

COVID 19 Risk Assessment Form for Children's Summer camps at Exeter Martial Arts

Activity being assessed		<i>Exeter Martial Arts – Summer Ninja Camp</i>			Assessment date	22/07/2020	Assessment No.	20/02, v1.1		
Activity	Person at Risk	Significant Hazards	Risk			Risk Control measure required	Residual Risk *			
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All activities	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	<ul style="list-style-type: none"> ● Student has COVID 19 ● Risk of infection via families of students 	5	4	20	<ul style="list-style-type: none"> ● All people entering the premises to apply sanitising fluids to hands at the key locations and elsewhere, as directed ● There will be no access if the student is suffering any COVID 19 symptoms within the past 14 days ● If any family member is suspected of Covid 19 then the students cannot attend unless the test results are clear ● Each student will be temperature checked by an instructor/member of staff on entering the building using a thermal monitoring device ● As staff members will need to take students temperature and get closer than 2 meters to do this staff members will be wearing face coverings during this time allowing them to be in the 1m + range. Students are not required to wear face coverings but are very welcome to do so. ● Social distancing will apply throughout ● Viewing area closed ● Reception closed ● Family members will only be allowed access to the academy for collection of students and other exceptional circumstances (very young students) 	1	4	4	

Entry to building / stairs to mezzanine	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	<ul style="list-style-type: none"> ● Ability to keep to social distancing 	5	4	20	<ul style="list-style-type: none"> ● Academy doors will be closed at all times except to allow students to enter and leave at the designated start and end times. The door will be closed at the start of class and we will be unable to admit late comers. ● Students (and parents) to wait outside in a socially distanced way until let in by staff one at a time. Students must take responsibility while waiting outside the building in a socially distanced way and also not cause an obstruction or disturbance for local residents. ● Parents must remain with children until they have had their temperature check and answered Covid questions. ● ALL students must arrive in their gi/training clothes which must be clean on for each class. ● Students MUST bring and wear their own training gloves and bring with them any other equipment (depending on the class, this will be communicated to all students in advance). Academy regular training equipment e.g. gloves etc. cannot be loaned out to ensure safety. ● On entering the building Students (and parent only if necessary) to enter the clearly marked one-way system and move one at a time. ● Each student will be supervised by a staff member while using the hand sanitiser station, having a temperature check and their attendance being confirmed. The touch screen will not be in use for hygiene reasons. ● Each student will place their shoes and any bags in a designated area before being invited to their allocated training area via the one-way system. ● Stairs/Viewing area (mezzanine) to be closed except for very exceptional circumstances. 	1	4	4
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	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	<ul style="list-style-type: none"> ● Ability to keep to social distancing 	5	4	20	<ul style="list-style-type: none"> ● If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult ● Parents are responsible for keeping Exeter Martial arts up to date with any change in contact details and must be available for the duration of the kids camp in order to collect their child immediately if they become unwell. 	1	4	4

<p>Training session</p>	<ul style="list-style-type: none"> ● Students ● Instructors 	<ul style="list-style-type: none"> ● Ability to keep to social distancing 	5	4	20	<ul style="list-style-type: none"> ● As per the government guidelines the children attending our holiday camp will be kept in a consistent group of 15 children with the same 2 instructors for the duration of the 3 days. ● Only 1 group of 15 children will be attending the holiday camp each week. ● This will be a “non contact” ninja camp- so no aspect of the activities will involve the children touching each other. ● Children will be encouraged to social distance as much as is feasible- but in line with government guidelines we know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff so will be also abiding by the list of measures set out above below ● We will be encouraging the cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 	1	4	4
<p>Water break(s) during class</p>	<ul style="list-style-type: none"> ● Students ● Instructors 	<ul style="list-style-type: none"> ● Ability to keep to social distancing 	5	4	20	<ul style="list-style-type: none"> ● Students must bring their own named water bottles, prior filled before arrival for them to drink from. Water bottles must be left with bags and shoes. Students can access drinks at any time during the class (without interrupting the class to ask permission) However they need to wait until a time that there are no other students also drinking in the foyer area at the same time. ● Drinking directly from taps is not allowed 	1	4	4

