

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

TASK CLUB NAME:	Traditional Association of Shotokan Karate, Flitwick Club
CLUB VENUE:	Flitwick Leisure Centre, Steppingly Road, Flitwick, Bedfordshire, MK45 1TH
CLUB DAYS:	Mondays from 7th September, Thursday to resume in October (TBC based on numbers)
CLUB TIMES:	Monday 18:00 -20:15. Thursday 18.00 – 20.15 (TBC)
RISK ASSESSMENT COMPLETED BY (Name):	John van Weenen, Chief Instructor
DATE OF COMPLETION:	28th August 2020

- This Activity Risk Assessment will identify the risks associated with Covid-19 transmission within our club activity and will list the Control Measures that TASK is putting in place to protect its Students and Instructors from the Covid-19 hazard.
- This Assessment will be reviewed regularly to ensure the Control Measures are effective.
- We will also take note of any changes in UK Government advice that may change the risks and control measures required.

Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

Terminology:-

- **Main TASK Karate Liaison Officer**– TASK Karate Covid–19 officer with overall responsibility. John van Weenen, Chief Instructor.
- **TASK Karate Covid 19 Duty Officer** – Designated for a session from the Instructors present.
- **Instructors team** – TASK qualified Instructors leading the training sessions.
- **FLC** - Flitwick Leisure Centre.
- **TASK Karate Training Guidelines** – Document Outlining requirements and recommendations for students, parents and guardians attending TASK training sessions at FLC.
- **Facility Operator** – Management and on-Duty Manager of FLC, Steppingly Road, Flitwick, MK45 1TH.

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

IDENTIFIED HAZARDS	WHO THIS AFFECTS	CONTROL MEASURES	RISK FACTOR	REVIEW
Students unaware of FLC Virus controls and layouts	Instructors, Club secretary, Students, Parents and Carers	Pre-Class Communication of session and Leisure centre plans Chief and main instructor's site toured by FACILITY OPERATOR – FLC new layout and control measures. Signage, one way directional arrows, safe distance tape on floors.	Medium	TASK Karate Covid-19 Liaison FACILITY OPERATOR – FLC, communicated through FLC website and social media (Facebook).
Number of students attending the session to comply with Government social distancing requirements	Instructors, Club secretary, Students, Parents and Carers	Pre agreed number with FACILITY OPERATOR – FLC based on 3 x 3metre squares over ½ the main sports hall. No spectating ruling throughout the Centre including activity areas. Parents, guardians and carers leave immediately students are dropped off and must not re-enter FLC on collection.	Medium	FACILITY OPERATOR – FLC, communicate through TASK hierarchy

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

<p>Members risk of infection travelling to and from the FLC</p>	<p>Instructors, Club secretary, Students, Parents and Carers</p>	<p>Walk, Bike or car rather than use of Public Transport. Students should only travel in household groups and maintain social distancing in accordance with Government guidelines. Face covering during travel to and from training if lift sharing (not recommended). Information to members on social distancing, designated car parking signage and controls at FLC Wearing of facial covering upon entry to FLC is recommended but not compulsory.</p>	<p>Medium</p>	<p>FACILITY OPERATOR – FLC, communicate through TASK hierarchy.</p>
<p>Facility entrance and reception area</p>	<p>Instructors, Club secretaries, Students, Parents and Carers</p>	<p>Social distancing - via fast track queue round to the right once in the FLC entrance foyer. Separate queue outside of the sports hall alongside the lockers. Instruct parents, guardians and carers to remain outside building during training.</p>	<p>Medium</p>	<p>FACILITY OPERATOR – FLC, communicated through TASK hierarchy</p>
<p>Cash Payments spread contamination</p>	<p>Students, Parents and Carers.</p>	<p>Encourage the use of 'Credit Card/ Debit card payments. For cash TASK Karate secretary should wear gloves and mask or visor.</p>	<p>Medium</p>	<p>FACILITY OPERATOR – FLC, communicated through TASK hierarchy</p>

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

<p>Exit from the Sports Hall & FLC</p>	<p>Instructors, Club secretaries, Students, Parents and Carers</p>	<p>One-way system in place. Instructors, Club Secretaries and Students along with their possessions must leave the sports hall via the back left fire exit immediately the session has finished. Hand sanitising on exit Parents, Guardian and Carers of under 14's or vulnerable students must leave the facility when the student has entered the sports hall by means of the 3G fire exit situated at the end of the ground floor corridor. Collection of Students to be at brown exit gate for the 3G areas into the car park. Parents Guardians Carers to wait outside the yellow boundary lines and not enter the 3G area. Instructors to ensure visual contact with Parent, Guardian or Carer before releasing students into the car park.</p>	<p>Medium</p>	<p>FACILITY OPERATOR – FLC, Instructors TASK Karate Covid-19 Liaison</p>
<p>Student. Parent, Guardian or Carer is late for collection.</p>	<p>Students</p>	<p>Students wait in designated collection area maintaining 2m social distancing where possible or maintain 1m + minimum.</p>	<p>Low</p>	<p>FACILITY OPERATOR – FLC, Instructors TASK Karate Covid-19 Liaison</p>
<p>Safeguarding risk for under 16's</p>	<p>Students</p>	<p>Under 16's to be supervised by Instructors if being collected.</p>	<p>Low</p>	<p>FACILITY OPERATOR – FLC, Instructors TASK Karate Covid-19 Liaison</p>

