

Covid-19 Risk Assessment - Kinkan Dojo

Company Name & Address: Essex Martial Arts Academy, 25 Cranston Park Avenue, Upminster, Essex RM14 3UT	Assessment Date: 21st May 2021
Location of Assessment: The Gymnasium, Wingletye Lane, Hornchurch, Essex RM11 3BX	Review Date: 21st June 2021
Activity Being Assessed: Martial Arts Practise	

This risk assessment has been developed in response to the Coronavirus (Covid-19) Pandemic that has currently swept across the United Kingdom, and is required by law under Section 3 of the Health & Safety Act 1974, and in line with the Management of Health & Safety at Work Regulations 1999 (Regulation 3(1)).

The risk assessment details the risks involved to the health and safety of students, parents and instructors who visit the dojo, and the control measures to be put in place to reduce their risk of exposure to Covid-19 and to reduce the spread of the virus.

This risk assessment has been written taking into account the Government Guidelines for working safely during Coronavirus (Covid-19) which were published on 11th May 2020. Any subsequent revisions to the Government Guidance will be taken into account as they affect the dojo. The Kinkan Dojo will also issue guidelines and Infection Control Procedures to parents, students and volunteer instructors, thus providing a comprehensive information package to help reduce the risk of students, parents and instructors being exposed to Covid-19.

Each hazard identified on the risk assessment has been given a rating of how likely it is to happen and the severity of harm likely to occur should the hazard happen. The scale used is as follows:

Likelihood Rating

- High (3) - very likely, almost certain to happen again
- Medium (2) - likely, has happened and could happen again
- Low (1) - unlikely, probability of recurrence close to zero

Severity Rating

- High (3) - death, fractures, amputations, permanent disability
- Medium (2) - time off, ambulance / A&E, temporary disability (3 days off work or more)
- Low (1) - superficial injuries, minor cuts, bruises, first aid (less than 3 days off work)

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To get an overall risk rating for the hazard, the likelihood rating is multiplied by the severity rating. The overall risk rating is then categorised as follows:

RISK FACTOR	RISK LEVEL	ACTION & TIMESCALE
6-9	High	Requires immediate action in terms of effective controls, personal protective equipment, and competent staff training.
3-4	Medium	Requires effective controls to be in place or further action to be taken to reduce the likelihood of encountering the risk or to reduce the severity of the risk.
1-2	Low	No further action.

Hazards that have risk factors between 3-9 will be reviewed and control measures put in place to ensure the risk is either eliminated or reduced as much as possible.

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Types of Hazard Identified	Who Might Be Harmed?	Likelihood 1-3	Severity 1-3	Risk Rating	Control Measures/Safe Systems of Work	New Risk Rating	By Who?	Risk Controlled Adequately?
Exposure to Covid-19 through contact with symptomatic individuals	students / parent or guardian of students/ Instructors/ Volunteers	2	3	6	<ol style="list-style-type: none"> 1. All to be sent a communication to make them aware of what the symptoms are for Covid-19 and the Government guidelines for isolation. 2. All to be made aware that they must not come along to class if they are displaying symptoms of Covid-19 and must self-assess before they attend every class. Signage to this effect will be displayed at the entrance to the training room. 3. Anyone arriving at class showing symptoms of Covid-19 will immediately be asked to leave the site if well enough to do so. 4. If a participant develops symptoms during the class, they must leave the site immediately if well enough to do so. 5. Any individual showing symptoms and unable to leave immediately (e.g. if under 18yrs old) should wait in a room with a door (ideally) or allocated an area at least 2m away from other people whilst awaiting collection (with an instructor if a child) 6. The activity will be stopped immediately and the site manager informed. 7. Test & trace protocol to be initiated. 	3	Jason Hindley	YES
Exposure to Covid-19 through contact with large numbers of people present in one location at drop-off & collection	students / parent or guardian of students/ Instructors/ Volunteers	2	3	6	<ol style="list-style-type: none"> 1. Parent/guardian to drop-off and collect children from outside the room entrance. 2. A socially distanced queuing system will be managed by the instructors for drop-off and collection outside the training room. 3. Students will enter one at a time, and will leave the room one at a time. Parent/guardian to leave the drop off location as soon as their child has been dropped off / picked up. 	3	Jason Hindley	YES

