



# Hartlepool Wadokai

## Covid-19 Risk Assessment & Action Plan

### Members Consultation Document

Version 1.7 (21<sup>st</sup> July 2020)



<b>Sources</b>
This document has been completed with reference to the following documents:
National Youth Agency Readiness toolkit (15 June 2020)
National Youth Agency Managing youth sector activities and spaces during COVID-19 (15 June 2020 Version 1.0)
<i>Both of the above documents were prepared in consultation with Public Health England and the Health and Safety Executive (HSE).</i>
World Karate Federation Covid-19: WKF Guidelines and Recommendations
Sport England Club Matters / Ann Craft Trust: A Guide to Safeguarding Adults during the Coronavirus (COVID 19) Pandemic
Sport England Club Matters: Creating a risk assessment for clubs and organisations
Sport England Club Matters: Promoting social distancing at your facility
Sport England Club Matters: Reopening toolkit for clubs and organisations
Sport England Club Matters: Developing a risk register for your club or organisation
Sport England: Legal risks and duties of care when returning to play, Guidance note in the context of coronavirus
UK Active Kids COVID-19 - A framework for the safe delivery of children's activity provision during social distancing
UK Active: COVID-19 - A framework for the re-opening of gym, leisure centre and wider fitness industry during social distancing
Activity Alliance - Reopening activity: An inclusive response.
EMDUK: Guidelines to taking your classes outside after lockdown
EMDUK: Risk Assessment Checklist (RA01) Premises & Activity Risk Assessment Form (Social Distancing)
EMDUK: Risk Assessment Checklist (RA01) Premises & Activity Risk Assessment Form
EMDUK: Risk Assessment Checklist Outdoor Activity Risk Assessment Form
Hartlepool Borough Council: Hartlepool Outbreak Control Plan
English Karate Federation: Return to Training Guidance July 2020
EMDUK: 'Return to Play' Guidance for Group Exercise Instructors (20 <sup>th</sup> July 2020)
Department for Education Guidance on Protective Measures for out-of-school settings

**Legal Statement**

Hartlepool Wadokai cannot be held accountable for decisions made by external groups based upon this document, which is specific to our club's unique circumstances. Hartlepool Wadokai takes no responsibility for how users of this document interpret or apply the information provided.

Schedule of Work	Actioned by	Target Date Completed
Create Risk Assessment & Action Plan 'members consultation document'	CJ	19.06.2020
Send document to Hartlepool Wadokai Chairman & General Secretary	CJ, JG, NG	19.06.2020
Follow-up Zoom call (CJ, JG, NG) for feedback	CJ, JG, NG	21.06.2020
Send document to Hartlepool Wadokai committee for additional feedback	Committee	22.06.2020
Follow-up Zoom call for feedback	Committee	25.06.2020
Send document to Kickboxing and Jujitsu clubs for feedback	CJ	22.06.2020
Follow-up Zoom call for feedback (if applicable)	CJ	25.06.2020

Publish document to Hartlepool Wadokai social media channels for members feedback	CJ	27.06.2020
Follow-up Zoom call open to all members/families for feedback and discussion	CJ, LJ, AJ	01.07.2020

Update ways of working, in-line with this risk assessment	CJ	03.07.2020
Staff training (covering updated ways of working, and the risk assessment)	Committee, Instructors	04.07.2020
Members briefing on COVID-19 action plan (part of club newsletter)	CJ	04.07.2020

If you think a child is in immediate danger or requires medical attention, you should call the emergency services on 999. If you're worried about a child, even if you're unsure, you can speak to the [NSPCC helpline](https://www.nspcc.org.uk) about your concerns on 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Please continue to recommend [Childline](https://www.childline.gov.uk) to the young people in your activities on 0800 1111.

\*Grey dates indicate initial target dates for actions, based upon Document Version 1

# COVID-19 Risk Assessment

<b>Group:</b> Hartlepool Wadokai	<b>Site:</b> 126 Whitby Street South, Hartlepool, ST24 7LP	
<b>People at Risk:</b> Members, Staff, Volunteers, Guardians, General Public	<b>Additional Information:</b> This document compliments the existing Hartlepool Wadokai Risk Assessment and Fire Risk Assessment already in use.  This is a 'living document' and is subject to change as the Covid-19 situation evolves.	
<b>Contact Person:</b> Carl Jorgeson	<b>Job Title:</b> Development Officer (& Designated Coronavirus Officer)	<b>Review Date:</b> 31.07.2020

## Risk Evaluation

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
General hazard awareness / Managing overall risk	Infection from COVID-19	M	Use of signage inside and outside the building, for hand washing and personal hygiene and social distancing	L	Email and social media, explaining new ways of working and the reasons for them.  Providing regular reminders during classes.
		M	External groups that use the building (Jujitsu & Kickboxing) will be consulted on this document, create a commonly agreed working solution.  There will be a pause on any additional external groups using the building for the time being.	L	A simple 'Facilities Operation Plan', in addition to this document, will set out the requirements of external groups.