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

		<p>Cont'd:-</p> <ul style="list-style-type: none"> • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal you must report to the instructor if you feel unwell 		
Health screening	Instructors, Club secretaries, Students	<p>Completion of standard TASK health checklist before every training session. Students and or parents, guardians or carer of minors inform secretary of any changes. Register taken for track and trace and students declare themselves fit and well enough to train. Student's temperature to be checked before attending classes. Symptom checker poster to be displayed by Secretary on entry.</p>	Medium	Instructors TASK Karate Covid-19 Liaison

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

<p>Spread of COVID-19 Infection</p>	<p>Instructors, Club secretaries, Students, Parents and Carers</p>	<p>All Instructors and Secretaries read the COVID-19 Risk Assessment. Any vulnerable person as advised by the Government should not attend training. Maximum number of students in class as advised by the Facility Operator – FLC and Government. Students, parents, guardians and carers MUST obey social distancing of 3 metres.</p>	<p style="text-align: center;">Medium</p>	<p>All instructors and secretary to report any incidents in accordance with the TASK Flitwick Club Risk Assessment. Symptom checker poster to be displayed by Secretary on entry. Instructors and secretary to notify the sports centre if any students are showing symptoms of Covid-19.</p>
<p>Members Bags and Pads cause additional areas for transfer of virus</p> <p>Changing Rooms</p>	<p>Instructors, Club secretaries, Students</p>	<p>No use of lockers or changing rooms. Students arrive dressed ready to train. Whenever possible, ensure any items brought to training are wiped down thoroughly before attending and placed in a designated area in the training hall. Social distancing protocols are to be followed and maintained at all times. Adhere to the one-way system, observe the signage, controls and instructions within and required by FLC</p>	<p style="text-align: center;">Medium</p>	<p>TASK Karate Covid 19 Liaison Instructors Facility Operator – FLC</p>
<p>Toilet Facilities</p>	<p>Instructors, Club secretaries, Students,</p>	<p>Toilet facilities during training sessions to be used for medical or emergency/essential requirements only. To be notified to class instructors when required.</p>	<p style="text-align: center;">Medium</p>	<p>TASK Karate Duty Covid officer for the session Facility Operator FLC. Hand washing poster in place.</p> <p>Instructors</p> <p>FLC staff</p>

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

<p>Medical Declarations and medication requirements</p>	<p>Parents and Carers Students Instructors,</p>	<p>All Instructors and students to confirm that medical declarations are up to date. Hard copy of Emergency contact information to be available at all classes. Any students medication that is required to be in the sports hall, must be marked with the students name, placed in a bag marked with the their name, contain a full care plan for administration and what to do in the event of a medical emergency. To be placed on the outside of the student's bag and be readily available. Students must inform the TASK Karate Covid-19 officer of any medication brought into and in close proximity of the sports hall on arrival. All incidents requiring medication at sessions to be recorded.</p>	<p>Medium</p>	<p>Instructors TASK Karate Duty Covid officer for the session</p>
<p>Students participation after Covid-19 Government lockdown.</p>	<p>Students</p>	<p>Planned lessons to be adapted as appropriate to all students taking part to minimize the risk of injury. To help alleviate poor hydration of students advise they bring full water bottles to training. FLC drinking water facilities not in use. TASK Karate training etiquette applies</p>	<p>Medium</p>	<p>Students. Instructors. Main Covid 19 Officer</p>

Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

<p>Verbalized teaching delivery and shouting.</p>	<p>Coaches and students</p>	<p>Instructors will adapt all demonstrations in line with social distance and not to involve a 2nd person or have other people demonstrate unless in the same household or social bubble.</p> <p>No shouting permitted and verbalization to be minimized where possible and no face to face contact.</p> <p>TASK Karate sessions etiquette applies</p>	<p>Medium</p>	<p>Instructors</p> <p>TASK Karate Duty Covid officer.</p>
<p>Contaminated areas with virus transmitted by touch may cause a spread of infection.</p>	<p>Instructors, Club secretaries, Students, Parents and Carers</p>	<p>Venue management to clean premises and existing equipment following the Government guidelines:-</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</p> <p>Students must bring their own named water bottles. No sharing will be permitted.</p> <p>Students to be reminded at commencement of classes</p> <p>All present must sanitise their hands prior to entry to the sports hall and upon exit and use anti-bacterial hand sanitiser</p> <p>Cont'd:-</p>	<p>Medium</p>	<p>All instructors and secretaries to report any cleanliness issues.</p> <p>Facility Operator – FLC requirement.</p> <p>Facility Operator – FLC</p> <p>Provides hand sanitising stations throughout the building including outside of each activity area including the sports hall.</p> <p>Instructors</p>

