

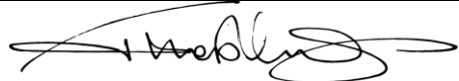


# Welsh Bushi-Kai Karate Association

## COVID-19 Risk Assessment

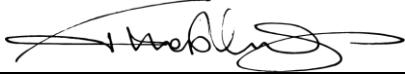
<b>WBK CLUB NAME:</b>	<b>Margam Bushi-Kai Karate Club</b>
<b>WBK CLUB INSTRUCTORS:</b>	<b>Jordan Hopkins</b> Assisted by Morgan Phillips & Ruby Davies

<b>CLUB VENUE:</b>	<b>Ysgol Cwm Brombil</b>
<b>CLUB DAYS:</b>	<b>Wednesday</b>
<b>CLUB TIMES:</b>	<b>6pm – 8.30pm</b>

<b>RISK ASSESSMENT COMPLETION</b>	
<b>SIGNATURE:</b>	
<b>COMPLETED BY:</b>	<b>Jordan Hopkins</b>
<b>DATE OF COMPLETION:</b>	<b>23/8/20</b>

- The WBK COVID-19 Risk Assessment will identify the risks associated with COVID-19 transmission within our club activity, and will list the Control Measures that this Club is putting in place to protect its students and instructors from the COVID-19 hazard.
- The control measures from this risk assessment should then form the basis of the WBK COVID-19 Implementation Plan that clubs should complete and share with their instructors, students and parents/guardians.
- Each Risk Assessment will be reviewed regularly to ensure the Risk Controls/Measures are effective in use.
- We will also take note of any changes in Welsh Government Advice/Guidelines that might change this risk and/or controls/measures required.

### Review Dates & Signature

Review Date	Signature	Comments
11/9/20		New WG Guidelines and Legal Requirements to be implemented regarding face masks/face coverings.

# COVID-19 Activity Risk Assessment

This document identifies the risks posed by COVID-19 to our club activities and identifies the Control Measures this WBK Club is putting in place to protect its Instructors, Students and Parents/Guardians from the COVID-19 hazards whilst attending our Karate Activity.

Identified Risks	Control Measures (Add more rows and detail as needed)	Check
Students unaware of new virus controls	All information has been shared with students and parents prior to training starting back. Club instructor will be on hand to inform any students and parents/guardians who have not seen the information online. All Instructors will be around the venue helping students and parents/guardians adhere to new procedures. There will be no gathering in the foyer/canteen/corridor areas before, during or after classes. Instructors, students and/or parents/guardians will be asked to stay outside the building until asked to enter. Upon entry rules and procedures will be shared.	
Too many people attending the session for adequate social distancing requirements	Students are to sign up and book their training slots via Microsoft Office Forms. Rules and procedures that instructors, students and parents/guardians are to follow will be provided via our website and social media platforms. Students will be allocated specific grade groups and times, aiding to avoid overcrowding. Training Sessions= Junior Grades – 6pm to 7pm & Senior Grades – 7.15pm to 8.15pm	
Students risk infection travelling to/from the Class	Suggest walking, cycling, private car rather than public transport. People should only travel in household groups and maintain social distancing with others.	
Students Bags and Pads cause additional areas for transfer of virus	Minimise the need of bags and reduce necessity for Pads. Whenever possible – ensure anything brought to the club it is wiped down thoroughly before coming into the venue and the dojo. Students are to ensure their belongings are kept away from others. Anti-bacterial wipes available.	
Students need water	Students to bring their own labelled Water Bottles. Ensure there is no sharing of bottles.	
Students arrive with contaminated hands	All students to be advised to wash hands at home prior to leaving. Instructors, Students and Parents/Guardians will be instructed upon arrival to use hand sanitiser before they can further enter the venue and the dojo. Hand Sanitiser Gel provided; on entry, within the dojo and on exit (Sanitiser Gel to be over 60% Alcohol).	
Students are confused by new layouts	Provide Signage to assist instructors, students and parents/guardians, and/or add Warning tape to floors. In the dojo, a clear format will be arranged to indicate individual areas for instructors and students.	
Doors to the Dojo spread contamination	Doors remain open to avoid touching. Also, adding ventilation to the dojo. There will also be a one way system in place, entering and exiting the venue and the dojo, visuals provided.	
Changing rooms and toilet facilities increase infection risk	Students come ready dressed to train. There will be a strict policy stating that only 1 person are to be in the toilets at any 1 time.	
Venue size affects Social Distancing Class Size Restrictions – 30 People	Review Class capacity and/or training times. There will be a maximum of 27 students per class, allowing for 3 instructors, meeting the total capacity of 30. Junior Grades (Purple Belt & below – all ages) 6.00 pm until 7.00 pm. Seniors Grades (Brown & Black Belts – all ages) will start at 7.15 pm until 8.15 pm. The 15 minute window between classes allows for the dojo to empty and cleaning procedures to take place before the second class enters.	
Social Distancing measures	Instructors, Students and Parents/Guardians are to maintain the Welsh Government (WG) Guidelines of a 2 metre distance in all directions when training (10ft x 10ft square per individual). A 1 metre+ minimum distance will be implemented when training with a partner. Students must remain with the same training partner throughout the	