Toilet use	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	<ul style="list-style-type: none"> ● Ability to keep to social distancing ● Keep area clean 	5	4	20	<ul style="list-style-type: none"> ● Students should be encouraged to visit the toilet prior to attending the Academy ● Only one toilet will be available for use except in an emergency. This will clearly signed. ● Only 1 person will be allowed to queue for the toilet and they must wait in the designated toilet queue area which will be socially distanced from other students. ● Students using the toilets must wash their hands both before and after use ● Signage in the areas to reiterate hand washing policy ● Toilet will be cleaned after each class. 	1	4	4
End of class	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	<ul style="list-style-type: none"> ● Ability to keep to social distancing 	5	4	20	<ul style="list-style-type: none"> ● All usual end of class interactions will be suspended (high 5's etc) and replaced with verbal encouragement ● Students will be required to sanitise their hands on leaving the building using the sanitizing station provided at the exit. 	1	4	4
Staff changing / breaks	<ul style="list-style-type: none"> ● Staff 	<ul style="list-style-type: none"> ● Ability to keep to social distancing 	5	4	20	<ul style="list-style-type: none"> ● Staff will arrive changed and ready to work. ● Staff breaks to be taken singularly on the mezzanine area or outside the building. 	1	4	4

Cleaning before, during and after classes	<ul style="list-style-type: none"> ● Staff 	<ul style="list-style-type: none"> ● Contamination / spread reduction ● Ability to keep to social distancing while cleaning 	5	4	20	<ul style="list-style-type: none"> ● Appropriate training and refreshers will be given to both staff and students, to maintain both awareness and best practice, with regard to cleanliness, hygiene and personal safety ● All relevant areas will be cleaned using cloths and cleaning agents and the sanitizing fogger before the next class can commence ● Cleaning checklists will be compiled and be subject to regular monitoring ● PPE MUST be worn by staff during any cleaning process. ● Sanitisation points provided around the dojo for both staff and students ● Cleaning will include all areas anyone could touch including the entrance, toilets, training area and any equipment used during the class ● Mat to be steam cleaned before the first class of the day and between all classes. ● Mat will be sanitized using fogger at then end of each day 	1	4	4
Cleaning after classes	<ul style="list-style-type: none"> ● Students 	<ul style="list-style-type: none"> ● Contamination / spread reduction ● Ability to keep to social distancing while cleaning 	5	4	20	<ul style="list-style-type: none"> ● Staff will clean, at the end of class, any of the gyms training equipment which has been used in class with 70% alcohol wipes provided by the gym. 	1	4	4

PPE	<ul style="list-style-type: none"> ● Staff ● Students 	<ul style="list-style-type: none"> ● Contamination / spread reduction 	5	4	20	<ul style="list-style-type: none"> ● PPE will be compulsory for staff during, <ul style="list-style-type: none"> - Cleaning - While meeting students at the start of the class and taking temperature - While escorting students out of the building - While issuing first aid ● As per the government guidelines PPE is not required by staff or students during training sessions as social distancing will be encouraged. ● However, both staff and students may choose to wear PPE and will be supported in doing so if they choose. 	1	4	4
Communicating information of changes to students and their parents	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	<ul style="list-style-type: none"> ● Students ● Parents ● Instructors <p>Not aware of changes to procedures</p>	5	4	20	<ul style="list-style-type: none"> ● Club / Academy staff to send procedures out to all relevant personnel / students / ● Before reactivating membership, students must agree to adhere the content of this risk assessment and not to attend classes <ul style="list-style-type: none"> - If they have had any Covid 19 symptoms in the past 14 days - If they have been asked to self-isolate in the past 14 days - If they have had a positive Covid 19 test in the past 14 days or if they have had a positive test and still have any symptoms of Covid 19. - If they are awaiting a Covid 19 test result. - If any members of their household are in any of the above groups. ● Signage will be provided throughout the premises to reiterate the new procedures and practices ● Primary communication between staff and students will be by phone, text or email 	1	4	4

General	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	<ul style="list-style-type: none"> ● Staff ● Students ● Parents 	5	4	20	<p>The above risk assessment and procedure implemented by Exeter Martial Arts has been formulated to keep all students and staff as safe as possible. Anyone not abiding by the processes and procedures will be asked to leave as we have a <u>zero-tolerance</u> policy on all Covid 19 related issues.</p>				
<i>Additional Documentation</i>							<i>Issue or version Date</i>			
<p>Notes</p> <p>LIKELIHOOD (L) - Frequent (5), Probable (4), Occasional (3), Improbable (2), Remotely (1) SEVERITY (S) – Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)</p> <p>DEGREE OF RISK (DR) – 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>										
Assessor Name	Dr Richard Catterick					Assessors Signature	Dr Richard Catterick		Date	22 nd July 2020