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Exposure to Covid-19 through close contact with other students and instructors within the training room	students / parent or guardian of students/ Instructors/ Volunteers	2	3	6	<ol style="list-style-type: none"> 1. A drop-off and pick-up process will be in place for under 18's at the class, limiting the number of people having access to the training room. 2. Students will enter & leave the training room one at a time, when called to do so. 3. Every student will train solo on their own mat space. All mats will be laid out in a 4m squared configuration and there will be a 2m safety space between each mat configuration. 4. Maximum class size based upon the size of the room is 28. Taking social distancing into account we will not be going above 15 participants at the school during this time. 5. Everyone to wear a face mask whilst in the training room (participants can remove their mask once on their training mat) 6. Hand sanitiser will be available for students to use, and all have been advised to bring their own hand sanitiser. 7. Instructors will maintain social distancing whilst teaching. 8. Students will be instructed to stay on their mat(s) for the duration of the lesson, and must ask permission to leave the mats if they need to do so. 9. Students will be put on the same mats every lesson so that they will be in the vicinity of the same people at each lesson. 10. Students will be asked to train "back to back" within the mat configuration, minimising the risk of "face to face" exposure. 11. Doors to be left open where possible to aid ventilation into the room (as per Govt. guidelines) 12. There will be no bodily contact whatsoever (high fives, etc) allowed between students at all times. 	3	Jason Hindley	YES
Exposure to Covid-19 through contact with common touch points (door handles, etc)	students / parent or guardian of students/ Instructors/ Volunteers	2	3	6	<ol style="list-style-type: none"> 1. Doors will be wedged open where possible to prevent having to use the door handles to enter & exit the room, and to aid ventilation. 2. All common touch points will be routinely wiped down with antibacterial wipes before and after classes. 3. All students, parents/guardians and instructors will be reminded of the need to wash their hands regularly and will be instructed to bring their own hand sanitiser. 4. There will be anti-bacterial hand wash available at the entrance to the training room. Everyone will be asked to use the hand gel (or their own) before they enter the room. 	3	Jason Hindley	YES

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Exposure to Covid-19 through contact with other equipment (mats, training tools, personal items, etc)	students / parent or guardian of students/ Instructors/ Volunteers	2	3	6	<ol style="list-style-type: none"> 1. Students will be instructed to bring, touch and use only their own personal equipment (training tools, water bottles, notes, pens, etc) 2. There will be no sharing of any personal items between students, and sharing of training equipment will be avoided wherever possible. If training equipment does need to be shared it will be wiped clean with an anti-bacterial agent before and after use. 3. Mats will be thoroughly cleaned before and after use with an anti-bacterial agent. 	3	Jason Hindley	YES
Exposure to Covid-19 through use of toilets and changing rooms	students / parent or guardian of students/ Instructors/ Volunteers	2	3	6	<ol style="list-style-type: none"> 1. Students will be advised that the changing rooms are not to be used at the school, students need to arrive in their training kit ready to start the class. 2. Students will not be allowed to change in the training room or anywhere else in the building (hallways, etc). 3. Students can use the toilet in the swimming pool viewing area as directed by the school if required. Students will be advised to wash their hands after they use the toilet and before they re-enter the training room. 	3	Jason Hindley	YES
Exposure to Covid-19 due to exposure to non-participants, e.g. spectators	Students / Instructors	2	3	6	<ol style="list-style-type: none"> 1. Spectators will not be allowed to stay and watch the training, except as specified in the Government Guidelines for child supervision. 2. Students must remain in the training room and not leave until the class has ended, unless they need to use the toilet. 	3	Jason Hindley	YES
Exposure to Covid-19 through contact with cash payments		2	3	6	<ol style="list-style-type: none"> 1. There will be no cash payments taken at class, payments will be made by bank transfer. 	3	Jason Hindley	YES

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First aid treatment		1	3	3	<ol style="list-style-type: none"> All instructors are qualified first aiders. An instructor will guide the student through their own first aid treatment whilst socially distanced. In the case of a child the parent will also be contacted. In more serious cases, an instructor will put on PPE and will treat the student without maintaining social distancing if it would be harmful to the student to not maintain social distancing. An accident form will be completed. 	3	Jason Hindley	YES
Increased risk to individuals with underlying health issues and those from BAME groups	Students / Instructors	1	3	3	<ol style="list-style-type: none"> Every student was made aware of the risks after the first Lockdown, and all current students have self assessed and returned to training aware of the risks. 	3	Jason Hindley	YES
Data for Test & Trace	Students/ parents/ instructors	1	3	3	<ol style="list-style-type: none"> Contact data will be collected for all students attending classes & kept for a minimum of 21 days (attendance data is collected as a matter of routine at classes) 	3	Jason Hindley	YES
Individual participants and parents not aware of new requirements	parents/ students	1	1	1	<ol style="list-style-type: none"> All parents and students will be sent a comprehensive set of guidelines, along with a copy of this risk assessment, before classes commence. All documents will be put on the Kinkan Dojo website for viewing. 	3	Jason Hindley	YES

Assessors Name:	JASON HINDLEY	Assessors Signature:		Review Date:	21ST JUNE 2021
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