

# COVID19 Risk Assessment – The Fighting Arts Academy

**Organisation:**

**Date of Risk Assessment: 01/10/2020**

The Government and Health and Safety Executive (HSE) have released [guidance](#) on how businesses can start to get people back to work, where they cannot work from home. One of the most important steps is to carry out a COVID-19 risk assessment, in consultation with your staff.

You must take reasonable steps to protect your workers and others, such as students and suppliers, from coronavirus, just as you would any other infection.

This means:

- Identifying what activities or situations might cause transmission
- Thinking about who could be at risk
- Deciding the likelihood of someone's exposure
- Acting to remove the activity or situation or, where this isn't possible, control the risk.
- KIDS AND ADULTS CLASSES RESUME

Scope	What are the hazards?	Who might be harmed and how?	What do you need to do to prevent this risk?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Team Awareness / Training	Potential spread of COVID19 – Internal/ HR	Staff	Consult with all members of management team to identify any potential employees who are at higher risk, such as those with pre-existing health conditions, or those who may have a family member who's shielding at home.  Consult with all members of management team on how they will be getting to work, and how we can reduce the risk for those who need to travel.	N/A  N/A	Owner/ Manager	18/05/2021	18/05/2021
Clientele awareness	Misinterpretation and/or miscommunication re. COVID19 guidelines	Staff, students and visitors/contractors	Display Public Health England (PHE) or equivalent posters informing students and staff of social distancing and cleanliness/hygiene protocols throughout the facility.  Communicate with students explaining the nature of re-opening, advising them of the responsibility they have regarding cleaning touch points and provide an opportunity for Q&A's to reassure students and staff.	Email or Whatsapp message current membership list and reception area discussions upon arrival of all clientele. Display appropriate signage. Also reinforce message on social media	Owner/ Manager	18/05/2021 And on-going every session.	18/05/2021
Safeguarding	Potential spread of COVID19	Staff, students and visitors/contractors	Everybody will commit to the wellbeing of their staff and students, and if they show/have any signs of COVID-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations. Face masks will not be mandatory for staff, unless their role requires this. Members will be advised to wear masks when arriving at the facilities up until the class commences and thereafter, once the class has finished, to leave the facilities.	All parties to sign Agreement before taking part in the activity.  We will consider additional steps for any Students over 70 or those with underlying health conditions.	All staff & students Supervisor to monitor	18/05/2021	ongoing

