

General Risk Assessment Activity Form - Covid-19

Company Name & Address: Essex Martial Arts Academy, 25 Cranston Park Avenue, Upminster, Essex RM14 3UT	Assessment Date: 25th September 2020
Location of Assessment: The Sports Hall, Abbs Cross School, Abbs Cross Lane, Hornchurch, Essex	Last Review Date: 7th April 2021
Activity Being Assessed: Martial Arts	Next Review Date: 10th May 2021 (in conjunction with any guidance issued from Step 3 of the Governments Roadmap)

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	Risk Adequately Controlled?
Exposure to Covid-19 through contact with symptomatic individuals	students / parent or guardian of students / Instructors	1	3	3	<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 testing and isolation. 2. All to be made aware that they must self assess themselves before class and not attend class if they are displaying symptoms of Covid-19. 3. Warning signs displayed around the building. 4. Anyone arriving at class showing symptoms of Covid-19 will immediately be asked to leave the site if well enough to do so. 5. If a participant develops symptoms during the class, they must leave the site immediately if well enough to do so. 6. Any individual showing symptoms and unable to leave immediately 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) 7. The activity will be stopped immediately and the site manager informed. 8. Test & trace protocol to be initiated. 	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	1	3	3	<ol style="list-style-type: none"> 1. Parent/guardian to drop-off at canteen entrance and leave via fire door in sports hall. Same process for collecting children at the end of the training. 2. A socially distanced queuing system will be managed by the instructors for drop-off and collection outside the sports hall. 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. 	YES
Exposure to Covid-19 through close contact with others within the sports hall	students / parent or guardian of students / Instructors	1	3	3	<ol style="list-style-type: none"> 1. A one way drop-off and pick-up process will be in place for parents arriving to drop off their children and then leaving the class. 2. Students will enter & leave the sports hall one at a time, when called to do so. 3. Every student will train on their own, on a single mat. All mats will be laid out in a configuration which ensures they are a minimum of 2 metres apart. 4. Instructors will maintain social distancing whilst teaching. 	YES

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Types of Hazard Identified	Persons In Danger	Likelihood 1-3	Severity 1-3	Risk Rating	Control Measures/Safe Systems of Work	Risk Adequately Controlled?
Exposure to Covid-19 through close contact with others within the sports hall (continued from previous page)	students / parent or guardian of students / Instructors	1	3	3	<ol style="list-style-type: none"> 5. Students will be instructed to stay on their mat(s) when practising their techniques, and must ask permission to leave the mats in order to maintain social distancing. 6. Students will train in the same location in the room every week, so they will be in the vicinity of the same people at each lesson. 7. Students will train “front to back” within the mat configuration, minimising the risk of “face to face” exposure. 4. Doors to be left open where possible to aid ventilation into the room (as per Govt. guidelines) 	YES
Exposure to Covid-19 through contact with common touch points (door handles, etc)	students / parent or guardian of students / Instructors	1	3	3	<ol style="list-style-type: none"> 1. Doors will be held 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 classes, between lessons and after classes. 3. All students, parents/guardians and instructors will be reminded of the need to wash their hands regularly. 4. There will be anti-bacterial hand wash available at the dojo entrance to the sports hall. Everyone will be asked to use the hand gel before they enter the room. 	YES
Exposure to Covid-19 through contact with other equipment (mats, training tools, personal items, etc)		1	3	3	<ol style="list-style-type: none"> 1. Students will be instructed to touch and use only their own equipment (training tools, water bottles, notes, pens, etc). 2. Water bottles should be filled up at home, not at the leisure centre. 3. There will be no sharing of any equipment between students whatsoever. 4. Mats will be thoroughly cleaned before classes begin, between lessons and after the last class ends. 	YES
Exposure to Covid-19 through contact with cash payments		1	3	3	<ol style="list-style-type: none"> 1. There will be no cash payments taken at class, payments will be made by bank transfer. 	YES

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Types of Hazard Identified	Persons In Danger	Likelihood 1-3	Severity 1-3	Risk Rating	Control Measures/Safe Systems of Work	Risk Adequately Controlled?
First aid treatment		1	3	3	<ol style="list-style-type: none"> 1. All instructors are qualified first aiders. 2. An instructor will guide the student through their own first aid treatment. In the case of a child the parent will also be contacted. 3. 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 (as per Government guidelines). 	YES
Risk of students suffering from allergic reactions as a result of coming into contact with the cleaning product used to clean the mats	Students	1	3	3	<ol style="list-style-type: none"> 1. All parents/guardians/students will be sent a communication to ensure that if there are any concerns then speak to Jason before attending the class. 2. Instructors will ensure that the mats are dry before allowing students onto them between cleans. 3. Jason will contact those students who indicated they suffered from asthma or allergic reactions on their original application forms to discuss the risks, and what action should be taken. 4. The cleaning products to be used (mop, spray, etc) will be stored in a location away from the training area. 	YES
Data for Test & Trace	Students/ parents/ instructors	1	3	3	<ol style="list-style-type: none"> 1. 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) 	YES
Use of toilets & changing rooms	Students/ instructors	1	2	2	<ol style="list-style-type: none"> 1. Parents/guardians and students will be advised that the use of toilet facilities should be avoided where possible. 2. Students will attend classes already in their clean uniforms so no need to use changing rooms. 	YES
Individual participants and parents not aware of new requirements	parents/ students	1	1	1	<ol style="list-style-type: none"> 1. All parents and students will be sent a comprehensive set of guidelines, along with a copy of this risk assessment, before classes commence. 2. All documents will be put on the Kinkan Dojo website for viewing. 	YES

Assessors Name: JASON HINDLEY

Assessors Signature: JASON HINDLEY

Date: 07/04/2021