



ENGLISH SHOTOKAN ACADEMY

COVID-19 Risk Assessment

**For
Return to Training**

Issue No 1



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Risk Assessment Legend Sheet

SEVERITY	
5 =	Fatality
4 =	Critical / Major Injury
3 =	Moderate Injury
2 =	Minor Injury
1 =	Negligible / No Detectable

LIKELIHOOD	
5 =	CERTAIN - only to be expected
4 =	LIKELY - a regular occurrence
3 =	PROBABLE - will occur occasionally
2 =	POSSIBLE - conceivable but unlikely
1 =	REMOTE / IMPROBABLE - chances close to zero

“A” HAZARD	Any condition or practice with potential for permanent disability, loss of life or body part and/or extensive loss of structure / equipment / material or regulatory non compliance
“B” HAZARD	Any condition or practice with potential of serious injury/illness or property damage that is disruptive but less severe than Class "A"
“C” HAZARD	Any condition or practice with probable potential for non-disabling injury or illness, or non-disruptive property damage

Points Rating	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Once a Risk Rating has been allocated to the risk, then actions could take place with the following level of urgency:

20-25	=	HIGH RISK	- Immediate action required this cannot be allowed to continue
7-16	=	MEDIUM RISK	- Attention is required as soon as possible
1-6	=	LOW RISK	- No immediate action required: risk is tolerable for the time being, but needs to be reviewed regularly and after changes

Risk Measurement	
INHERENT	= the underlying risk before the application of any controls
RESIDUAL	= the risk remaining after the application of the controls described



COVID-19 RISK ASSESSMENT

Dojo --insert venue--	Responsible Person: Club Instructor	Assessment Date: 08/08/2020	Review Date: 31/08/2020	Assessed By: --Insert name--
Building and General				

People at Risk:

Academy Personnel				Non Academy Personnel							
<input checked="" type="checkbox"/>	Karateka	<input type="checkbox"/>	Pregnant Karateka	<input checked="" type="checkbox"/>	Young People	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Members of Public	<input checked="" type="checkbox"/>	Visitors

HAZARD	RISK MEASUREMENT			CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Severity (S) Likelihood (L) Risk Potential (S x L)	Inherent	Residual		
Hazard: General public access to the building resulting in contamination of the of the entrance door etc. Risk: Potential surface contact transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Sports Centre staff are responsible for opening and locking the doors to the building - Karateka should avoid touching the door handles is possible, use elbows or shoulders to push the doors open - All Karateka entering should immediately wash their hand before entering the changing rooms 	
Hazard: Contamination of the dojo floor, walls and other surfaces Risk: Potential surface contact transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Floor cleaning is the responsibility of the Centre management - No floor based training or exercises - No kneeling bows at beginning or end practice, standing Rei only. - Wearing sports shoes will be permitted if a member so chooses 	
Hazard: Use of toilet facilities Risk: Potential surface contact transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Compliance with venue protocols for use of toilet facilities - Karateka to wash/sanitise their hands after using the toilet facilities 	

RISK POTENTIAL:	1-6 = Low Risk	7-14 = Medium Risk	15-25 = High Risk
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COVID-19 RISK ASSESSMENT

Dojo --insert venue--	Responsible Person: Club Instructor	Assessment Date: 08/08/2020	Review Date: 31/08/2020	Assessed By: --Insert name--
Indoor Changing & Training Activities				

People at Risk:

Academy Personnel				Non Academy Personnel							
<input checked="" type="checkbox"/>	Karateka	<input type="checkbox"/>	Pregnant Karateka	<input checked="" type="checkbox"/>	Young People	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Members of Public	<input checked="" type="checkbox"/>	Visitors

HAZARD	RISK MEASUREMENT			CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Severity (S) Likelihood (L) Risk Potential (S x L)	Inherent	Residual		
Hazard: Shared space for changing Risk: Potential contact or atmospheric transfer of COVID-19 virus to students and instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Karateka to arrive already changed into their Karate-gis whenever possible - Where this is not possible students will change away from the training Dojo - Karateka to leave in there karate-gi and change/shower at home 	
Hazard: Shared training space in the Dojo Risk: Potential atmospheric transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Classes to be arranged so that there is adequate (2 metre) space between students. - Students to be aware and take appropriate action if they encroach on each other's space. 	<ul style="list-style-type: none"> - Where class sizes make this difficult the class should be split into groups that allow for adequate spacing
Hazard: Person to person contact during training Risk: Potential contact transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - All form of physical contact e.g. sparring, kata applications & demonstrations requiring contact to be prohibited until further notice 	
Hazard: Instructors or students coming into contact with infected persons at work, home or other places Risk: Potential transfer of COVID-19 virus to other students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Anyone who has a confirmed case in their work place is to exclude themselves from training for 14 days from the last potential days of contact - Anyone who contracts the disease to exclude themselves for the period of their illness plus 10 days - Anyone with potential contact or illness must inform the Chairman or Secretary ASAP so a review of policy & procedures can be undertaken. 	REMEMBER THERE IS THE POTENTIAL FOR INFECTING OTHER USERS OF THE HALL



