

SCHOOLS PLUS RISK ASSESSMENT/CHECKLIST – Covid-19 (Base – to be personalised to customers/activity)

Customer	Venue	Activity Description	Facility	Approver Name	Approval Date	Review Date
Essex Martial Arts Academy	Oaks Park School, Oaks Lane, Newbury Park, Ilford	Martial Arts	Gym	Jason Hindley (JH), Chief Instructor, Essex Martial Arts Academy	8 th April 2021	10 th May 2021 (Stage 3 of the Gov. Roadmap)

Description of activity & hazards	Who might be harmed?	Suggested Controls Responsibility in some areas will fall between SP and the Organising Group and should be clarified on this document	Risk	Confirmed in place	Details/Notes / Further mitigating actions to consider
Introduction of virus from symptomatic or asymptomatic individuals	All	Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolate Advice on website Reminders issued to all attendees on a daily basis	3	JH JH	Warning Signs Covered under Schools Plus RA Risk assessment & updated Procedures document will be loaded onto my website for all to view.
Severe outcome from virus	Vulnerable & extremely vulnerable individuals	Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20). Consider which duties and activities should be allocated to vulnerable and extremely vulnerable employees and attendees. Extra care protocols for vulnerable and extremely vulnerable attendees Consider the needs and concerns of BAME individuals (employees or attendees), who may	3	JH JH JH	Vulnerable & extremely vulnerable attendees will be contacted to discuss their return to training. If vulnerable & extremely vulnerable attendees wish to return to training, we will discuss with them what protocols need to be put into place. BAME individuals will be contacted and discussions had with regards to a return to training.

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		be at increased risk of severe outcomes			
Contracting the virus through contact with infected surfaces or close contact	All	<p>Promote increased handwashing</p> <p>Provide hand cleaning facilities / sanitiser stations</p> <p>Posters advising hand-cleaning and Catch It – Bin It – Kill it</p> <p>Enhanced cleaning of contact points within facilities whilst in use</p> <p>Enhanced cleaning of overall site and contact points not in use by customer (Schools Plus)</p>	2	<p>JH</p> <p>JH</p> <p>JH</p> <p>JH</p>	<p>Signage and facilities will be made available as far as possible within the school</p> <p>There will be a hand sanitiser station at the entrance to the room. Students will also be advised to bring their own hand sanitiser to classes.</p> <p>Doors will be left open to minimise touching handles & to aid ventilation</p> <p>All common contact points within the room will be cleaned with anti-bacterial wipes before, between and after classes.</p> <p>Mats will be cleaned with anti-bacterial spray and a mop before, between and after classes.</p>
Contracting the virus through close contact with others, particularly those who you would not normally meet	All	<p>Social distancing 2m to be enforced at all times where possible and 1m+ where necessary</p> <p>Face coverings to be worn at all times when indoors</p>	2	<p>JH</p> <p>JH</p>	<p>Students will enter and leave the room in a socially distanced way.</p> <p>Students will train on their own, on a single mat. All mats will be laid out in a configuration which ensures they are 2m apart.</p> <p>Students will practise their techniques “face to back”.</p>

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Travel	Participants	<p>Participants should ideally be from the local area and should be advised to arrive by car, on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping off by car must only travel with members of their own household</p> <p>Attendees arriving on public transport should be reminded to follow social distancing and wear masks as required</p>	2	JH JH JH	<p>All students are from the local area, and very few travel by public transport.</p> <p>This advice has been included in the procedures sent to parents and students.</p>
Delivering and collecting children (if relevant to activity)	Parents, Children, staff	<p>Where possible, parents to drop and collect outside the building. Organiser should greet children into the activity and supervise return to parents.</p> <p>Parents should be socially distanced when dropping and collecting and should not mingle or gather with other households.</p>	2	JH JH	<p>Parents to drop off children at the room entrance via the back stairwell, which should avoid interaction with other people.</p> <p>Instructors will greet students into the room one at a time, they will go straight to their designated mat.</p> <p>Exit process the same, via the back stairwell.</p>
Large numbers of people present in one location at drop-off and collection	All attendees and guardians, reception staff	<p>No physical sign-in sheet</p> <p>Advise participants to arrive on time (not too early) and leave promptly</p> <p>Schools Plus will enforce appropriate queuing, distancing, one way systems etc. as available within the buildings</p>	3	JH JH JH	
Touching of equipment e.g. tables, chairs, sound equipment	Leaders / all attendees / SP staff who touch equipment	<p>Enhanced cleaning protocols</p> <p>Regular cleaning of surfaces and contact points (Customer)</p>	3	JH JH	<p>All common touch points will be cleaned in-between classes.</p> <p>Mats will be cleaned before classes, in-between classes and at the end of the evening.</p>