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
		H	Anyone with COVID-19 symptoms, or anyone has been advised to self-isolate as part of the government test and trace service (or anyone living with someone in any of these circumstances) will be unable to attend the premises and should not transport anyone else to/from the premises.	L	Signage will be posted at building entrance and will be included in social media posts and via email.  All signage will be in place before classes resume.
			If anyone shows any signs of COVID-19, they will be asked to leave the activity/premises immediately.		If anyone requires isolation e.g. before being collected by parents, they will be isolated in the 'homework room' with adult supervision as applicable.
			Students, parents and guardians (as applicable) will need to complete a new PAR-Q form and will be provided with written guidance on the risks of group exercise and COVID-19 before resuming training indoors.		Students, parents and guardians are making an informed decision to 'opt-in' to attending group exercise indoors.
Social Distancing	Infection from COVID-19	H	Complying with UK government social distancing rules	M	Thorough Staff, Volunteer and Student Training (timescales listed above)
			Training 'Zones' marked out on Tatami (2x2m) Designated safety area (1m) around each zone		This 2x2m + 1m safety area complies with EKF & EMDUK guidance on 3mx3m training area.
			No 'cuddling', handshakes or physical contact between students, instructors etc...		
			Encourage family groups to train within the same time slots to allow a greater range of		

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			training options, and minimise risk of infection		
			Communal tables will be temporarily removed to reduce face-to-face interaction		
			Seating capacity will be reduced, and chairs will be available only for parents/guardians who must stay in the building for safeguarding purposes only.		
			Limited Syllabus content, removal of pairs work and Kumite training for the time being.		
			Where possible staff should try not to directly touch children's items and if they do need to touch an item e.g. opening a water bottle, they should clean their hands before and afterwards immediately.		
	Correcting students	M	Verbal cues will be used to correct technique. No touching of students will be permitted except in an emergency situation.	L	
	Failure to comply with social distancing rules	M	Verbal prompts will be used, followed by possible additional training, further support or sanctions as applicable.	L	
Personal Hygiene	Infection from COVID-19	M	Handwashing and sanitiser provided for all visitors	L	All staff, young people and visitors to undertake hand hygiene training
			Strict personal hygiene (e.g. clean, short nails)		A reminder will be featured in the newsletter and social media posts.
			Regular handwashing will be encouraged, especially when using the w/c		

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			Hand sanitizer will be available outside the building, all will be asked to use it before entering the building.		Daily checks to ensure that soap and hand sanitiser supplies have not run out.
			Hand sanitizer will be available at various places inside the building, with clear signage encouraging its use.		Students and parents will be asked to bring their own hand sanitiser and use regularly before, during and after training.
			Disposable tissues and paper towels will be available at various points to encourage the 'catch it, bin it, kill it' approach, and will be topped up regularly.		
			Students are advised to shower at home immediately after every session.		
			All training clothing, including Karate suits must be cleaned between use.		
Cleaning	Dojo	M	Initial deep clean of all areas prior to reopening, flushing all water pipes to minimise risk of legionnaires disease.	L	Disposable gloves will be provided for cleaning purposes.
			A Commercial Water Test kit will be used to test for any biohazard.		
	Surfaces & General Cleaning	M	Thorough and regular cleaning program, including w/c, door handles, surfaces.  Prompt removal of all waste	L	Front doors will remain open to minimise need to touch door handles. Double doors into Room 2 will be temporarily removed.  During poor weather, the external door will be 'staffed' to



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					stop people from needing to touch it.
	Shared Equipment	M	There will be no shared equipment during classes. Kick bags and other equipment used by multiple users (in different classes) will be thoroughly cleaned between uses.	L	
	Sweat on mats	M	Daily cleaning of the mats and communal areas	L	Reduction of high intensity activity (fight training, fitness classes)
			Wipes will be provided for students to self-clean their training area after use.		
	Infection from COVID-19	H	If cleaning after a suspected case of COVID-19, additional safeguards should be taken.	M	Thorough disinfection of any affected areas and equipment and clothing.  Double bagging of any potential infected waste, and prompt disposal.
Total numbers in building at one time/crowding	Increased potential opportunities for COVID-19 transmission	M	Reduce overall occupancy at any one time. Set limit on class sizes. Reducing all Karate classes to 55-60min and keeping Little Ninjas to 30mins.	L	Maximum of 45 people inside our premises at any one time, including all staff, students, spectators and visitors
			Karate sessions will be capped at 15 students per session, Little Ninjas will be capped at 12 students per session.		
			All students will be required to 'pre-book' for classes and stay in the same classes for the duration of the pandemic.		Students will be unable to change their day/time of training at this time.
			Staggered start times between different classes and different groups of students		UK Active guidance suggest 10min minimum time period

