



NORTH WEST SPIRIT TAEKWONDO

COVID-19 RISK ASSESSMENT

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ACTIVITY RISK ASSESSMENT

Potential risks	Controls	Further actions
1. Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Provision of hand sanitiser for use on entry & exit</p> <p>Water, soap & drying facilities in bathroom</p>	<p>Purchase hand sanitiser & dispenser</p> <p>Print & put up signage encouraging use of hand sanitiser and good handwashing technique</p> <p>Place hand sanitiser (& accompanying signage) near entry & exit points</p> <p>Check with premises management to ensure adequate handwashing facilities in place in bathroom</p> <p>Onsite staff to encourage use of hand sanitiser & handwashing facilities before & after training</p> <p>Regular use of hand sanitiser & handwashing facilities by coaching staff</p> <p>Check if attendees with sensitive skin may require separate hand-washing/sanitising provision; consider purchase of sensitive-skin handwash or they bring their own</p> <p>Pre-warn members about the need for good hand hygiene and ask parents to encourage children to use sanitiser / wash hands thoroughly after bathroom breaks</p>
Potential risks	Controls	Further actions
2. Getting or spreading coronavirus in common use high traffic areas	Use of separate entry & exit points to avoid congestion at doorways	Print & put up clear signage indicating entry & exit points

<p>where people cannot physically distance and may touch the same surfaces, such as:</p> <ul style="list-style-type: none"> - Entry & exit points - Bathroom area including corridor 	<p>Limit bathroom breaks to one person at a time; avoid people queuing in corridors</p> <p>Kitchen facilities off limits</p>	<p>Pre-warn members regarding separate entry/exit points prior to reopening classes; enter with permission only</p> <p>Coaches to point students toward correct exit after class</p> <p>Designate a safely distanced but supervised area for late pickups</p> <p>Pre-warn students/parents prior to classes reopening not to congregate outside entry/exit/pickup points</p> <p>Prop entry/exit doors open to avoid repeated touching of handles</p> <p>Pre-warn members to use bathroom facilities before leaving home, if possible; and encourage students to ask coaches' permission before using onsite bathroom facilities</p> <p>Coaches to ensure people do not queue in corridor for bathroom, but wait in hall until permission is given to use facilities</p> <p>Advise students to arrive ready if possible, rather than using bathroom to change clothes</p>
Potential risks	Controls	Further actions
<p>3. Getting or spreading coronavirus by not cleaning surfaces, equipment and training areas, such as:</p> <ul style="list-style-type: none"> - Door handles - Handrail at entry point - Bathroom taps - Hand sanitiser/soap dispensers - Jigsaw mats - Club equipment such as focus pads, kick 	<p>Regular cleaning of:</p> <ul style="list-style-type: none"> - Door handles & locks, including bathroom - Entrance handrail - Seating - Bathroom taps - Toilet flush - Hand sanitiser & soap dispensers - Mats after each use - Club equipment after each use - Floors before/after classes <p>Limit use of club equipment where possible</p>	<p>Print checklist itemising surfaces & equipment to be cleaned before & after each class</p> <p>Coaches to complete cleaning checklist before & after each class</p> <p>Source & purchase cleaning equipment: Spray, wipes, mop, detergent for floor</p> <p>Pre-warn students/parents not to touch club equipment unless instructed. Equipment to be handled by coaches only</p> <p>Coaches to wear gloves when handling equipment and cleaning</p>

<p>pads/shields, BOBs, breaking boards, etc - Floors</p>	<p>No sharing of pads or equipment permitted between students (except in household groups)</p> <p>Reduce the need for repeated touching of same surfaces by multiple people, such as:</p> <ul style="list-style-type: none"> - Cashless payment - Digital rather than paper forms <p>Contact premises management and review their risk assessment</p>	<p>Coaches to prop open entry & exit doors for duration of classes</p> <p>Look into online class booking system with prepayment option to replace cash payments</p> <p>Look into procedure for students to complete licence membership & payment online</p> <p>Estimate how much time will be required for cleaning before/after each class; consider impact on class start/end times and discuss access times with premises management</p> <p>Ensure mop is cleaned and disinfected regularly, or use disposable mop heads</p>
Potential risks	Controls	Further actions
<p>4. Contracting or spreading the virus by not physically distancing</p>	<p>Measures for high traffic areas as outlined in Potential Risk 2</p> <p>Limit number of students per class</p> <p>Consider whether new student applications may need to be suspended</p> <p>Limit number of coaches per class</p> <p>Keep students in consistent groups where possible</p> <p>Designated training area for each student, for their use only, with 2 metre distance from other students & coaches</p> <p>Spectators not permitted; parents/guardians to remain outside the building</p> <p>Students to store bags & coats at their designated spot, away from others</p>	<p>Visit premises & identify maximum number of students that can safely participate while distancing from other students & coaches</p> <p>Look into possible class groupings to ensure consistency</p> <p>Put online class booking system in place</p> <p>Advise members regarding booking system & how to use</p> <p>Use mats, cones or tape to designate individual training areas for each student, with safe distances in-between</p> <p>Pre-warn members to avoid bringing spectators. Parents/guardians may wait outside/in car</p> <p>Pre-warn students about where to leave coats, bags, water bottles</p> <p>Designate path(s) around hall to allow access to bathroom while maintaining physical distance from others</p>