	session, no swapping to work with somebody else. Where possible partners will be allocated from the same household.	
Students with higher risk and/ or with underlying health conditions	Instructors, Students and Parent/Guardians temperatures to be checked upon arrival via a non-contact thermometer. Students that are vulnerable or have underlying health issues will be asked to inform the instructors and a decision will be made if it is possible for the student to train by providing additional social distancing.	
Spectators bring additional risks to students	Exclude all spectators from classes for the foreseeable future.	
Family members	Family members can train together in household groups but will not be able to spectate.	
Floors are infected	Floors are cleaned by venue staff, before and after every class. Instructors will also spray disinfectant on any contact surfaces before and after each class.	
Spillages on floor	Spillages are to be cleaned immediately.	
Pads/Equipment are infected	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission. Equipment must not be shared between different household groups during session.	
Touching surfaces occurs	Hand Sanitiser Gel will be available before, during and after a class. Scheduled cleaning breaks when can be implemented if necessary. Anti-bacterial wipes are available if surface contact is made.	
PPE is requested	Instructors & Students can wear masks and/or gloves if they choose to but it is advised that they provide their own. Disposable masks and gloves will available if requested.	
Students leaving increases contact risks	Each Instructor and Student to use hand sanitiser on leaving the dojo and venue. Students must take all of their possessions with them. Students to leave immediately.	
Students parent/guardian are late collecting them	Waiting area for students awaiting to be collection will be the canteen (indoors) and the school main entrance areas (outdoors). There will be a one way system in place to access the waiting areas. The waiting areas will be monitored at all times by instructors.	
Safeguarding risk for under 18's if pick up late	All safeguarding protocols to remain in place.	
Leaving behind contamination	Floor is cleaned. Pads/Equipment are wiped clean as per cleaning regime.	
Waste disposal	Separate bins provided for potentially infected material. Secure disposal at end of session.	
WBK Track & Trace	All students to complete the WBK Track & Trace Form, ensure we have up to date contact details. Students to sign up to each sessions. Information can be linked in the case of Instructor or Student infection.	
First Aid	First Aider to wear full PPE prior to attending to a person in need of aid. First aid incidents include accidents and injuries. First Aid documentation to be completed when possible.	
Dojo Fees	Payments to be made via a contactless device/system. Cash payments will be accepted but must be submitted in a labelled envelope.	
<b>Face Masks/ Face Coverings WG Update 14/9/20 – Legal Requirement</b>	WG Guideline update 14/9/20 and procedures being a legal requirement - Students aged 11 years and over are to wear a face mask/face covering in any public area of the venue, for example entrances, exits, corridors, toilets etc. Parents bringing their child to karate must also wear a face mask/face covering. Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.	