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			Non-essential classes (generic fitness classes) postponed for the time being		between different classes/groups
			Strict adherence to lesson class lengths		EMDUK guidance suggests 15min to allow for cleaning, which the club will adhere to.
			Encourage and enforce vacating the premises immediately after class finishes		
Queue management	Infection from COVID-19	M	Socially distanced queuing will be in use (like at the supermarkets) outside the building. Areas will be marked on the pavement appropriately.	L	Where possible additional staff will be used to manage any outdoor queues.
Staff/Student ratios	Risk to staff/Students of infection.	M	This hasn't specifically been stated in any guidance.  UK Active current guidelines are max of 15 children per group. Keeping each group of children in their own training 'bubble' i.e. students won't be able to switch classes.	L	Where possible, staff rotas will be used to ensure the same instructor(s) with the same group each week.
			15 Min intervals will be built into the training schedule to allow for cleaning and additional personal hygiene needs.		
	Visiting Instructors	H	Instructors teaching in multiple settings represent a greater risk to the club, as such all visiting instructors will be postponed for the time being.	L	

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Risk to staff/volunteers	Infection from COVID-19	M	All staff and volunteers have a duty of care to each other, themselves and to our service users.  Social distancing measures and sensible training limits as listed in this document will be in place, alongside staff training and regular cleaning.	M	Non-medical facemasks, hand wash and hand sanitiser will be provided where staff, students and volunteers wish to / need to make use of it.
			A simple Cleaning Log will be used to ensure cleaning compliance.		The lead instructor of each session is responsible for ensuring cleaning has been completely prior to and after each class, with the log completed.
			Staff and service users are encouraged to report any concerns immediately, with all complaints logged centrally.		CJ will keep a written log of all near misses, and all complaints
			Staff training and induction will be carried out before resuming classes.		All staff will receive a copy of the risk assessment, have the opportunity to add any relevant information, and be asked to sign to accept the document before resuming classes.
Parents / Guardians	Infection from COVID-19	M	Where possible, parents should be encouraged to remain outside of the building.	L	The majority of seating has been removed, with a 'bare minimum' number of seats, socially distanced available.
			Max of x1 parent/guardian with children who require support during class		

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
			Discourage non-training siblings from attending Dojo		
Café area (including water fountain)	Infection from COVID-19	M	<p>Café area will be unavailable at this time.</p> <p>Single use drinks will be available to purchase (no contact – honesty box cash payment only), and reusable water bottles will continue to be encouraged (and be kept with personal belongings in individual training zone)</p>	L	<p>Guidance indicates that water fountains can now be used to refill water bottles, but cups and beakers won't be available at this time.</p> <p>Signage will be used, and hand sanitiser gel will be available to use before using the water fountain.</p>
Pinch Points	Infection from COVID-19	M	Queue Management, students wait outside of building (2m apart), allowed into building once the previous class students have left the building	M	
	<i>UK Active suggest that brief transitory contact, such as passing in a corridor are 'low risk' but the club feel additional safeguards are warranted</i>		Management of all Entry/Exit points (front doors/room 2/ w/c)		
			Kitchen use – restricted to key staff only.		
			Chairs to/from the w/c will be removed to create a corridor to access them.		<p>Additional staff may be required to manage the flow of people to/from the w/c and entrance/exit.</p> <p>Non-medical facemasks may be used when walking through communal areas.</p>

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			Reception area cleared of obstruction, with a one-way system in effect. Clear signage in use to aid adherence.		
Equipment	Social distancing	M	Mitts – must be own use, cleaned thoroughly before and after each session.	L	The club has purchased additional supplies which will be available to purchase at a lower cost than usual.
			Focus mitts – no contact training with partners or using focus pads (unless within same family group) e.g. a parent could potentially hold focus pads for their child, but these focus pads would then need to be thoroughly cleaned before next use.		This will be reviewed in-line with government guidance on contact training.
			Kick Bags – used by x1 student max per lesson, cleaned between classes		
			Personal Equipment (coats, shoes, valuables), located within a student designated training zone. All personal equipment must be taken home with students after classes, none can be left at the building.		Belts will initially be allowed to be worn, this will be reviewed for younger children as instructors won't be able to retie these during classes.
Equipment Sales	Shared Equipment	L	Where possible, orders will be taken electronically and will be bagged ready to collect to avoid lingering in the building, Payment can be made in advance electronically or via deferred payment method (to be collected later)	L	Karate suits will not be available to try on at this time and any equipment returns will be stored separately to other equipment, these returns will be reviewed to see whether they can return to stock or not.