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	after event	Cleaning at beginning and end of each day and between groups (Schools Plus)		JH	
Use of shared equipment	Participants	Sharing of equipment to be avoided completely where possible, or cleaned between users	3	JH	Students will be instructed to use only their own personal equipment, there will be no sharing of equipment
Use of personal equipment	Participants	Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguarding	2	JH	
		No sharing of personal equipment at all		JH	
Food & Snacks	Participants	Attendees should bring their own food, snacks and water bottles	2	JH	Only water bottles are allowed during training, and students will bring their own bottles and will not share.
		Eating and drinking should take place outdoors if possible		JH	
		No sharing of food or water bottles		JH JH	
		Social distancing 2m to be observed whilst eating. People eating should be seated		JH	
		Attendees take their bottles and packaging/food carriers away with them at the end of each day		JH	
Indoor Activities	All	Social distancing to be maintained as far as possible in line with guidelines for relevant activity	2	JH	The mats will be laid out at 2m distance from each other in all directions, and as students arrive at the gym they will be directed straight onto a mat. Students will stay on their mat for the duration of the activity.
		Face coverings to be worn where possible		JH	Students will train solo, on their own mat and will not come into contact with any other student.

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		<p>Large spaces to be used as much as possible</p> <p>Singing is to be avoided except by professional performers for work purposes only.</p> <p>Ventilation to be enhanced as much as possible</p> <p>If your activities can be conducted outdoors then they should be</p> <p>No indoor competitive sport unless according to an approved body's guidelines</p>		<p>JH</p> <p>JH</p> <p>JH</p> <p>JH</p> <p>JH</p>	<p>Students will train "face to back" where possible, they will not practise facing each other.</p> <p>Windows and doors will be left open to aid ventilation.</p> <p>Our martial art is not competitive so it is easy to practise solo.</p>
Outdoor Activities	Participants	<p>Social distancing to be maintained as far as possible</p> <p>No contact – i.e. no matches, no tackling unless according to an approved body's guidelines</p>	2	<p>JH</p> <p>JH</p>	N/A
Exceeding Capacity of facility	All Participants	Max attendees defined by capacity of your facility or your activity – must be strictly enforced	3	JH	<p>MAXIMUM CAPACITY FOR CHILDREN'S CLASS IS 15, 16 for adults</p> <p>How will you ensure that this capacity is not exceeded?</p> <p>Students will be asked for their specific training days, and scheduled to ensure only a maximum of 15/16 students are present at any one class.</p>

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Toilets (where bubbles of children will be present)	Children and supervisors	<p>Toilets to be allocated to bubbles if relevant</p> <p>Manage use of toilets to limit the number of children at any one time</p> <p>Children from different bubbles should not use toilets at the same time if possible</p> <p>Toilets to be cleaned frequently. At least 2x per day (SP) and between use by different groups if possible (Customer)</p>	2	JH JH JH JH	Parents will be asked to ensure children use the toilet before they leave for class, so no need to use the toilet at the training facility.
Data for Test & Trace	All	Contact data for all attendees to be held by the organising group for a minimum of 21 days.	N/A	JH	Student attendance at every class is already recorded & student details kept on file.
First Aid	All	<p>Each customer to have a First Aider if possible</p> <p>First Aider to wear disposable PPE when administering First Aid</p>	3	JH JH	Every instructor is First Aid trained, and qualifications are all current.
Symptomatic Individual	All	<p>If a participant develops symptoms of Covid-19 while in attendance, they will need to leave the site immediately if well enough to do so.</p> <p>Activity must stop immediately and you MUST notify Schools Plus staff immediately</p> <p>Any individual showing symptoms and unable to leave immediately to be kept in an allocated room awaiting collection, with a Supervisor if a child</p> <p>Supervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintained</p> <p>Test & Trace to be notified. Whole bubble and</p>	2	JH JH JH JH JH	All parents and adult students will be sent a communication stating how vital it is that no-one attends training who is showing symptoms of Covid-19.

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		supervisor may be required to self-isolate for 14 days			
Individual participants not aware of requirements	All	<p>Communicate policies and risk assessment with all participants</p> <p>Share useful links, e.g. as shown</p>	1	JH	<p>All parents & students will be sent copies of risk assessments, a guidance document and a document detailing the change in procedures that will be implemented. All parents and students will be required to sign a document stating that they have received, read and understood all the above communications before they are allowed to return to practise.</p>

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Appendix: Rating Risk & Action Required

Risk Rating – Specific to Covid-19 and SUPPLEMENTARY to general Risk Assessment

Likelihood	
1	Very unlikely (complete separation of different households)
2	Unlikely (2m distancing of separate households)
3	Moderate (1m+ distancing of separate households)
4	Likely (Less than 1m+ distancing)
5	Very likely (No distancing / large groups)

Risk Level above 3 is unacceptable

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USEFUL LINKS:

USE OF COMMUNITY FACILITIES:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

OUT OF SCHOOL SETTINGS:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

WORSHIP:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

PERFORMING ARTS:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

RECREATIONAL TEAM SPORTS:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

GRASSROOTS SPORT:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

BADMINTON:

<https://www.badmintonengland.co.uk/media/8867/rtp-clubs-v3.pdf>