COVID-19 RISK ASSESSMENT

Dojo --insert venue--	Responsible Person: Club Instructor	Assessment Date: 08/08/2020	Review Date: 31/08/2020	Assessed By: --Insert name--
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Activity: <h3 style="margin: 0;">Indoor Changing & Training Activities</h3>
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HAZARD	RISK MEASUREMENT		CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Inherent	Residual		
Hazard: Contact with floor Risk: Potential surface transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Instructors to be aware of the venue's protocol for floor cleaning - Training may take place in bare feet where suitable precautions are taken to ensure floors are cleaned and sanitised - Karateka may elect to wear sorts footwear - No kneeling bows - No floor base exercises like stretching, sit-ups etc. - Karateka to be cognisant of the potential of virus contamination on the feet and ensure they wash or sanitise their hands after touching their feet. e.g. when putting on socks
Hazard: Member has underlying medical condition which may be more affected by COVID-19 Risk: Enhanced risk of infection and potential for life threatening consequences	Severity (S) Likelihood (L) Risk Potential (S x L)	5 3 15	5 1 5	<ul style="list-style-type: none"> - Advise these Karateka not to attend or to attend at their own risk - Ask before each training session - Refuse entry to anyone with underlying medical conditions that put them in the NHS High Risk category i.e. have been advised to isolate and shield
Hazard: Airborne transmission of Infection Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Anyone with coughs, colds, hay fever etc. must NOT train or enter the Dojo - Manage any change over between other classes using the Dojo - Allocate adequate time between Classes. - Work with Venue Management / Sports Centre



COVID-19 RISK ASSESSMENT

Dojo --insert venue--	Responsible Person: Club Instructor	Assessment Date: 08/08/2020	Review Date: 31/08/2020	Assessed By: --Insert name--
Activity: Indoor Changing & Training Activities				

HAZARD	RISK MEASUREMENT		CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Inherent	Residual		
Hazard: First Aid – Injury requiring medical treatment, and/or hospital visit Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Avoid any form of contact training e.g. Kumite or kata bunkai to reduce the risk of injury and the need for 1st Aid - Ensure you have a qualified First Aider or appropriate medical practitioner present. - Ensure First Aid Procedures are in line with the COVID-19 restrictions and precautions. Appropriate PPE to be worn by 1st Aider - Seek assistance from the Sports Centre / Venue (if available / appropriate)
Hazard: Use of dojo equipment e.g. kick bag, pads, makiwara etc Risk: Potential surface transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Avoid the use of this type of equipment as far as is reasonably practicable - Pads that require one person to hold and another to strike should not be used because it is impossible to maintain social distancing - Makiwara and kick bag should be used only by one person at a time and sanitised between users
Hazard: Social gathering before or after class Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Student to be notified in advance of when and where their classes are to take place and should arrive just in time to train - No social chit chat inside the building - Exit the building as quickly as possible via the designated exit route after the class finishes - Post training dialogue should be carried out by phone, text, email or other online methods



COVID-19 RISK ASSESSMENT

Dojo --insert venue--	Responsible Person: Club Instructor	Assessment Date: 08/08/2020	Review Date: 31/08/2020	Assessed By: --Insert name--
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Activity: **Indoor Changing & Training Activities**

HAZARD	RISK MEASUREMENT		CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Inherent	Residual		
Hazard: Shared water bottles/nutritional products Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Member to bring their own drinks etc. - No sharing of these items with other Karateka - All empty containers to be removed and taken home for disposal (remember if you leave them behind you put someone else at risk clearing up after you)
Hazard: Visitors, potential new students Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Whenever possible arrange for visitors to arrive at a specific time - Always ensure social distancing and where possible carry out discussions by phone, text, email or other online methods - If visitors are permitted into the dojo to watch they must follow the protocols for hand cleaning, social distancing and should be asked to wear face covering
Hazard: Payment and Registration Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - ALL Payments should be made where possible electronically before the start of the class. - The Instructor only to take register by either pen/paper or on their phone. - Cash/Cheques should be minimised & handled with appropriate precautions e.g. social distancing and hand sanitisation after handling

