

**RISK ASSESSMENT – WEYDON SCHOOL & SHOTTERMILL JUNIOR SCHOOL - TOPIC COVID-19 – 26/08/2020**

**IMPORTANT – STUDENTS MUST READ AND CONFIRM THIS VIA EMAIL, WHEN BOOKING YOUR TRAINING SLOT**

SURREY KARATE recognises that all risks cannot be completely removed; therefore this risk assessment prioritises the significant risks in line with government and English Karate Federation (EKF) guidance.

For all our activities, instructors will assess risks and put in place control measures and record as required.

Concerns & changes in risk management practice that are seen by Instructors to be significant, should be reported to [info@surreykarate.co.uk](mailto:info@surreykarate.co.uk)

This Risk Assessment can be read in conjunction with SURREY KARATE's Health & Safety Policy and safeguarding policy. Please ask if you would like to be sent a copy electronically.

As a result of COVID-19, SURREY KARATE has produced this Risk Assessment to help our Club(s) comply with the Government & EKF guidelines. It is important to understand that these measures are taken in a bid to minimise the risk of COVID-19, being passed between participants whilst training. SURREY KARATE and our clubs will do their upmost to provide a safe environment, but take no responsibility for members who contract COVID-19, however contracted.

The responsibility for a safe training environment is shared between the instructor and all of the members. The members must make their own risk assessment as to where, when or whether they will train. Members have the responsibility to NOT train or attend the dojo, if they have any symptoms that may be in anyway related to COVID-19. Furthermore, if they have had contact with anyone who has, or is suspected of being infected with the COVID-19 virus, they must NOT train and should follow government guidelines on required isolation & timescales etc.

The responsibility for the safety and wellbeing of those less than 18 years of age is with the parent or guardian.

Please note that this table below of risk is by no means exhaustive or comprehensive & other risks may emerge. SURREY KARATE will continue to work within the latest government & EKF guidelines and therefore this risk assessment will be reviewed and updated as necessary.

<b>Significant Risks</b>	<b>People at Risk</b>	<b>Measures to reduce risk</b>	<b>Review</b>
Member has underlying medical condition which may be more affected by COVID-19	All	Distribute Risk assessment documents via email and paper to advise not to attend if show symptoms Ask at each training session & temperature check.	
Infection transmission via airborne transmission	All	Anyone with coughs or colds etc must NOT train or enter the Dojo	
Change over between other classes using the Dojo	All	Allocate adequate time between Classes.	
Infection transmission via airborne or physical contact whilst	All	All students and instructors must arrive in a clean Gi and shower at	

changing.		home immediately after training	
Infection transmission via airborne & physical transmission	All	Social distancing on site and hand sanitation upon entry of dojo. Masks can be worn if people wish to. No kiai or shouting.	
Infection transmission by physical contact	All	Hand wash facilities at venue/ encourage members to bring hand sanitiser – pre-entry and exit from the dojo	
Infection transmission by physical contact with surfaces	All	Avoid contact with door handles etc if possible. Door handles sanitised between classes. Wash hands/hand sanitiser gel	
Parents/ spectators attending with members.	All	No spectators are allowed inside and parents to drop children off at electronic door entrance. Wait outside rear door for collection and socially distance. Parents must either leave the campus or stay in their car during children's class and collect them at the end of class, whilst socially distancing from other parents. Parents are asked to keep their contact phone on, in case they need to collect a child early.	
Attendance register	All	The classes will be pre booked and pre paid, so a formal register will be kept, along with contact details.	
Infection Transmission via Cash/Cheques	All	Use electronic payments and pre booking only; with spaces booked for one month in advance.	
Infection transmission by physical contact whilst training	All	No physical contact or sparring, pairwork or use of pads/shields or gloves. Maintain physical separation in line with NGB guidelines of 3m x 3m. Limit training time when members face each other.	
First Aid - Injury requiring medical treatment, and/or hospital visit.	All	A qualified First Aider will present. Review First Aid procedures in line with the COVID-19 restrictions and	

## Phase 1 EKF indoor training guidelines – students must read this!

This guidance is based upon best advice provided by, and is compliant with, UK government directives. The principle aim of this guidance is to safeguard against the potential spread of the COVID 19 virus whilst allowing for a phased return to full karate training. It will be updated as and when new information is received. It must be noted that clubs will also be obliged to follow any further regulations that are required by any facility they might use. This guidance should be followed exactly by students, parents and instructors.