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

		<p>Cont'd:- regularly in class as required, in addition to on arrival and departure of the venue.</p> <p>Hand sanitiser to be made available within the class.</p> <p>Any cough or sneeze to be to be in a bent arm or by use of disposable tissues, which must be disposed of safely (see below)</p> <p>Instructors, secretaries, students and visitors do not attend if they or anyone in their household display symptoms of COVID-19: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Any attendee of the session in contact with someone with symptoms will isolate for 14 days or until negative test result received. Access to testing for anyone showing symptoms is now available in England.</p>		As advised on Covid-19 poster.
Disposal of contaminated waste – risk of virus transmission	All attendees	Any contaminated waste to be disposed of safely in waste bins supplied by FLC. After using a waste bin hand sanitiser should be applied.	Medium	Instructors to ensure this is carried out by FLC.
Coming into contact with others.	All attendees	Students will not arrive more than 5 minutes before their class. Cont'd:-	Medium	Secretary advised to wear face covering.

Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

		<p>Cont'd:- Queueing will be as instructed by the FLC, maintaining social distance at all times.</p> <p>If parents, guardians or carers are to accompany a student, then they are to adhere to the protocol as laid out by the Flitwick LC.</p> <p>Parents, guardians and carers are not permitted to stay and spectate. Flitwick LC Covid-19 ruling.</p> <p>Students will be advised to arrive ready dressed in a clean Gi and only bring essential items with them, no changing or lockers are available, to be kept at a safe distance from other students and labelled with student's name.</p>		<p>Adhere to Facility Operator – FLC regulations and guidelines in respect of entry and exit of the building.</p> <p>Facility Operator – FLC requirement.</p>
Providing First Aid	First aiders	First aid incidents will be reported to and dealt with by FLC duty first aiders.		FLC
Spread of COVID-19 due to anyone showing symptoms	Instructors and Secretaries	<p>If someone shows symptoms whilst in attendance, a face mask will be worn by the instructor with the student. The student will be separated and isolated from the class at a safe distance.</p> <p>Emergency contacts will be phoned to collect as soon as possible.</p> <p>See Protocol below.</p>	Medium	<p>TASK</p> <p>Ensure all emergency contacts are up to date.</p>

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

Spread of COVID-19 due to socialising	All attendees	All participants to follow Government guidelines on socialising.	Medium	
Emergency evacuations	All attendees	Priority needs to be given to getting to a safe location calmly. FLC regulations will be followed	Medium	FLC
Safeguarding concerns not raised	All attendees	Anyone with safeguarding concerns must contact the Club secretary, instructor and/or FLC	Low	TASK Karate Duty Covid officer for the session
Post session review Detail any new risks and changes from previous assessment	Instructors	Monitor, review and discuss session H&S operation to improve Detail any changes from previous assessment	Low	TASK Karate Duty Covid-19 officer for the session. Instructors

Traditional Association of Shotokan Karate - COVID-19 RISK ASSESSMENT



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

TASK Karate Specific Activity Identified Risks	Who this affects	Control Measures	Risk	Review
<p>All class activities. Warm up & down exercises, Kihon, Kumite and Kata</p>	<p>All TASK Officers, Instructors & Students</p>	<ul style="list-style-type: none"> • All training will be carried out within a 3metre square grid pattern (9sq metres. (100sq feet) per person in line with covid-19 requirements), in accordance with the Dojo floor plan. • Instructors are to maintain 3metre social distancing with students and keep face to face instruction with the class to a minimum. • No student face to face training. Back to back is permitted. • No partner work unless students are from the same family. • No Kia (martial spirit shout) allowed. 	<p>Medium</p>	<p>All TASK Officers, Instructors & Students</p>



Appendix to the Traditional Association of Shotokan Karate, Flitwick Club Risk Assessment

Issue & Approved		
Date Issued:	Approved by:	Signature:
28 th August 2020	J-van-Weenen	

TASK Covid-19 protocol

Protocol if symptoms are shown by anyone during a TASK training session. This Protocol supersedes any other policy in place:

- Separate participant from the others immediately, increasing the social distancing. If over 16 years old and travelling by their own means they will be asked to leave the venue.
- If an Instructor is required to stay within close contact of a student, the Instructor will be required to wear a face mask.
- Emergency contact to be contacted immediately for collection so the participant goes home as soon as possible.
- Ensure other instructors are aware of the situation so that support can be gained if required.
- As soon as possible, clean any equipment used by the participant.
- When the participant goes home, advise individual student/parent/carer to be tested as soon as possible.
- Advise Facility Operator – FLC for disposal of waste.
- Inform Facility Operator – FLC if there is a case within the club so they can advise on any further action and instigate ‘Track and Trace’.