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Cash Payment	Risk of infection	H	<p>Parents and students should refrain from handing anything to instructors.</p> <p>PAR-Q forms &amp; WKF Self-Cert will have been completed electronically prior to attending. Any equipment orders can be done via deferred payment and be collected at the next class. All payments should be made electronically where possible, with a text message to admin as applicable with details.</p>	M	<p>Tuck Shop fridge will offer a limited range of drinks for sale, with an honesty box in place.</p> <p>The water fountain will be available for students to re-fill their own bottles.</p>
Near Misses	Infection from COVID-19	M	A log will be kept specifically for near misses, with a weekly review and adjustment to this log and training as appropriate	M	
			Staff and service users are encouraged to report any concerns immediately, with all complaints logged centrally		CJ will keep a written log of all near misses, and all complaints
Clinically vulnerable service users	Some people with pre-existing conditions are at a higher risk of COVID-19 infection.	H	Consultation with identified service users and staff at particularly high risk. Additional support may be needed to access services. This refers to those living with people who may also be extremely vulnerable, additional safeguarding controls may be needed.	M	
			SEND users or those with behaviour needs, may have difficulty socially distancing.		

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			Additional support may need to be provided (e.g. smaller classes or alternative provision) where the risks associated with their additional needs/behaviours cannot be controlled effectively.		
Registers	Queuing at reception desk to sign in	M	Students will be 'signed in' on the mat, once students have gone to their designated training zones.	L	Students will be assigned a designated training area for each session.
	Risk of infection through shared use of register/stationary	M	Single staff member signing in all students per day, use of computer-based system (if possible)	L	
First Aid Situations	COVID-19 symptoms	H	<p>Social Distance rules do not apply during an emergency situation if it would be unsafe to do so.</p> <p>First Aid should be provided as applicable, without putting the First Aid Provider at unnecessary additional risk.</p> <p>Isolation of the individual where possible, until they can be collected by a parent/guardian, taking into consideration any additional safeguarding, SEND or behaviour needs.</p>	M	<p>Sanitation of any surfaces, equipment, and the First Aid Provider will be done immediately after the situation has been dealt with.</p> <p>The First Aid Provider will be encouraged to contact the NHS test and trace service if they have been in contact with a suspected COVID-19 person <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>This would include individuals with symptoms, and anyone</p>

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					<p>living with the person with symptoms and those who are advised to self-isolate as part of the governments test and trace program.</p> <p>RIDDOR reporting will be followed as applicable.</p>
	Other first aid situations	L	First Aid should be provided as applicable, without putting the First Aid Provider at unnecessary additional risk.	L	<p>Sanitation of any surfaces, equipment, and the First Aid Provider will be done immediately after the situation has been dealt with.</p> <p>RIDDOR reporting will be followed as applicable.</p>
Emergencies	Building evacuation	L	<p>Social Distance rules do not apply during an emergency situation if it would be unsafe to do so.</p> <p>The priority is to vacate the building as per normal operating procedures, once it is safe to do so, social distance measures should be re-applied.</p>	L	<p>Fire Marshals should, where possible, wear non-medical facemasks.</p> <p>Everyone should sanitise hands at earliest opportunity following the evacuation.</p>
Travel to/from venue		L	The club does not provide any transport for service users, and so it may be beyond the scope of the clubs' responsibility to set rules for this.	L	Non-medical facemasks should be used where necessary during travel to/from the venue.



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Ventilation	Virus particles in a confined area	M	Rear building doors and main doors open for ventilation.	L	Electric fans can be left on 24/7 if necessary. This will be periodically reviewed.
			Electric fans in use in both rooms.		
W/C	Social Distancing and personal hygiene	M	Queue management in place, with distance markers on the floor as appropriate.  Everyone will be encouraged to use hand sanitiser when entering the building.	L	Club newsletter will ask parents to ensure children have used their own w/c before arriving at the building to minimise w/c use/congestion.
			Liquid soap in all bathrooms, hand sanitiser and signage encouraging good hygiene.		
	Changing rooms	M	Children will be encouraged to arrive ready for classes, in Karate suits or gym clothes as applicable.  As per Sport England (Guidance on Legal Risks and Duties of Care), changing rooms will not be available <b>except for</b> those with additional support needs, with social distancing and strict cleaning after each use in place.	L	
New Starters / Reactivating	Lack of awareness of Covid-19 risk.	M	A club newsletter will go to all existing students, with pertinent information regarding Covid-19, including symptoms	L	All students will need to preregister for all lessons, students will not be able to