### Preparation/Planning

Each club must ensure the following;

- Safe and orderly entry and exit to the dojo observing social distancing protocols. Participants should queue outside at appropriate social distance. They should not enter the dojo until invited.
- Mandatory Health check on arrival. A simple health check questionnaire should be completed asking if the participant has experienced any illness since the previous session. Should a member report having any symptoms of COVID 19, then they must not be allowed to train and must report immediately to the NHS for a formal test. Instructors must make a clear note of such an occurrence. Every person's temperature is checked on arrival (hand held devices are readily available from various sources online). For those that hire facilities, this check might be conducted by the facility management (instructor must check)
- The dojo must have clear markings where each person should stand. Each mark must cover 3x3 metres square. The member should occupy the middle of that square. This is to ensure that adequate distance is maintained at all times even during practice. It is possible for a member to occupy other parts of their allocated space, but all members in the class must occupy the same space within their allocated area, which maintain social distancing. Instructor must constantly observe that social distancing is maintained throughout training.
- On entry a member must be directed to a designated marked position and wait for the session to begin. This may be particularly challenging for our younger members who must be constantly monitored. A full explanation will help to maintain this.
- Members should arrive changed and ready. It is anticipated that changing rooms will not be open. There should be no changing in toilets, or the dojo. It is also recommended that members will bring a clean pair of gym shoes to wear during practice.
- Sessions should be pre-booked. For larger clubs we advise that bubble/pods are formed which would decrease the potential for contamination between members.
- Payments for sessions should be contactless where possible.
- A record of contact details of all those that attend sessions (including spectators) must be kept to assist the governments track and trace programmes. Clubs are legally obliged to ensure they have this information. Members must be advised of this record and that they do not have a choice to 'opt-out' of this obligatory requirement.
- The dojo must be ventilated as best as possible with doors and windows open at all time, unless otherwise directed by the facility provider. It is recognised that some modernised facilities will have appropriate ventilation. In facilities where such ventilation is not available, it is imperative that the appropriate risk assessment is undertaken to identify how this can be mitigated.
- Cleansing gel needs to be used before and after practice. It is the responsibility of both the instructors and the members to ensure that antibacterial gel is readily available.

### Training/Practice

- Only NON CONTACT training is allowed at this time. Though some family groups could practice with contact, this should not happen in 'public' sessions as it will give the wrong impression and must not form any part of the community training programme at this time

- Drilling in moving lines (like marching) is only allowed if participants are in a single rank and have clear 'lanes' to move up and down. There must be no entry into another person's marked space at any time.
- Appropriate shoes should be worn at all times. Bare feet present significant risk of transmission to the dojo surface through perspiration. Members will bring a clean pair of gym shoes to wear during practice. Members are not allowed to train in sock (or similar) as this presents a number of risks such as slipping, as well as being unhygienic.
- No Ki-ai. Forcefully driving air from the body (as in shouting) increases the risk of droplets being spread, and would require greater social distance needed between participants as well as potentially infecting surfaces around the members. In this context, Instructors need to be mindful of their own calls/commands, and should seek to increase distance between themselves and the assembled class
- Face covering are not compulsory at this time, but consideration must be given to their use. Note, that some facilities will insist on their use.
- Sharing of any equipment is prohibited.
- Instructors must refrain from guiding, or touching any member's limb during practice.

### Post Session

At the end of, or between sessions;

- Members must leave the dojo in an orderly and organised fashion. They must leave as they arrived, and change at home.
- All members are advised to immediately shower on returning to home
- All members MUST clean their training clothes (gi or otherwise) between sessions.
- Any congregating of people must be away from the dojo and outside, whilst maintaining Social Distancing protocols. The social aspects of a club should not be underestimated as it contributes to the overall well-being of members, but these activities must be conducted in line with government guidance.
- There must be no hugging or embracing between members at any point, but especially after a session when members are likely to have been perspiring.
- If between sessions, then all surfaces must be cleaned using an appropriate steriliser.
- If multiple classes are held over the day/evening, the instructor must allow adequate time between classes for clearing and cleaning of the dojo. This is to ensure and minimise the risk of contamination, and maintaining social distancing. It is vital there is no over-crowding at any time around entrances and exits.
- As is usual in a traditional dojo, no drinking or eating is allowed in the dojo or entrance areas.
- There must be no shared use of drinking bottles at any time.