RISK POTENTIAL:	1-6 = Low Risk	7-14 = Medium Risk	15-25 = High Risk
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OVID-19 RISK ASSESSMENT

Dojo --insert venue--	Responsible Person: Club Instructor	Assessment Date: 08/08/2020	Review Date: 31/08/2020	Assessed By: --Insert name--
Outdoor Training Activities				

HAZARD	RISK MEASUREMENT		CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Inherent	Residual		
Hazard: Transmission of infection, airborne and through physical contact with surface and others Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - Avoid contact with door/gate handles, bring hand sanitizer or wipes. - Parents must not drop off children and leave them with the Instructor, - Parents must remain close by but not part of the group training in case they need to go to the toilet. - After the class, children will go to the parents individually, not in a group. - Parents must follow Government guidelines on social distancing at all times.
Hazard: Payment and Registration Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	<ul style="list-style-type: none"> - ALL Payments should be made where possible electronically before the start of the class. - The Instructor only to take register by either pen/paper or on their phone. - Cash/Cheques should be minimised & handled with appropriate precautions e.g. social distancing and hand sanitisation after handling
Hazard: Weather Risk: Exposure to weather related hazards - rain, cold, heat	Severity (S) Likelihood (L) Risk Potential (S x L)	3 2 6	3 1 3	<ul style="list-style-type: none"> - Read the weather report in advance - Ensure all participants dress appropriately. - Participants should be advised to wear sunscreen - Ensure the space being used is at a comfortable temperature (not too cold/hot) and take sufficient steps to make sure participants are properly hydrated - Advise participants of dangers i.e. sunstroke, hay fever, dehydration etc. - Instructor to look for effects of over exertion, sunstroke, dehydration. - Ensure access to water, medication and sunscreen - Facilitate extra breaks where appropriate



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Activity: **Outdoor Training Activities**

HAZARD	RISK MEASUREMENT		CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Inherent	Residual		
Hazard: Wet, slippery or uneven surfaces Risk: Slips, trips and falls leading to cuts, abrasions, bruising, joint injury, sprains and strains	Severity (S) Likelihood (L) Risk Potential (S x L)	3 3 9	3 1 3	<ul style="list-style-type: none"> - Ground surfaces should be flat and clear of objects - Inspect the ground for signs of holes, obstructions, loose materials, water, liquids or other hazards and that might cause slips, trips and falls. - Care and awareness of surfaces, especially when uneven, loose or slippery. - Issues need to be highlighted to individuals / groups as needed. - Suitable footwear must be worn. Advise participants to wear trainers before hand - Advise participants of risk injury during turns etc. - Space between people & other groups within Government guidelines - Ensure there is adequate space for Instructor to demonstrate exercises, and participants to train without breaching the '2 metre' guidance. - Ensure you are aware, keep up to date and follow local authority rules and government Guidance - Good control and discipline of class
Hazard: Litter and foreign objects on ground e.g. broken glass, syringes, animal faeces Risk: Cuts, bruises, abrasions, soft issue penetration wounds, biological contamination leading to infection	Severity (S) Likelihood (L) Risk Potential (S x L)	4 3 12	4 1 4	<ul style="list-style-type: none"> - Assess the area for suitability before starting a lesson - Suitable footwear must be worn. Advise participants to wear trainers beforehand. - Advise participants of risk of injury during turns etc.
Hazard: Inadequate visibility Risk: Participants may struggle to see the instructor and their environment	Severity (S) Likelihood (L) Risk Potential (S x L)	3 2 6	3 1 3	<ul style="list-style-type: none"> - Avoid training at dusk/dawn unless the chosen venue is well lit e.g. flood lighting



COVID-19 RISK ASSESSMENT

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Activity: Outdoor Training Activities				

HAZARD	RISK MEASUREMENT		CONTROL MEASURES	FURTHER / CORRECTIVE ACTION
	Inherent	Residual		
Hazard: Ambient noise - Risk: Students cannot hear you & receive clear instructions	Severity (S) Likelihood (L) Risk Potential (S x L)	3 2 6	3 1 3	- Make sure that you can be heard clearly by participants over and above any background noise, e.g. traffic noise from a nearby road, music, etc.
Hazard: Shared water bottles/nutritional products Risk: Potential transfer of COVID-19 virus to students & instructors	Severity (S) Likelihood (L) Risk Potential (S x L)	5 2 10	5 1 5	- Member to bring their own drinks etc. - No sharing of these items with other Karateka - All empty containers to be removed and taken home for disposal (remember if you leave them behind you put someone else at risk clearing up after you)

RISK POTENTIAL:	1-6 = Low Risk	7-14 = Medium Risk	15-25 = High Risk
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