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existing students			and government guidance and rules on self-isolation etc...		change classes without permission due to likely limits on class sizes. All lesson payments will be made electronically, including new starters.
	Lack of awareness of training restrictions and social Distancing measures in place.		World Karate Federation self-cert questionnaire will be completed by all students and instructors before resuming training.		
			All new starters will complete a PAR-Q form as usual, the WKF self-cert and be provided with information on the queue and registration process. PAR-Q form will have additional GDPR consent attached for potential contact tracing rules.		
			All existing students will be required to complete a new membership form, this will include GDPR consent (for contact tracing and club communication) and the WKF self cert form.		Contact tracing requirements are subject to government rules and guidelines (tbc).
					GDPR rules will be followed. Any contact details will be stored securely with restricted access.
Changes to Safeguarding procedures	Students, staff and volunteers at risk	L	Existing safeguarding procedures and channels are not affected by Covid-19.	L	
Online Lessons & Social Media	Student, staff and volunteer safety	M	No instructor led online lessons will take place due to the additional risks upon instructors.	L	Pre-recorded content has been made available to all members to reduce the chance of groups or individuals feeling excluded.
	Reputational risk	M	Existing social media policy will be adhered to.		Specific reporting routes for reporting online safeguarding concerns. <b>(not applicable to the club at this time)</b>

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			Students (under 18yrs) are not contacted directly by the club, but via parents / guardians.		
	Zoom conferencing	L	Used only for communication with staff, volunteers and parents. The link is only sent to registered students as applicable.	L	
Isolation and the effects of poverty	Poverty, holiday hunger, social isolation and loneliness	H	Regular direct and indirect communication channels with members (via parents if under 18yrs) and social media. Offering support of food shopping, prescription collection service, free hot and cold meal deliveries and other guidance and support, including home exercise advise and additional service signposting if applicable.	M	
Insurance Liability	Lack of insurance cover	L	The English Karate Federation have been in contact with the insurer and reported via social media (3 <sup>rd</sup> June 2020) that existing policy cover (VIA the EKF) is suitable, and specific 'pandemic insurance' policies are not currently available.	L	This will be reviewed before the renewal date.
	External users of facilities	M	External groups must ensure they have their own insurance cover in place, that covers for Covid-19.	M	External groups will also be consulted and asked to feed into this document to ensure collective compliance.

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Local / Regional Lockdowns	Interruption in club activities, increased local risk of infection	H	<p>Central and local government will enforce any regional and local lockdowns, and so is outside of the scope of this document.</p> <p>The Hartlepool Borough Council Outbreak Control Plan identifies an 'outbreak' as two or more confirmed cases in a particular setting, which will be confirmed in conjunction with Public Health England.</p>	H	<p>Payment extensions (for pay monthly) or catch up options may be needed.</p> <p>Transferring classes to outside locations may be an option.</p>
Kiai / Shouting	Increased risk of virus particles in a confined area	H	'Kiai' or shouting as part of training and teaching will not be used for the time being.	M	Instructors will endeavour to keep ambient noise to a minimum to reduce the need for raised voices.
Clutter	Increased risk of infection, effect upon social distancing	M	Clutter could become an enhanced hazard at this time. As part of the club's return plan and deep clean we will also remove and store items that are not needed at this time.	L	
Health Screening	Risk of infection.	M	<p>The English Karate Federation requires:</p> <ul style="list-style-type: none"> <li>- a mandatory temperature check for everyone upon entering premises.</li> </ul> <p><i>The club believe that this is not a reasonable and proportionate measure. It is also not a government requirement and is not a useful safeguard. It may also be unlawful if</i></p>	M	<p>World Karate Federation self-cert questionnaire will be completed by all students and instructors before resuming training.</p> <p>Signage of symptoms will be in place at entry and around the premises, with guidance on</p>

