



## Risk Assessment Form

<b>Activity being assessed</b>		<i>Fenland Ju-Jitsu Eastrea - Return to training following COVID 19 Closure</i>			<b>Assessment date</b>	13/07/2020	<b>Assessment No.</b>	20/02, v1.1		
Activity	Person at Risk	Significant Hazards	Risk			Risk Control measure required	Residual Risk *			
			L	S	DR		L	S	DR	
All activities	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Student has COVID 19</li> <li>• Risk of infection via families of students</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• All people entering the premises to apply sanitizing fluids to hands at the key locations and elsewhere, as directed</li> <li>• There will be no access if the student is suffering any COVID 19 symptoms for 14 days</li> <li>• If any family member is suspected of the symptoms, then the students cannot attend unless the test results are clear</li> <li>• Each student must fill out the online Covid -19 form on booking their lesson</li> <li>• Social distances will apply throughout</li> <li>• Reception closed</li> <li>• Family members will only be allowed access to the academy for exceptional circumstances</li> </ul>	1	4	4	



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<ul style="list-style-type: none"> <li>Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Airborne exposure concentration of infectious material and deposition of infectious particles</li> </ul>	4	20	80	<ul style="list-style-type: none"> <li>Ensure that a steady stream of outside air is brought into the room/building whilst stale air is exhausted. Ventilation system should provide 100% fresh air and not recirculate air from one space to another.</li> <li>Rear facing doors to remain open to ensure good airflow</li> <li>Reduce airborne exposure concentration of infectious material and deposition of infectious particles</li> </ul>	2	12	36	



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Entry to building / stairs	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep to social distancing</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Do not arrive before 5 mins before class</li> <li>• Academy entry and exit doors will always be closed except to allow students to enter and for exit at the end of classes</li> <li>• Students (and parent) to wait outside until student let in by staff</li> <li>• ALL students must arrive in their gi</li> <li>• Students <b>MUST</b> bring and wear their own sparring gloves and footwear (either suitable grip socks or martial arts shoes) during class for the students own protection as academy equipment cannot be loaned out</li> <li>• Students <b>only</b> to enter the clearly marked one way system and move one at a time up the corridor to the hall and assemble in the designated area in designated, spaced zones</li> <li>• The designated area is <b>ONLY</b> for students to change from their outdoor shoes to training footwear</li> <li>• There will be no free movement during classes within the dojo and all directional signage and communications <b>MUST</b> be observed</li> </ul>	1	4	4	



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Respiration	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>To avoid droplets being released over a wide area and risking cross contamination</li> </ul>	4	15	60	<ul style="list-style-type: none"> <li>No shouting or singing</li> <li>No Ki-ai's or shouting.</li> <li>There must be silence while Instructor speaks to avoid the need to raise voice.</li> <li>Put visible signage on display to remind both Coaches and Students that they must speak at normal volumes and not attempt to raise voices.</li> <li>Remind all members at the beginning of every class that they must not ki-ai, shout or sing and that they must remain silent when receiving instructions.</li> </ul>	1	15	15	



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Moving from designated area	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep to social distancing</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Students to be asked to move to designated area to remove outer clothing and shoes in small numbers</li> <li>• Students then to take their designated place on the mat as instructed by an instructor</li> </ul>	1	4	4