	<p>Consider continuation of online training sessions, especially for those at high risk</p> <p>Avoid asking students to shout or raise voices, due to the increased risk of spreading infection</p> <p>Prohibit activities requiring close contact, such as self-defence and sparring</p> <p>Avoid having students positioned face-to-face</p> <p>Advise students against using public transport; use safest means of travelling to class</p> <p>If coaches are required to provide first aid, mask and gloves should be worn</p>	<p>Ask members for feedback regarding the needs of those most at risk (or with household members who are shielding); how can we support?</p> <p>Advise members on the new physical distancing measures, as well as use of masks (not advised but up to individuals)</p> <p>Pre-warn students to travel on foot, bike, or by car rather than using public transport. Travel in household groups only; maintain social distancing outside class</p> <p>Ensure students take all their belongings with them when they leave</p> <p>Ensure first aid kit is restocked with essential items, including masks and gloves</p> <p>Advise students to bring their own first aid kit with them where possible, such as plasters and alcohol wipes</p>
Potential risks	Controls	Further actions
5. Poor workplace ventilation leading to risks of coronavirus spreading	Keeping doors & windows open for duration of classes	Open doors & windows prior to class starting; close and lock them before leaving
Potential risks	Controls	Further actions
6. Increased risk of infection and complications for vulnerable students & staff	<p>Discuss needs of individual coaches and identify whether they wish to attend classes. Consider limiting the number of coaches present at any one time, and any additional measures that may need to be put into place</p> <p>Discuss needs of individual students and identify whether they wish to attend classes. Consider any additional measures that may need to be put into place (such as continuation of online sessions)</p>	<p>Discuss with coaching staff</p> <p>Ask members to identify whether they have any additional needs regarding increased risk for themselves or members of their households</p>

Potential risks	Controls	Further actions
<p>7. Increased risk of infection due to attendees being unaware of new procedures</p>	<p>Share risk assessment & list of new procedures with coaching staff prior to club reopening</p> <p>Share risk assessment & list of new procedures with members/parents prior to club reopening</p> <p>Share risk assessment with premises management</p>	<p>Email documents to coaching staff; ask for feedback and update/amend documents where necessary</p> <p>Email new procedures to members/ parents, emphasising the need to read carefully and encouraging them to feed back any questions or concerns</p> <p>Post risk assessment & new procedures on club website, with links via social media channels</p> <p>Email risk assessment to premises management, asking for feedback and a copy of their own risk assessment</p>
Potential risks	Controls	Further actions
<p>8. Risk of further infection due a case of COVID-19 being identified within the club</p>	<p>Keep register of all attendees (including students & coaches) to provide to NHS Test & Trace</p> <p>Anyone displaying symptoms while at the club should immediately go home and be advised to arrange a COVID-19 test. All surfaces that this person has touched must be cleaned. Date of incident should be noted and coaches should follow up with the individual to check on their test result</p> <p>In the event of an outbreak (two or more people experiencing COVID-19 illness linked to the club), guidance should be sought from Public Health England. If advised to do so, club should be immediately closed; premises management, staff & members should be informed.</p>	<p>Encourage students & coaches to stay home and self-isolate if they have experienced any coronavirus symptoms (send link to common symptoms & guidance), if they have been in contact with symptomatic individuals, or if they have been advised to self-isolate by NHS Test & Trace</p> <p>Ensure register of all attendees (including students & coaches) is taken at each session or at class booking stage</p>

TAEKWONDO-SPECIFIC ACTIVITY RISK ASSESSMENT

Activity	Controls
1. Warm up/cool down	2 metre distance between students on all sides (unless from same household). All students facing in same direction or away from each other (unless from same household). Activity to take place on-the-spot as much as possible. No shouting required from students.
2. Patterns	As above (point 1). Students may need to adjust their movements to stay within their assigned area. Instructor can also consider asking alternate rows of students to perform patterns.
3. Drill work	As above (points 1 & 2). Instructor to limit the amount of movement required which could take the students outside of their assigned training areas.
4. Set sparring	As above (point 1). Students may perform attack and defence parts on their own, without a partner (unless from same household).
5. Self defence	Not permitted, except between members of the same household. No weapon defence allowed as equipment cannot be shared.
6. Sparring	Not permitted. Members of same household could spar, but the limited space would make it difficult to keep 2 metres away from others.
7. Pad work	Not permitted. Students are not currently permitted to share equipment (including focus pads, kick shields, paddles & BOBs), unless from same household. Coaches cannot hold pads due to 2 metre distancing required.
8. Board breaking	Not permitted due to the constant need to clean boards after each user and the need for at least one person to hold the breaking frame, which would not comply with social distancing.

Assessment carried out by:

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