



Safe Return to Martial Arts Classes Risk Assessment Document.

In these unprecedented times it is essential as an organisation that our planning and delivery meets not only Government legislation and recommendation but also our standards of safety and hygiene for us to be able to commence classes either indoors or outdoors. With this in mind, the following document is in place for all staff, members and parents to adhere to.

While the greatest care and effort has been taken in creating an effective and practical action plan for the re-opening of classes we understand that staff/students/family members may have questions. We are hoping that you will find the answers to these in the following document. This is both a written statement of intentions as well as a live document, therefore is subject to change. Please address any questions to mandi.miles@basingstokekarate.com

All members/parents will be emailed a form to complete prior to attending (also available here and on request by email and on the website) this MUST be completed for us to allow you entry to live classes. Please contact us as soon as possible if you do not have access to this form.



OUTDOOR CLASSES

In the first instance, and where it is suitable moving forward, we will be offering outdoor training sessions.

Where the coach believes the weather is inappropriate outdoor classes will be cancelled and where possible replaced by an online class.

Please be aware that it may not always be possible to revert to online class format or to reorganise and online session but this will be done where possible. The coaches decision is final.

Wherever possible the coaching staff will attempt to ensure that any outdoor training area is hazard free however, you/your child are training at your own risk and it is your responsibility to ensure that you/your child wear appropriate clothing and footwear/sunscreen as necessary. Please be aware that if the coach doesn't believe the participant is appropriately attired the participant may be excluded from part or all of the training activities.

Description	Hazard	Control Measures	In place	Initials	Date
Outdoor training	<ul style="list-style-type: none"> Surfaces & Equipment (Doors/Tables/Chairs/Coaching Props) 	Ensure all door handles that may be used to access the building for toilets and toilet areas are thoroughly cleaned before and after every session. If chairs are needed these will be cleaned by staff thoroughly both before and after use.			
	<ul style="list-style-type: none"> Inclement or adverse weather conditions 	Coaching staff to check weather suitability both prior to session and throughout. A decision will be made by the coach if weather conditions are prohibitive to the safety of the participants.			
	<ul style="list-style-type: none"> Social Distancing 	<ul style="list-style-type: none"> Ensure all participants can adhere to the government guidelines for social distancing throughout all of the session. Ensure the activity is appropriate for the surface, adapted to ensure safety throughout, no throwing Make use of painted white lines or moveable cones to ensure a safe distance between participants 			
	<ul style="list-style-type: none"> Training surface 	<ul style="list-style-type: none"> Inspect area and clear of any potential hazards where practicable to do so. 			



LIVE / INDOOR CLASSES

Please be aware that entry to classes is at the coaches' discretion. Anyone in inappropriate attire or who is displaying any COVID19 symptoms will not be allowed entry. Participants will only be allowed entry on evidence that they have read and agreed to safety guidelines and have completed a new contact form.

All guidelines are applicable to everyone entering the dojo whether staff, member or accompanying family/carer (where agreed in advance).

Description	Hazard	Control Measures	In place	Initials	Date
Indoors face to face classes	Access to the building	<ul style="list-style-type: none"> Set procedures in place to minimise social contact. Signage in place to explain processes and indicate safe distancing Students/parents sent guidance/procedures sheet prior to attending <ul style="list-style-type: none"> One by one entry and exit to be monitored by staff Everyone entering the building to use hand sanitizer and customers asked to wash their hand before attending Doors to be propped open safely to reduce touch points All parents to be advised that there will be no late entry or early finish options Class numbers are limited to ensure the safety of our members 			
	Registration / signing in – tracking	<ul style="list-style-type: none"> All attendees to have completed the guidance sheet with contact details and acceptance of rules prior to gaining access. This will enable tracking if anyone is tested as positive. This also advises of sanitation rules and non-attendance where there are any visible symptoms. On the door register and confirmation of contact details Parents not to bring children/ members not to attend where any Covid19 type symptoms are visible or where any family member is self isolating. 			