<p>Training session</p>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Instructors</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep to social distancing</li> </ul>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Students to frequently hand sanitise during their time in the dojo</li> <li>• Due to the size of the mat and the need to keep to social distance there is a maximum number allowed on the mat per class</li> <li>• The mat will be marked out using coloured discs and cones for each student to train at</li> <li>• Students must only use their own equipment, no sharing of sparring or other equipment to be allowed</li> <li>• Instructors to stay at the front of the mat</li> <li>• To assist in complying with the maximum number of students the ability to attend any class has been suspended</li> <li>• Students will be required to register for one particular class and can attend that class only.</li> <li>• Warm ups, exercise and instruction will take place with minimal physical contact between students and instructors or between students themselves</li> <li>• While some classes may have students who can train together such as brothers / sisters, this will not be allowed to take place as it might encourage contact between children who should not interact</li> <li>• Techniques will be demonstrated and students will be expected to copy the example of the instructors who will maintain social distancing</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
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Water break(s) during class	<ul style="list-style-type: none"> <li>• Students</li> <li>• Instructors</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep to social distancing</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Students must bring their own <b>named</b> water bottles, prior filled before arrival for them to drink from</li> <li>• Any Water fountain will be closed to prevent cross contamination</li> <li>• Each student will be allowed to get a drink in rotation by an instructor to keep social distancing</li> </ul>	1	4	4	
Toilet use	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep to social distancing</li> <li>• Keep area clean</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• <b>Students should be encouraged to visit the toilet prior to attending the Academy</b></li> <li>• Only one toilet will be available for use except in an emergency</li> <li>• All toilet visits will be managed 7 the one-way system means leaving the building and walking around to re-enter</li> <li>• Students using the toilets must wash their hands both before and after use</li> <li>• Signage in the areas to reiterate hand washing policy</li> <li>• Toilet will be sanitized after each use</li> </ul>	1	4	4	



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Administering First Aid	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<ul style="list-style-type: none"> <li>• Inability to keep to social distancing</li> <li>• Contamination from air bourn particles</li> <li>• Risk of cross contamination</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• <b>Both parties to wear a dental style face mask</b></li> <li>• <b>Staff to wear a full-face shield and protective gloves</b></li> </ul>	2	4	8	





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End of class	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep to social distancing</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• All usual end of class interactions will be suspended (high 5's etc) and replaced with verbal encouragement</li> <li>• Students will be asked to leave the mat by the instructors in small groups to get their outdoor clothing and change their shoes.</li> <li>• Students will then wait in the zoned designated area.</li> <li>• <b>Students must be collected in person unless permission has been given by a parent in advance for a specific named proxy guardian to collect</b></li> <li>• Students will be brought to the exit door to be collected keeping social distancing</li> <li>• If a parent/guardian is late they will have to wait outside</li> <li>• Phone the academy mobile <b>07980874671</b> and wait for an appropriate opportunity for the child to be collected</li> </ul>	1	4	4	
Staff changing / breaks	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep to social distancing</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Staff to change one at a time in the changing room</li> </ul>	1	4	4	




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Cleaning before, during and after classes	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Contamination / spread reduction</li> <li>• Ability to keep to social distancing while cleaning</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Appropriate training and refreshers will be given to both staff and students, to maintain both awareness and best practice, about cleanliness, hygiene and personal safety</li> <li>• All relevant areas will be cleaned using sanitizer before the next class can commence</li> <li>• PPE <b>MUST</b> be worn by staff during any cleaning process</li> <li>• Sanitization points provided around the dojo for both staff and students</li> <li>• Students to frequently hand sanitize during their time in the dojo</li> <li>• Cleaning will include all areas anyone could touch including the entrance, door handles, designated area, toilets and any equipment used during the class</li> <li>• Mat to be sanitized before and after each class of the day</li> </ul>	1	4	4	



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Communi- cating infor- mation of changes to stu- dents and their parents	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Parents</li> <li>• Instructors</li> </ul> <p>Not aware of changes to proce- dures</p>	5	4	20	<ul style="list-style-type: none"> <li>• Club / Academy staff to send procedures out to all relevant personnel / students / parents and receive acknowledgement of changes to procedures before allowing students to return to classes</li> <li>• Procedures to include all the above instructions</li> <li>• Signage will be provided throughout the premises to reiterate the new procedures and practices</li> <li>• Reception will be closed to facilitate social distancing</li> <li>• Communication between staff and parents will be by phone, text or email</li> </ul>	1	4	4	
<p><b>Notes</b></p> <p><b>LIKELIHOOD (L)</b> - Frequent (5), Probable (4), Occasional (3), Improbable (2), Remotely (1)    <b>SEVERITY (S)</b> – Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)</p> <p><b>DEGREE OF RISK (DR)</b> – Likelihood X Severity</p> <p><i>Residual Risk is the level of risk that remains after suitable and sufficient control measures are introduced</i></p>										
<b>Assessor Name</b>	Martin Hunnable				<b>Assessors Signature</b>		<b>Date</b>	20th July 2020		