Facilities & Training area Safety	Potential spread of COVID19 - Social Distancing	Staff, students and visitors/contractors	<p>Maximum facility capacity will be based on 10m<sup>2</sup> per person whilst in the building; with 2m squared maximum training capacity <b>is 40 persons in class.</b></p> <p>If part of the student work involves sprawling – an extended area meter squared per student will be required.</p> <p>Social distancing guidelines must be followed at all other times that students and staff are within facility. (1m apart).</p> <p><b>Queue management</b> - 2m spacing markings on the floor and, if necessary, outside the entrance. Single file in and out system.</p> <p><b>Reception Area:</b> Processes to make sure social distancing remains in place for reception staff/or screens are in place.</p> <p><b>Changing Rooms/Toilets:</b> Extra care/signposting will be provided to maintain social distancing when in these areas.</p> <p><b>Changing rooms will be closed,</b> all members should arrive in their training attire.</p> <p>Lockers will remain in use, as long as social distancing can be maintained. If this is not the case, students will leave their belongings outside the training area or by each bubble.</p> <p><b>The use of toilets will be limited to emergencies only.</b> Disposable antibacterial wipes will be made available for cleaning touch points after use (this will be monitored by a member of staff in the case of a child using the toilet). All members to be advised to go to the toilet before arriving.</p> <p><b>Training Area:</b> Only equipment that is 2m apart will be used – as an example this can either be done via moving equipment or marking every other piece of equipment in the gym out of order (to facilitate social distancing).</p> <p>There will be a minimum of a 10-minute window in between classes, so no ‘waiting around’ in groups before/after sessions, to allow instructors to sanitize training area before next session.</p>	<p>Ensure that social distancing is adhered to.</p> <p>Social distancing between training bubbles will be promoted at all times.</p> <p>Temperature checked on entry, hands and equipment sanitised.</p> <p>Social distancing will be promoted by the instructor(s) at the beginning and throughout classes.</p> <p>Students will be turned away if capacity is reached.</p> <p>No spectators allowed. (with the exception of parents who hold epipens for their children)</p> <p>Class will be dismissed in a staggered format to prevent bubbles interacting.</p> <p>Detol spray on mats immediate after class finishes.</p> <p>For back-to-back classes (with 10min window) – as well as detol spray, we will operate a single flow entry and exit system. Students enter and leave from different exits (so there is not overlap/overcrowding at class changeovers.</p>	<i>All staff, supervisor to monitor</i>	18/05/2021	ongoing
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Covid-19 Cleaning / Protection	Potential spread of COVID19 – Cleanliness	Staff, students and visitors/contractors	<p>Ensure that cleaning guidelines are adhered to:</p> <p>Wear disposable or washing-up gloves and aprons for cleaning. After use, these should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with normally used cleaning products. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Wash hands regularly with soap and water for 20 seconds.</p> <p>Staff will carry out regular cleaning of high-contact touch points throughout the premises.</p> <p>Touch points of equipment should be cleaned after use. Spray and cloths/ antibacterial wipes will be available for students use.</p> <p>Training Floor area should be cleaned after each class. (disposable anti-bacterial mop system)</p> <p><b>Reception Area:</b> Hand wipes/sanitisers will be on offer (or people will be directed to where they can clean their hands).</p> <p><b>Changing Rooms/Showers/Toilets:</b> Spray and cloths and antibacterial wipes will be available for students use for touch points.</p>	<p>Continue rigorous cleaning procedures.</p> <p>Cleanliness will be promoted by the instructor(s) at the beginning and throughout classes.</p> <p>Mats and equipment cleaned after every class.</p> <p>Gloves and shin protectors will no longer be provided by the gym.</p> <p>Changing rooms and toilets are marked as closed</p>	<i>All staff and Students. Supervisor to monitor</i>	01/10/2020	ongoing
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Training equipment	Potential spread of COVID19 – Use of Equipment	Staff & students	<p><b>Pad work:</b> Equipment cannot be shared, and any training aids used (punch bags) should be sanitised in between classes.</p> <p>All protective/sparring equipment must be brought in by the member/student. The Club will not provide these to students.</p> <p>All students and staff agree to sanitise all sparring equipment and wash their training clothes after each session.</p> <p><b>Mats</b> (ie. Yoga type) will be provided for students to carry out their groundwork in the training area. Antibacterial wipes will be handed at the end of each session for each student to clean the mat used. Students can also bring their own mat from home; same cleaning rules will apply.</p> <p>As guidelines relax – instead of separated mat squares the whole floor will be matted (although partner bubbles remain as well as the increased cleaning regime</p>		<i>All staff and Students. Supervisor to monitor</i>	01/10/2020	ongoing
PPE	Potential spread of COVID19 – First Aid	Staff, students and visitors/contractors	<p>Use the following PPE when needed:</p> <ul style="list-style-type: none"> <li>*Gloves.</li> <li>*Hand sanitiser</li> <li>*Face masks for general first aid.</li> </ul> <p>Follow the specific guidance on CPR delivery provided by the Resuscitation Council UK.</p>	Ensure First Aiders are up to date with current guidance and First Aid training.	<i>All staff &amp; First Aiders. Supervisor to monitor</i>	01/10/2020	ongoing