	<p>Stopping the spread of potential infection</p>	<ul style="list-style-type: none"> • Coaching staff to refuse entry to anyone displaying Covid19 type symptoms • Everyone to use hand sanitizer on entry • No additional items of clothing or belongings to be brought in. • Uniform to be worn, taken home and washed after each training session • Water bottles to be named and placed on number spots • Ensure all members, parents and spectators are aware of the social distancing protocol/guidance. • Only the toilets in the dojo are open • Changing rooms will not be in use • Office will not be in use send any enquiries by email or call • Ensure signage is in place to enforce these measures • Only drinks from own water bottles allowed • There will be no café area, this area is closed so all drinks must be brought in a named water bottle. • For safety, any unnamed items left behind will be disposed of that evening • A one way system has been put into place where drop off will be at the front doors and pick up at the fire door on the left hand side of the building. • Parents to maintain social distancing when dropping off or picking up children. • Non fire doors will be propped open to increase ventilation and reduce high touch areas • Windows will be open in the training space. 			
--	---------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--



		<ul style="list-style-type: none"> • Signage is placed throughout the building to aid safe access, one way movement and good hygiene 			
	Hygiene	<ul style="list-style-type: none"> • Mats to be cleaned and disinfected before start of sessions • All high touch surfaces to be cleaned before and after each session • All coaches to use hand sanitizer • Face masks optional for all members and staff (we do not supply these) • Members must not touch drinks bottles or any items belonging to others • Shoes and water bottles to be kept on individual numbered spots • In depth cleaning rotas and regimes in place for coaching and cleaning staff • Deep clean has taken place prior to reopening 			
	First aid	<ul style="list-style-type: none"> • Ensure a first aider is always onsite • Ensure fully stocked first aid kit • Ensure all staff have appropriate PPE for dealing with first aid • Gloves and mask to be worn when giving any first aid • All first aid incidents to be recorded 			
	Delivery and participation of sessions	<ul style="list-style-type: none"> • All attendees to have own number spot for shoes and water bottle • All attendees to have own numbered training space which is coned off and of a safe distance from other attendees according to current government guidelines. • Electronic equipment placed safely where it cannot be a hazard • All sessions will be non contact with the exception of the family session where members of the same family may train together in their family unit coned off area • Equipment, if used will be fully sterilised after each use 			



		<ul style="list-style-type: none"> • Group shouting Kais/counts to be avoided • Participants will be reminded of new COVID-safe training rules before and during sessions. Parents are asked to reinforce the importance of these at home • Where a participant is breaching safety rules they will be spoken to by staff and warned that their place in live classes will be lost if there are further breaches. This is necessary to ensure the safety of the rest of the group. If this is the case and members are temporarily removed from live classes they will be asked to attend the ZOOM versions instead. • Drink breaks will be organised by coach so that social distancing measures are maintained. This will involve members being allowed individually to travel safely to their numbered area to drink and return to their safe training space. 			
	Safeguarding	<ul style="list-style-type: none"> • Usual safeguarding protocols to be followed • Awareness of Mental Health first Aid to be considered by all staff due to unusual stressful circumstances with all concerns being immediately passed to club Mental Health First Aider 			

Head Coach/Business Manager Signature:

Date:





**MEMBER/PARENT PARTICIPATION FORM
TO BE COMPLETED BEFORE ACCESS TO LIVE CLASSES IS ALLOWED**

Member name:	
Member date of birth:	
Member Address:	
Member contact numbers (To be used in case of emergency and for track and trace purposes)	Emergency contact name 1: Emergency contact number 1: Emergency contact name 2: Emergency contact number 2: Please be aware that a second contact is vital in case there is a problem with the parent or carer who is picking up.
Medical Conditions:	



<p>Confirmations:</p>	<ul style="list-style-type: none"> • I will follow/encourage my child to follow all protocols in place to ensure safety. • I am aware that ALL participants are required to use hand sanitizer on arrival and departure • Members will not come to classes if they have any symptoms of COVID19 • I am aware that personal belongings are not allowed into the club • If a family member is advised to self-isolate due to being in contact with Covid19 I will inform the club • Members will arrive in uniform which will be washed after every training session • Drinks bottles must be named – I am aware that there is no food or drink available for sale • I am aware that, unless agreed in advance parents are not currently allowed into the building • I am aware that zoom sessions will run simultaneously so my child may be seen on a live stream or zoom recording/photos and this may be used on the club website/FB pages (If you do not consent to this please let us know in writing/email ASAP before you attend as this form replaced the previous permissions), so that we can place your child appropriately off screen. • I will maintain social distancing outside the club during drop off and pick up • I am aware that late entry / early pick up is not currently allowed due to time constraints • I am aware that any un-named water bottles or other items will be disposed of during cleaning sessions between classes • I will advise of any change of contact details / medical information straight away <p>Member full name:</p> <p>Parent/guardian (if under 18) full name:</p> <p>Member or Parent/guardian (if under 18) signature:</p> <p>Date:</p>
------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



