**ASSURANCE RESPONSIBILITIES – 1st LINE SELF ASSESSMENT: MARTIAL ARTS**

1. Assurance processes provide a mechanism to ensure that activity is being conducted appropriately. To provide a handrail for those engaged in authorising, organising or assuring sport activity, the table below provides a list of requirements which will help to assure sport in the Army.

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| **1st Line of Defence** – assurance provided internally by those responsible for delivering the output. | | | |
| **Ser** | **Activity** | **Refer to** | **✓ 🗶** |
| 1 | Completion of the Sports Appointment Course (as required) | [5.037](#p5037) | **🗶 -** Cse content out of date |
| 2 | Completion of a Risk Assessment for all activity | [5.149](#p5149) | **✓** |
| 3 | Compliance with the Safe System of Training  *(Safe People, Safe Practice, Safe Equipment, Safe Place)* | [5.147](#p5147) | **✓** |
| 4 | Compliance with NGB Rules & Regulations (specific to sport)  *(Unless the MOD or single Service requires a higher standard)* | [5.023a(1)](#p5023a1) | **✓** |
| 5 | Production and compliance with a Sports Directive or Management Plan | [5.021h](#p5021h) | **🗶 WIP** |
| 6 | Production of a detailed Administration Instruction (for specified events) | [5.144c](#p5144c)&[5.145e](#p5145e) | **✓** |
| 7 | Ensuring activity is correctly authorised and recorded | [5.054](#p5054) | **✓** |
| 8 | For Risk to Life (RtL) sports – ensure Delivery Duty Holder authorisation | [5.056](#p5056) | **🗶 not RtL** |
| 9 | Utilising SQEP individuals (Coaches and Officials) to supervise activity | [5.101](#Coaches_and_Officials) | **✓** |
| 10 | Provision of adequate first aid and medical arrangements | [5.154](#p5154) | **✓** |
| 11 | Authorised use of Service travel entitlements | [5.123c](#p5123c) | **✓** |
| 12 | Discourage Substance Misuse and report offenders | [5.085](#p5085) | **✓** |
| 13 | Adherence with Army Sponsorship regulations (where applicable) | [5.126](#Sponsorship) | **N/A** |
| 14 | Adherence with Army Hospitality and Gifting regulations | [5.129](#p5129) | **✓** |
| 15 | Completion and submission of accident reports - Army Form 510 (as reqd) | [5.164](#Reporting_Occurences) | **✓** |
| 16 | Completion and submission of near miss reports - Army Form 510 (as reqd) | [5.164](#Reporting_Occurences) | **✓** |
| 17 | Report fatalities and listed injuries (VSI, SI) and complete a Learning Acct | [5.164](#Reporting_Occurences) | **✓** |
| 18 | Submit activity reports (when requested) | [5.163c](#p5163c) | **✓** |
| **2nd Line of Defence** – Oversight (of first line) provided from within the chain of command in order to ensure policy compliance. | | | |
| 19 | A chain of command management check of those delivering the respective sport activity against the criteria listed at serials 1-18 above. | [5.023b](#p5023b) | **✓** |
| **3rd Line of Defence** - An assessment, achieved through internal audit, of the effectiveness of control, risk and performance frameworks. | | | |
| 20 | Assurance conducted more centrally within the Army by organisations such as the Army Inspectorate or Army Training Branch. In addition, the Physical Development Audit (PDA) and Formation Sports Reports (see [Part 8](#Part_8)) are processes that help to inform this level of assurance. | | |
| **4th Line of Defence** - Assurance conducted by external auditors and regulators. | | | |
| 21 | Assurance activity conducted by an organisation external to the MOD. An example might be a NGB conducting an audit or assessment of an Army Sport Association’s/Union’s practices or procedures. | | |

