

## Risk Assessment Form for Phase 1 gym reopening for adult students

<b>Activity being assessed</b>		<i>Exeter Martial Arts – Phase 1 Adults return to training following COVID 19</i>			<b>Assessment date</b>	09/04/2021	<b>Assessment No.</b>	04/21, v2		
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 sanitising 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 will be temperature checked by an instructor/member of staff on entering the building using a thermal monitoring device</li> <li>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.</li> <li>Social distancing will apply throughout</li> <li>Viewing area closed</li> <li>Reception closed</li> <li>Family members will only be allowed access to the academy for collection of students and other exceptional circumstances (very young students)</li> </ul>	1	4	4	

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Entry to building / stairs to mezzanine	<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>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. This is to ensure all students are temperature checked and only attending classes they have pre booked for</li> <li>Students (and parents) to wait outside in socially distanced way until let in by staff. 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.</li> <li>ALL students must arrive in their gi/training clothes which must be clean on for each class.</li> <li>Students <b>MUST</b> 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.</li> <li>On entering the building Students (<b>and parent only if necessary</b>) to enter the clearly marked one-way system and move one at a time.</li> <li>Each student will be supervised by a staff member while using the hand sanitiser station, having a</li> </ul>	1	4	4	

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						temperature check and their attendance being confirmed. The touch screen will not be in use for hygiene reasons. <ul style="list-style-type: none"> <li>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.</li> <li>Stairs/Viewing area (mezzanine) to be closed except for very exceptional circumstances.</li> <li>There will be no free movement during classes within the dojo and all directional signage and communications MUST be observed.</li> </ul>			
	<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>The current government guidelines with regards to building size of indoor training venues and student numbers consist of 2 aspects. Firstly, with regard to the whole building size there must be 100 square foot per person- this includes non-training areas and is to ensure enough ventilation and circulation of air. Following this guideline, we can have 25 people training at any time.</li> <li>We are fortunate in having very high ceilings which aids ventilation and already having a system of fans in place to bring clean air into the building and remove stale air. All windows will remain open during all classes and all fans will remain on.</li> </ul>	1	4	4

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						<ul style="list-style-type: none"> <li>The next aspect of the guidelines refers to social distancing which must be maintained during training.</li> <li>Each student will be allocated a 2m square area which will be clearly marked on the mats.</li> <li>There will be designated one-way walkways between the areas to allow social distancing at all times.</li> <li>Students must only use their own equipment, no sharing of equipment to be allowed</li> </ul>			

Training session	<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 will be required to register for one particular cluster class type (traditional, Combat sport or boxing) and can attend that class cluster only during phase 1</li> <li>All elements of training will take place with no physical contact between students and instructors or between students themselves</li> <li>Some classes may have students who can train together such as household members/ support bubble members. This will be agreed in advance and documented at EMA.</li> <li>As per the government guidelines sparing, rolling and physical contact will not be permitted between students or instructors during our phase 1 opening. We will update this document in line with government guidelines as we move into phase 2 of our opening.</li> <li>The timetable will be amended to allow time between classes to clean the training venue and equipment in line with government guidelines.</li> <li>Individual 1:1 Bag/pad work with a coach is permitted as per governing body guidelines (BJJAGB)</li> <li>1 Bag/pad holding Coach / 1 participating Adult only</li> <li>All coach holders must wear mask and latex gloves</li> <li>All 1 on 1 Bag work/pad with an adult must be fully socially distanced from all other adults and/or groups of children (either with separate sessions or segregated space)</li> <li>Coaches doing a Bag/pad work 1:1 session with an adult participant should not move between other groups</li> </ul>	1	4	4
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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 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 and follow the one-way system while entering and leaving their training area. This is to avoid water bottles on the mat rolling into another student’s area and needing to be retrieved during the class (so making social distancing difficult)</li><li>Drinking directly from taps is not allowed</li></ul>	1	4	4		
Toilet use	<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><li>Keep area clean</li></ul>	5	4	20	<ul style="list-style-type: none"><li>Students should be encouraged to visit the toilet prior to attending the Academy</li><li>Only one toilet will be available for use except in an emergency. This will clearly signed.</li><li>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.</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></ul>	1	4	4		

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						<ul style="list-style-type: none"> <li>Toilet will be cleaned after each class and a cleaning schedule will be displayed.</li> </ul>			
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>Cleaning wipes will be provided so that students can clean any equipment they have used during the class, this will be supervised by gym staff.</li> <li>Students will be asked to leave the mat by the instructors in small groups to get their outdoor clothing and shoes from the foyer.</li> <li>Students will be invited to exit the building in small socially distanced groups following the one-way system using the fire exit to avoid meeting students waiting for the next class.</li> <li>Students will be required to sanitise their hands on leaving the building using the sanitizing station provided at the exit.</li> </ul>	1	4	4

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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 will arrive changed and ready to work.</li> <li>Staff breaks to be taken singularly on the mezzanine area or outside the building.</li> </ul>	1	4	4	
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, with regard to cleanliness, hygiene and personal safety</li> <li>All relevant areas will be cleaned using cloths and cleaning agents and the sanitizing fogger before the next class can commence</li> <li>Cleaning checklists will be compiled and be subject to regular monitoring</li> <li>PPE <b>MUST</b> be worn by staff during any cleaning process.</li> <li>Sanitisation points provided around the dojo for both staff and students</li> <li>Cleaning will include all areas anyone could touch including the entrance, toilets, training area and any equipment used during the class</li> <li>Mat to be steam cleaned before the first class of the day and between all classes.</li> <li>Mat will be sanitized using fogger at then end of each day</li> </ul>	1	4	4	



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Cleaning after classes	<ul style="list-style-type: none"> <li>Students</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>Students will clean, at the end of class, any of the gyms training equipment they have used in class with 70% alcohol wipes provided by the gym.</li> </ul>	1	4	4

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PPE	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Contamination / spread reduction</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>PPE will be compulsory for staff during,                             <ul style="list-style-type: none"> <li>Cleaning</li> <li>While meeting students at the start of the class and taking temperature</li> <li>While escorting students out of the building</li> <li>While issuing first aid</li> </ul> </li> <li>As per the government guidelines PPE is not required by staff or students during training sessions as social distancing of 2 meters will be maintained at all times.</li> <li>However, both staff and students may choose to wear PPE and will be supported in doing so if they choose.</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 /</li> <li>• 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"> <li>- If they have had any Covid 19 symptoms in the past 14 days</li> <li>- If they have been asked to self-isolate in the past 14 days</li> <li>- 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.</li> <li>- If they are awaiting a Covid 19 test result.</li> <li>- If any members of their household are in any of the above groups.</li> </ul> </li> <li>• A walk-thru video of the entry and exit procedures will be provided to all</li> <li>• Signage will be provided throughout the premises to reiterate the new procedures and practices</li> <li>• Primary communication between staff and students will be by phone, text or email</li> </ul>	1	4	4
General	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> </ul>	5	4	20	The above risk assessment and procedure imple- mented 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			

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						asked to leave as we have a <u>zero-tolerance</u> policy on all Covid 19 related issues.			
						Staff will undertake regular lateral flow Covid test.			
Additional Documentation							Issue or version Date		
<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>	Dr Richard Catterick				<b>Assessors Signature</b>	Dr Richard Catterick		<b>Date</b>	9 <sup>th</sup> April 2021