

**COVID-19 RISK ASSESSMENT**

**Last updated 10 September 2020**

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| **Risk** | **Controls** | **Further actions** |
| 1. Getting or spreading coronavirus by not washing hands or not washing them adequately | Provision of hand sanitiser for use on entry and exit  Water, soap & drying facilities in bathroom | Purchase hand sanitiser  Place hand sanitiser near entry & exit points  Check with premises management to ensure adequate  handwashing facilities in place in bathroom  Onsite Instructors to encourage use of hand sanitiser &  handwashing facilities before & after training  Regular use of hand sanitiser & handwashing facilities by  Instructors  Check if attendees with sensitive skin may require separate handwashing/sanitising provision; consider purchase of  sensitive‐skin handwash or they bring their own  Remind members about the need for good hand hygiene |
| **2. Getting or spreading coronavirus in high traffic areas** | Single session events  Use of separate entry and exit points to avoid congestion  Limit bathroom breaks to one person at a time | Advise members of separate entry and exit points and to socially distance on entry and exit  Instructors to direct students to the correct exit  Designate a safe but socially distanced area for late pick ups  Source and purchase cleaning equipment  Advise students to use the bathroom at home where possible  Advise students to arrive and leave in the clothes they will train in |
| **3. Getting or spreading coronavirus by not cleaning equipment, surfaces and training areas such as**  **- bathroom taps**  **- hand sanitiser**  **- equipment**  **- floors** | Use of outdoor venue  Regular cleaning of:  ‐ Door handles & locks, including bathroom  ‐ Bathroom taps  ‐ Toilet flush  ‐ Hand sanitiser & soap dispensers  Shoes to be worn | Print checklist itemising surfaces & equipment to be cleaned before & after each class  Coaches to complete cleaning checklist before & after each class  Source & purchase cleaning equipment  Warn students/parents not to touch club equipment unless instructed  No unnecessary equipment to be taken to the club  Equipment to be handled by coaches only |
| **4. Getting or spreading the virus by not socially distancing** | Measures for high traffic areas as outlined in Potential Risk 2  Limit number of students per class according to social distance rules  Consider whether new student applications may need to be suspended  Limit number of coaches per class  Keep students in consistent groups where possible  Designated training area for each student, for their use only, with 2 metre distance from other students & coaches  Students asked to consider if a bag is necessary; bottles bags and coats at their designated spot, away from others  Avoid asking students to shout or raise voices, due to the increased risk of spreading infection  Prohibit activities requiring close contact, such as self‐ defence and sparring  Avoid having students positioned face‐to‐face  If coaches are required to provide first aid, mask and gloves should be worn | Visit premises & identify maximum number of students that can safely participate while distancing from other students and coaches  Use markers to designate individual training areas for each student, with safe distances in‐between  Pre‐warn members to limit spectators to maximum one per family where a child is training; spectators to be outdoors socially distanced (notwithstanding safeguarding measures).  Pre warn students about where to leave coats, bags, water bottles  Clear route around venue to allow access to bathroom while maintaining physical distance from others.  Ask members for feedback regarding the needs of those most at risk (or with household members who are shielding); how can we support?  Advise members on the new physical distancing measures, as well as use of masks (not advised but up to individuals)  Ensure students take all their belongings with them when they leave  Ensure first aid kit is restocked with essential items, including masks and gloves |
| 5. Poor workplace ventilation leading to risks of coronavirus spreading | Use of outdoor venue |  |
| 6. Increased risk of infection and complications for vulnerable students and Instructors | Discuss individual needs with students and Instructors | Record feedback |
| 7. Increased risk of infection due to attendees being unaware of new procedures | Share risk assessment & list of new procedures with Instructors prior to club reopening  Share risk assessment & list of new procedures with members/parents prior to club reopening | Email documents to coaching staff; ask for feedback and update/amend documents where necessary  Email new procedures to members/parents, emphasising the need to read carefully and encouraging them to feed back any questions or concerns  Post risk assessment and new procedures on club website, with links via social media channels |
| 8. Risk of further infection due a case of COVID-19 being identified within the club | Keep register of all attendees (including students and Instructors) to provide to NHS Test & Trace  Anyone displaying symptoms while at the club should immediately go home and be advised to arrange a COVID‐19 test. All surfaces that this person has touched must be cleaned. Date of incident should be noted and coaches should follow up with the individual to check on their test result  In the event of an outbreak (two or more people experiencing COVID-19 illness linked to the club), guidance should be sought from Public Health England. If advised to do so, club should be immediately closed; premises management, staff and members should be informed. | Encourage students & coaches to stay home and self‐isolate if they have  experienced any coronavirus symptoms (send link to common symptoms & guidance), if they have been in contact with symptomatic individuals, or if  they have been advised to self-isolate by NHS Test & Trace  Ensure register of all attendees (including students & coaches) is taken at each session |

**Tae Kwon-Do Specific Risk Assessment**

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| **Activity** | **Controls** |
| 1. Warm up and cool down | 2 metre distance between students on all sides (unless from same household). All students facing in same direction or away from each other (unless from same household). Activity to take place on‐the‐spot as much as possible. No shouting required from students. |
| 1. Patterns | As above (point 1). Students may need to adjust their movements to stay within their assigned area. Instructor can also consider asking alternate rows of students to perform patterns. |
| 1. Drill work | As above (points 1 & 2). Instructor to limit the amount of movement required which could take the students outside of their assigned training areas. |
| 1. Set Sparring | As above (point 1). Students may perform attack and defence parts on their own, without a partner (unless from same household). |
| 1. Self defence | Not permitted, except between members of the same household. No weapon defence allowed as equipment cannot be shared. |
| 1. Sparring | Not permitted. Members of same household could spar, but the limited space would make it difficult to keep 2 metres away from others. |
| 1. Pad work | Not permitted. Students are not currently permitted to share equipment (including focus pads, kick shields, paddles & BOBs), unless from same household. Coaches cannot hold pads due to 2 metre distancing required. |
| 1. Board breaking | Not permitted due to the constant need to clean boards after each user and the need for at least one person to hold the breaking frame,  which would not comply with social distancing. |