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			<p><i>mandatory and as such we will not be adhering to this measure.</i></p> <p>- a health check questionnaire for each session attended (tbc).</p> <p><i>The club will adhere to the WKF requirement for a self-cert questionnaire, with additional measures as stated to the right.</i></p>		<p>contacting the NHS Test &amp; Trace service.</p> <p>Instructors will do a visible check of all students and visitors on arrival and throughout any training session.</p> <p>Those who appear to be ill will be isolated, with first aid measures used as applicable.</p>
Barefoot Training / Footware	Risk of transmission of infection.	M	<p>The English Karate Federation requires:</p> <p>- appropriate shoes to be worn at all times since they believe that 'bare feet present significant risk of transmission to the dojo surface through perspiration.</p> <p><i>The club have asked for written clarification of this from the English Karate Federation, and copies of any government guidance it is based upon (21.07.20). The club is aware of the additional risks of training in shoes on rubber safety mats and so are not mandating their use.</i></p>	M	<p>Students will have the option of wearing footwear for training. If they choose to do so, they must not be the same shoes that they used to travel to the premises, they must be suitable for training safely in (e.g. school gym shoe type) and must be thoroughly cleaned before and after use.</p> <p>Students must then change shoes over for leaving the premises.</p>
Drinking and eating in the dojo	Risk of transmission of infection.		The English Karate Federation requires:		The club will make the water fountain available. Own-use drinking bottles can be filled up

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			<p>- no drinking or eating in the dojo or entrance areas.</p> <p><i>(We assume this means general consumption, which wouldn't include premises that have their own café facilities.)</i></p> <p><i>The club will comply with health and safety requirements of allowing students to drink water during exercise. It is also understood that some students may require snacks to control health concerns e.g. diabetes.</i></p> <p>Students will keep their own water bottles inside their designated training area, communal spaces such as changing rooms and bag and shoe storage will not be available at this time.</p>		<p>at this water fountain, but there will be no water beakers or cups available.</p> <p>Water bottles will be available to purchase as usual, but snacks such as chocolate bars will be temporarily removed from sale.</p> <p>Drinking bottles must not be shared at any time, even amongst family members.</p>
Test & Trace	Data Protection risks, wider public health concerns		<p>The English Karate Federation requires:</p> <p>- a mandatory record of 'all those that attend sessions (including spectators)'.</p> <p>The EKF are stating that clubs are 'legally obliged' to do this and that attendees cannot 'opt-out' of this requirement.</p> <p><i>The club does not have the legal authority to compel someone to sign up to the NHS Test &amp; Trace service.</i></p>		<p>The club keeps records of all students, including registers of attendance, date and time of attendance and which instructors were leading each group.</p> <p>The new PAR-Q form / WKF self-cert questionnaire requires students to engage with NHS Test &amp; Trace.</p>

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			Any parent, guardian or spectator remaining inside the premises for 15mins or more will be asked to 'sign in', providing name, contact number and time entered/exit the premises.		Signage will be in place at the premises setting out what the data collected will be used for and the circumstances in which it may be accessed by NHS Test & Trace.
Lack of consistency in adhering to guidance and risk assessment	Risk of infection	M	A 'Student Return to Karate Process' will be created and used for each class. It is attached to this document.	L	

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
Outdoor training	Ground condition	M	Lead instructor will check for Ground Surfaces: checking for holes, cracks, rocks, slippery or uneven ground		
	Hazards	M	Hazards: Broken glass, syringes, rubbish, dog excrement, broken equipment		
<i>This Risk Assessment is in addition to the indoor Covid-19 Risk Assessment.</i>	Emergencies & First Aid	L	All attendees aware of emergency meeting place. Lead instructor explains the procedure for first aid/other emergencies at the start of each session, a designated instructor or other key volunteer as the first aider for the session. First Aid Kit (Inc incident book) and Mobile phone will be kept by the lead instructor or designated first aider in case of emergencies.		Only sites accessible to emergency services will be used for outdoor sessions.
	Enough space for social distancing	L	Student/Instructor ratio ( <del>currently 5:1</del> ), cones used to mark student training areas, to ensure enough space to adhere to social distancing safely and allows the instructor to observe all participants.		Updated, groups of max 30 are allowed outdoors (including instructors, students, parents & guardians).
	Weather conditions	M	Lead instructor will check: Are the weather conditions safe to conduct the training session? Are any modifications to the session needed based on the weather condition? (i.e. into the shade, reduced intensity)		Procedure for cancelling classes due to the weather
	Attendance tracking	L	Written register kept for each class, all students need to pre-register, parents will stay near to the training area so that they can view all activity and remain responsible for their own children.		



Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
	W/C	L	Are there toilet facilities on the site? If so, strict personal hygiene protocols must be adhered to.		
	Participant and instructor dress code	L	Karate suits should not be worn. Loose fitting clothes with suitable footwear, with additional sun hat and light raincoat if necessary.		
	Personal Belongings of participants	L	Lead instructor will remind participants and check that all jewellery is removed and stored safely, with all other personal belongings stored safely away from the immediate training area.  The club will not be held responsible for any personal belongings.		
	Equipment	L	All equipment used is suitable for use outdoor, no shared equipment. Any equipment is cleaned between groups.		
	Warm-up / Cool-down, lesson plan	L	Suitable Warm-up / Cool-down will take place, taking into account the weather and ground conditions.		
	Parking	L	If parking facilities are available, are there enough for the number of people accessing the session – without being detrimental to the general public		
	Insurance for outdoor training	L	The English Karate Federation have been in contact with the insurer and reported via social media (3 <sup>rd</sup> June 2020) that existing policy cover (VIA the EKF) is suitable, and specific 'pandemic insurance' policies are not currently available.	L	This will be reviewed before the renewal date.

## Essential Equipment

- Hand sanitiser – can't be shared amongst students (even if from the same household).
- Carrier bag – to place shoes, coats and personal belongings within their designated training zone.
- Extra pair of shoes to train in at your discretion, you can train barefoot as normal if you prefer (shoes need to be cleaned before/after each use and be suitable for use on mats).
- Karate suits/training clothing – this must be cleaned after each use.
- Karate gloves – club use equipment will be available if necessary (& be strictly cleaned and quarantined after each use) but we are asking all students to purchase their own. (TBC)
- Gum Shields – should not be brought to the dojo at this time.
- Sweat towels – should not be brought to the dojo at this time.
- All equipment must be taken home after every class. This includes students and instructors.
- No changing rooms will be available at this time, and students can't get changed in the dojo or W/C.

Schedule of Return		Lead
Saturday 25 <sup>th</sup> July	Instructors Training Session, 9-10am	Instructors
Monday 27 <sup>th</sup>	Two groups (currently training outdoors) training indoors. Group 1 - 5-6pm	CJ, HK, MC
	Group 2 - 6.15-7.15pm	
Tuesday 28 <sup>th</sup>	Advanced Class - 6.15-7.15pm	CJ
	Adult Class – 7.30-8.30pm	CJ
Wednesday 29 <sup>th</sup>	Two groups (currently training outdoors) training indoors. Group 1 - 5-6pm	CJ, HK, MC
	Group 2 - 6.15-7.15pm	
Saturday 1 <sup>st</sup> August	Little Ninjas Re-Launch	AJ
	Group 1 – 9-9.30am	
	Group 2 – 9.45-10.15am	
	Karate Re-Launch	LJ, CJ
	Kids Beginners 10.30-11.30am	
	Kids Intermediate 11.45-12.45	
Monday 3 <sup>rd</sup> August	Full (modified) schedule returns New Starters resume	Instructors
Monday 7 <sup>th</sup> September	Full schedule resumes indoors	Instructors

## Student Return to Karate Process

### Before Attending

- New PAR-Q form for all students
- New WKF Self-Cert for all students
- Written guidance on returning to the club, changed ways of working and layout, and the risk of group exercise.
- All students need to book in for classes electronically, and pay via SO.
- Parents should ensure children have good hygiene and have used the W/C before attending.
- Anyone with symptoms or living in a household with someone with symptoms should contact the NHS Test & Trace service and not attend any exercise session.

### Arriving at the club

- Queuing outside, adhering to social distancing (marks on the pavement)
- Students enter when invited to by instructor, parents should remain outside where possible.
- Students (& parents if entering) are asked to use hand sanitiser upon entering the premises.
- Instructors do a visual check for symptoms and general health and wellbeing of students as they enter.
- Students are directed to their assigned training area where they will wait for the start of the class. Outdoor shoes should be removed before standing on the mats and taken with the student and placed in a carrier bag at their designated training area.
- If students are going to be training in shoes (different to the outdoor shoes) then they should put these on at this point.
- Parents and students should refrain from handing anything to instructors. PAR-Q forms & WKF Self-Cert will have been completed electronically prior to attending. Any equipment orders can be done via deferred payment and be collected at the next class.

### During the class

- All students will be given a brief update on safety rules, including hand sanitiser and social distancing etc... at the start of their class.
- Students will be regularly reminded of the safety rules throughout the class.
- Students must stay within their designated training zone at all times, including during breaks.
- If Students need to use the W/C they must ask the lead instructor, who will take suitable precautions for safety reasons such as waiting for a specific activity to finish before allowing a student to visit the W/C. Students need to thoroughly wash and dry hands before returning.
- A 'hygiene break' will be given every 20mins. This will simply be a chance for students to refresh their hands with hand sanitiser. This will also take place before and after having a drink/rest, and before and after using any equipment. Any equipment used should be wiped down where possible by the students.
- Students and parents, as per usual are expected to follow all instructor and staff instructions at all times.