### Safe Guarding

- All Safe-Guarding, child protection, and vulnerable adults protocols remain in place.
- Clubs must ensure they have clear, explicit, written permission from parents/carers allowing their child to return to training.

It is recognised that implementing the above measures will place significant pressure on time and space. However, these measures are mandatory if clubs wish to train in their dojo.

### Training guidelines for COVID-19 specific for WEYDON SCHOOL

Please see below basic training guidelines specific to **WEYDON SCHOOL**. These may be modified as we have more information and/or government guidelines change. Members should make the Club Instructors aware of any underlying medical condition which may be adversely affected by COVID19. These are all agreed with and put in place in agreement with **WEYDON SCHOOL**

<b>Training Routine</b>	<b>Guidance</b>
Instructors	Instructors will have no physical contact with any of the training participants or attendees. Follow Government & EKF guidelines regarding distance between you and your students.
Spacing / Calculation of Dojo capacity	Utilise the full floor area of the Dojo to achieve the required separation. Follow EKF and Government guidelines. Do not exceed capacity, which is 21 students per class.
Kihon (Basic Techniques)	To be performed such that the recommended separation is maintained
Kata	To be performed such that the recommended separation is maintained.
Kiai	None allowed
Clothing	Students must arrive already changed for class
Footwear	Students must wear trainers or suitable footwear during the classes
Social distancing	All those associated with the club must socially distance at all times before, during and after training, whilst on campus.
Foyer	The foyer outside the dojo must NOT be used before training and students must wait outside. If raining, please wait in your car until a couple of minutes before class starts.
Use of outside courts	If the weather is dry, we MAY use the outside Astroturf courts during September. Please follow the above guidance for meeting; we will take that decision on the day and take students around to the designated area.
Ventilation	Doors and windows to be left open where appropriate, so minimal touching and adequate ventilation is achieved.
Entering & leaving building	Students should wait outside in the open area outside and not enter the hallway or dojo, until the instructors allow them. The new electronic doors will be opened ten minutes before class starts and parents and students should socially distance when outside, or wait in the car if raining. Students will leave via the rear doors of the dojo, which are by the basketball courts and parents can wait by this door from 5 minutes before end of lesson, but again with social distancing. Plans will be drawn up and on display upon arrival and can be sent electronically upon request.

### **Training guidelines for COVID-19 specific for SHOTTERMILL JUNIOR SCHOOL**

Please see below basic training guidelines specific to **SHOTTERMILL JUNIOR SCHOOL**. These may be modified as we have more information and/or government guidelines change. Members should make the Club Instructors aware of any underlying medical condition which may be adversely affected by COVID19. These are all agreed with and put in place in agreement with **SHOTTERMILL JUNIOR SCHOOL**

<b>Training Routine</b>	<b>Guidance</b>
Instructors	Instructors will have no physical contact with any of the training participants or attendees. Follow Government & EKF guidelines regarding distance between you and your students.
Spacing / Calculation of Dojo capacity	Utilise the full floor area of the Dojo to achieve the required separation. Follow EKF and Government guidelines. Do not exceed capacity, which is 15 students per class.
Kihon (Basic Techniques)	To be performed such that the recommended separation is maintained
Kata	To be performed such that the recommended separation is maintained.
Kiai	None allowed
Clothing	Students must arrive already changed for class
Footwear	Students must wear trainers or suitable footwear during the classes
Social distancing	All those associated with the club must socially distance at all times before, during and after training, whilst on campus.
Foyer	The foyer outside the dojo must NOT be used before training and students must wait outside. If raining, please wait in your car until a couple of minutes before class starts.
Use of outside courts	If the weather is dry, we MAY use the outside rear Astroturf court during September. Please follow the above guidance for meeting; we will take that decision on the day and take students around to the designated area.
Ventilation	Doors and windows to be left open where appropriate, so minimal touching and adequate ventilation is achieved.
Entering & leaving building	Students should wait outside by reception in the car park and not enter the hallway or dojo, until the instructors allow them. The reception door will be opened ten minutes before class starts and parents and students should socially distance when outside, or wait in the car if raining. Students will leave via the same door which they entered and parents can wait outside from 5 minutes before end of lesson, but again with social distancing. Plans will be drawn up and on display upon arrival and can be sent electronically upon request.

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