Additional Measure	Potential spread of COVID19 – Miscellaneous	Staff, students and visitors/contractors	<p><b>Ventilation:</b> All windows will remain open during sessions with the fan on to allow and improve ventilation (improvement of 2100sqft / min).</p> <p>Towels/‘sweat towels’ will not be taken onto the training area.</p> <p>Nothing will be passed to/from the instructor to the students – including personal items, water bottles, equipment, etc.</p> <p>One to one training sessions can continue as long as social distancing is in place.</p> <p>Card/contactless payment will be promoted.</p> <p>*(If applicable) Vending machines will be cleaned regularly.</p> <p>The use of disinfectant fogging will be used at least monthly but preferably weekly.</p> <p>De-humidifier to be in operation 24/7 to remove sweat and moisture from atmosphere (receptacle will need emptying daily).</p>	<p>*(if applicable) Government Guidance for food businesses on COVID-19 will be followed.</p> <p>*(if applicable) The CIBSE COVID-19 Emerging from Lockdown – safely re-occupying buildings guidance on aerosolization will be followed.</p>	<p>Staff, Manager</p> <p>Staff &amp; students</p> <p>Staff/Manager</p>	01/10/2020	ongoing

Video Overview of entry process:

[https://www.instagram.com/tv/CF9UcfPJrVS/?utm\\_source=ig\\_web\\_button\\_share\\_sheet](https://www.instagram.com/tv/CF9UcfPJrVS/?utm_source=ig_web_button_share_sheet)

# COACH COVID NOTES

May 21



## Setup

- Coaches check in (temperature check, NHS App, Spray Gloves)
- Door open and ventilation on
- Mats setup and cleaned. Bags sprayed. Hand sanitiser and mops at mat edges,
  - Following the relaxation of guidelines - we will now mat out the entire space (rather than use separated squares)
  - Signage or markers will still remain to guide separation of training bubbles
- Signage displayed on desk. Barrier set up.

## Queuing for Entry

- Students Queue - Socially distanced outdoors on the steps leading up to the gym. Coaches invite students in one by one to check-in.
- Students should arrive in training attire and have their gloves ready to be sprayed. No spectators allowed (with exception of parents with epipens). No access to changing rooms.
- Students who identify as high risk groups (elderly, pregnant, underlying respiratory condition) should be turned away.

## Student Check-in

- Hand Sanatise
- Check Temperature
- Checkin with NHS App
- Sign covid waiver (adults / kids) and place in envelope - if not already done so
- Spray gloves
- Take payment (contactless via PayPal or Cash in envelope)
- Ensure student has access to our WhatsApp group
- Students invited by coach to go to the mat. Bags to be stored against the wall nearest to their Mat

## Class End

- Students asked to thoroughly clean or spray their mats (coaches supervise)
- Mats groups dismissed in a staggered way to prevent crowding
- Exit via external stairs (if no class following).

## (If another class is coming in:)

- Previous class Students asked to thoroughly clean/spray their mats and spray bags (coaches supervise)
- Mats groups dismissed in a staggered way to prevent crowding - exit via internal stairs (to ensure they do not cross over next class)
- Wait 10 minutes
- New class Students checked in

Darius - 07786 377753  
Marco - 07812 396860  
Martin (Gym) - 07742288391

## Remember:

- If anyone fails temperature check or feels unwell (cough, fever, loss of taste/smell)
  - Send them home immediately. They should self isolate and get a covid test.
    - Class should continue. Affected student needs to show negative covid test to restart training.
    - If positive test is confirmed. All classes stopped for 2 weeks. Notify all on whatsapp. Space deep cleaned.
- No access to toilets except in emergency. (Student should be provided with disinfectant wipes to clean toilet afterwards)
- Max capacity 40 students. Others need to be turned away.
- No more than 4 people per mat bubble. Mat bubbles should consist of students who are in the same family /household / School Bubble. These should remain static and should not change week to week. It is the student/parents responsibility to ensure they are in an appropriate mat bubble.
- If tier 3 is put into effect for our area - all classes suspended (apart from online ones)

Video Overview of entry process:

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