appropriately.

#### **Note**

All aspects of the application must be in place before BKA approval will be granted. Final approval will always be at the discretion of the BKA Executive committee.

**If you perceive that you are going to have a problem complying with any of these guideline and if you have members within your dojo/club who qualify for recognition as coaches through prior accreditation for example by virtue of external qualification or by established experience, please contact your relevant Bu as soon as possible so that they can advise and help you in complying with these guidelines.**