**HQ ASCB Sports Association Sports Assurance Self-Assessment Questionnaire**

Name of Sport: Martial Arts

Name of Assessor: Lt Col Dave Campey

Date of Assessment: 20 Jul 20 **Review Date: 1 Apr 21**

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| **Section** | **Y/N** | **Comments 2020** |
| Does the Association have a Safety Management Plan (SMP) and does it reflect the Association’s activity? When was it last updated? Is the SMP effective? | N | Final draft of latest version is sat with AMAA Chair for approval. Comprehensive Sport SMP. |
| Do members know how to access the SMP including Risk Assessments? | N | Not yet. Once reviewed and ratified by the AMAA Chair, the SMP will be distributed accordingly to MA Discipline leads and the master copy will be available on Defence Connect. |
| Are safety positions within the committee filled? | Y | Safety responsibilities are held as additional responsibilities of already existing MA Committee members and MA Discipline Leads. |
| Are safety matters discussed at committee meetings such as Executive Committee Meetings? Is this frequent enough? | Y | Safety incidents are circulated within 2 weeks of happening. AMAA SOP is to file a post event report (with 510 if necessary) following every fixture and event. This is to determine trend and highlight potential risks. This will be a requisite for future events should any safety incidents occur and will be included as an agenda item on future committee meetings – Note: I have not seen any post event reports from Medics. |
| Are safety matters resolved effectively? If not, what could be done to improve this? Can you provide evidence of resolution of safety matters? | Y | MA Discipline leads monitor the condition of mats and training equipment. SEPF bids reflect when equipment is due to reach its shelf life. There may be a need for an extraordinary purchase should equipment be damaged unexpectedly due the physical nature of the sport. |
| Is Army Sport policy complied with in financial terms, are travel policies adhered to? Is there any risk to reputation? | Y | All AIs from MA disciplines are scrutinised by the Sec for policy violations. These are amended prior to publication to ensure compliance. |
| **RESPONSIBILITIES** | | |
| Has the Chairman been formally appointed by ASCB? Does the Chairman have a copy of the ASCB Directive and are his TORs clearly laid out and effective? | Y | Yes to all. TORs exist for the AMAA Chairman are currently under review as part of the ongoing review of the AMAA Constitution. |
| Do Committee members have any specific safety and assurance responsibilities within their TORs? Is this a sufficient number of committee members? Do they have TORs? When were their TORs last reviewed? | Y | TORs for all Committee Members and MA Discipline Leads exist and are under constant review. |
| Are all Association members aware of their health and safety /duty of care responsibilities? How is this recorded? | Y | This is briefed regularly to MA Discipline Leads when organising or taking teams to events, as well as the membership at any centrally organised event. |
| Is this a RtL sport and is the Chairmen aware of his responsibilities? Who are his SQEP qualified personnel, who is providing 1st line assurance of the activity? | N | RtL is classified as being LOW in the SSMP. The Chair is aware of his responsibilities one of which is to prevent fatalities. There is an inherent risk of heart failure with any physical activity, some MA disciplines include chokes and strangles, some include blows to the head which can cause concussion. Chair is aware of his responsibilities. First line assurance is provided by coaches and officials who are all SQEP. There are around 5 of each per discipline. |
| **SAFE PERSONS** | | |
| Is there a policy to determine how sportsmen/women are ‘fit to participate’ for your sport? (e.g. evidence of swim test, med chit). How do you record this information? | Y | There are NGB guidelines that differ for each discipline. Individuals are required to self-certify that they are above the minimum medical standard set out in the AIs for the events and courses. |
| Have COs correctly authorised individuals to participate and are they of a suitable standard of competence for the event. | Y | AIs contain instructions for parent units about what unit action is required (names on P1Os, medical check) to authorise individuals to participate. |
| **SAFE EQUIPMENT** | | |
| Does the Association use safety/protective equipment? | Y | We have mats, armour and pads which are all the correct NGB standard. |
| If so, does the Association have a policy statement for equipment procurement? | Y | The Sec has a financial management plan which takes in to account procurement frequency. The Sec writes an explicit letter of financial delegation to the OICs to set out what they are authorised to procure. All equipment procurement goes via the Sec to ASCB. |
| If so, does the Association have an Equipment List? | N | Not yet - MA Disciplines have traditionally kept a log of equipment, these are currently under review by the Perm Sec. |
| If so, does the Association have a Maintenance Log? | N | This will be a part of the equipment list in due course.  All equipment is checked before and after use. There is no express requirement for a maintenance log as the life expectancy can vary based on usage. Very little equipment can be repaired once damaged beyond wear and tear of minor ancillary items. |
| If so, is there a record of all personnel responsible for the maintenance of safety/protective equipment? | Y | The responsibility for managing individual disciplines’ equipment falls to the OIC of each MA discipline. |
| **SAFE PRACTICE (Supervision and Instruction/Coaching)** | | | |
| Does the Association meet the levels of supervision when conducting sporting activity within National Governing Body regulations/guidelines? | Y | AMAA adheres to NGB + military minimum standards, so operate at a slightly higher level than is required from either side.  Event Organisers are to ensure all MA coaches and officials have valid and in-date qualifications. | |
| Have Association members completed any specific induction training? | Y | New members will either have prior proficiency in the form of a grade or belt, or they will be introduced to the association via a week-long beginner’s course, taught by either one of our own L1/2 coaches or an NGB provided one. | |
| Have committee members received sufficient training (including refresher training) to carry out their roles? | Y | Committee members in key appointments have all done the Sports Appointment Course, others in supporting roles are chosen because the role correlates to their day job, and so they will have SME knowledge and currency from that.  All MA disciplines encourage practitioners to attend regular training under NGB-aligned civilian clubs, and through semi-regular seminars.  ***The content of the Sports Appointment Course is in urgent need of review.*** | |
| Have instructors/coaches been qualified within National Governing Body frameworks? Are they current? | Y | Yes to both | |
| **SAFE PLACE** | | |
| Are the risk assessors competent (either through training or experience)? | Y | The OICs have all been practicing their chosen art at a high level for 10-20 years. They are also of sufficient rank to have sound military judgement. | |
| Have Generic Risk Assessments been carried out? Are they current? | Y | Yes – dynamic risk assessments are also mandated for Event Organisers to carry out. | |
| Have Site Specific Risk Assessments been carried out? Are they current? | Y | The comprehensive MA RA (at Annex A to the SSMP) focuses on two things; the Army Combat Sports Centre and the activity. Held in Martial Arts risk folder on ASCB server. | |
| Does the Association have a set format (e.g. Daily Risk Assessment or brief template) for conducting Dynamic Risk Assessments? | N | Only in the format of adding additional lines to the already existing risk assessment immediately prior to an event. | |
| Does the Association have an Emergency Plan? | Y | All risk assessments include actions on an emergency (casualty). All personnel provide Unit contact details prior to commencing trg. | |
| Are incidents/accidents reported? How? | Y | MA tends to have around 5 injuries (breaks, sprains, KOs) per large competition and 1 every 5 representative events. These get recorded on a 510 and are held by the Sec. Each event also has a post event report completed by the Medical Staff on duty which will include details of incidents/accidents. The 510s will be forwarded to AINC as a matter of course by the Permanent Secretary. | |
| **REVIEW** | | |
| Does the Committee review key documents such as the SMP? | Y | The AMAA Sport SMP is currently under review and due for release in Jul 20.  The AMAA Sport SMP is reviewed annually every April.  The constitution is being revised and is due for release in Q3/2020. | |
| Does the Committee review risks? | Y | The Perm Sec is currently reviewing and refreshing all processes. AMAA is content that risk and duty holding has been considered carefully and have ensured it is fit for purpose. | |
| Are these reviews effective? | Y |  | |