### After the class

- Wipe down the immediate training area, and any equipment that may have been used with the wipes provided (where possible).
- Use hand sanitiser.
- Collect personal items and leave the tatami when instructed to do so by the instructor, putting outdoor shoes on upon leaving the mats.
- Leaving the premises promptly and not congregating outside.
- Shower promptly upon arriving at home.

**27th July - 1st August**

Monday			Max Student No
5:00 – 6:00pm	Karate	Group 1 (Existing group from outdoors)	15
6:15 – 7:15pm	Karate	Group 2 (Existing group from outdoors)	15
Tuesday			
6:15 – 7:15pm	Advanced Karate	Advanced Grade (Blue Belt & Above)	15
7:30 – 8:30pm	Adult Karate	All Grades, 14 years & above	15
Wednesday			
5:00 – 6:00pm	Karate	Group 1 (Existing group from outdoors)	15
6:15 – 7:15pm	Karate	Group 2 (Existing group from outdoors)	15
Friday			
6:15 – 7:15pm	Advanced Karate	Advanced Grade (Blue Belt & Above)	15
7:30 – 8:30pm	Adult Karate	All Grades, 14 years & above	15
Saturday			
9:00 – 9:30am	Little Ninjas	Group 1	10
9:45 – 10:15am	Little Ninjas	Group 2	10
10:30 – 11:30am	Kids Karate	Beginners, 5-13 years	15
11:45 – 12:45pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15

**3rd August - 6th September**

Monday			Max Student No
5:15 – 5:45pm	Little Ninjas	Group 1	10
6:00 – 6:30pm	Little Ninjas	Group 2	10
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15
Tuesday			
5:15 – 5:45pm	Little Ninjas	Group 1	10
6:00 – 6:30pm	Little Ninjas	Group 2	10
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Advanced Karate	Advanced Grade (Blue Belt & Above)	15
7:30 – 8:30pm	Adult Karate	All Grades, 14 years & above	15
Wednesday			
5:15 – 5:45pm	Little Ninjas	Group 1	10
6:00 – 6:30pm	Little Ninjas	Group 2	10
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15
Friday			
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Advanced Karate	Advanced Grade (Blue Belt & Above)	15
7:30 – 8:30pm	Adult Karate	All Grades, 14 years & above	15
Saturday			
9:00 – 9:30am	Little Ninjas	Group 1	10
9:45 – 10:15am	Little Ninjas	Group 2	10
10:30 – 11:30am	Kids Karate	Beginners, 5-13 years	15
11:45 – 12:45pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15

**7th September onwards**

Monday			Max Student No
5:15 – 5:45pm	Little Ninjas	Group 1	10
6:00 – 6:30pm	Little Ninjas	Group 2	10
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15
Tuesday			
5:15 – 5:45pm	Little Ninjas	Group 1	10
6:00 – 6:30pm	Little Ninjas	Group 2	10
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Advanced Karate	Advanced Grade (Blue Belt & Above)	15
7:30 – 8:30pm	Adult Karate	All Grades, 14 years & above	15
Wednesday			
5:15 – 5:45pm	Little Ninjas	Group 1	10
6:00 – 6:30pm	Little Ninjas	Group 2	10
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15
Thursday			
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15
Friday			
5:00 – 6:00pm	Kids Karate	Beginners, 5-13 years	15
6:15 – 7:15pm	Advanced Karate	Advanced Grade (Blue Belt & Above)	15
7:30 – 8:30pm	Adult Karate	All Grades, 14 years & above	15
Saturday			
9:00 – 9:30am	Little Ninjas	Group 1	10
9:45 – 10:15am	Little Ninjas	Group 2	10
10:30 – 11:30am	Kids Karate	Beginners, 5-13 years	15
11:45 – 12:45pm	Intermediate Karate	Intermediate Grade (Yellow – Green Belt)	15

## Full Schedule, Indoor Karate from July 2020 (incremental rollout)

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
MON										BEGINNER COURSE	KIDS BEGINNER	INTERMEDIATE				
											NINJA	NINJA		JUJITSU		
TUES										BEGINNER COURSE	KIDS BEGINNER	ADVANCED	ADULTS			
											NINJA	NINJA		KICK BOXING		
WED										BEGINNER COURSE	KIDS BEGINNER	INTERMEDIATE				
											NINJA	NINJA		KICK BOXING		
THURS										BEGINNER COURSE	KIDS BEGINNER	INTERMEDIATE				
FRI										BEGINNER COURSE	KIDS BEGINNER	ADVANCED	ADULTS			
									AFTER SCHOOL					JUJITSU		
SAT			NINJA	NINJA	KIDS BEGINNER	INTERMEDIATE										
SUN																

\*Beginner Courses will run when minimum numbers have booked on