



British Wado Federation

Covid-19 Generic Risk Assessment & Action Plan

Members Consultation Document

Version 1 (30th of June 2020)

| Legal Statement |
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| British Wado Federation cannot be held accountable for decisions made by external groups based upon this document, which is specific to our club's unique circumstances. British Wado Federation takes no responsibility for how users of this document interpret or apply the information provided. |
| Sources |
| This document has been completed with reference to the following documents: |
| National Youth Agency Readiness toolkit (15 June 2020) |
| National Youth Agency Managing youth sector activities and spaces during COVID-19 (15 June 2020 Version 1.0) |
| <i>Both of the above documents were prepared in consultation with Public Health England and the Health and Safety Executive (HSE).</i> |
| World Karate Federation Covid-19: WKF Guidelines and Recommendations. |
| Sport England Club Matters / Ann Craft Trust: A Guide to Safeguarding Adults during the Coronavirus (COVID 19) Pandemic |
| Sport England Club Matters: Creating a risk assessment for clubs and organisations |
| Sport England Club Matters: Promoting social distancing at your facility |
| Sport England Club Matters: Reopening toolkit for clubs and organisations |
| Sport England Club Matters: Developing a risk register for your club or organisation |
| Sport England: Legal risks and duties of care when returning to play, Guidance note in the context of coronavirus |
| UK Active Kids COVID-19 - A framework for the safe delivery of children's activity provision during social distancing |
| UK Active: COVID-19 - A framework for the re-opening of gym, leisure centre and wider fitness industry during social distancing |
| Activity Alliance - Reopening activity: An inclusive response. |
| EMDUK: Guidelines to taking your classes outside after lockdown |
| EMDUK: Risk Assessment Checklist (RA01) Premises & Activity Risk Assessment Form (Social Distancing) |
| EMDUK: Risk Assessment Checklist (RA01) Premises & Activity Risk Assessment Form |
| EMDUK: Risk Assessment Checklist Outdoor Activity Risk Assessment Form |



| Schedule of Work | Actioned by | Target Date Completed |
|--|-------------------------------------|-----------------------|
| Create Risk Assessment & Action Plan | Gary E Swift (8th Dan) Hanshi | 30.06.2020 |
| Send document to British Wado Federation Chairman & General Secretary | GES | 30.06.2020 |
| Send document to British Wado Federation committee for additional feedback | GES | 30.06.2020 |
| Send document to all BWF Member Groups | GES | 30.06.2020 |

If you think a child is in immediate danger or requires medical attention, you should call the emergency services on 999. If you're worried about a child, even if you're unsure, you can speak to the [NSPCC helpline](https://www.nspcc.org.uk/help) about your concerns on 0808 800 5000 or email help@nspcc.org.uk

Please continue to recommend [Childline](https://www.childline.gov.uk) to the young people in your activities on 0800 1111.

*Grey dates indicate initial target dates for actions

COVID-19 Risk Assessment

| | | |
|---|--|--------------------------------|
| Group: British Wado Federation | Site: 57 South Hill, Hooe, Devon. PL9 9PT | |
| People at Risk: Members, Staff, Volunteers, Guardians, General Public | Additional Information: This document compliments the existing British Wado Federation Risk Assessment and Fire Risk Assessment already in use. This is a 'living document' and is subject to change as the Covid-19 situation evolves. | |
| Contact Person: Gary E Swift (8th Dan) Hanshi | Title: President | Review Date: 31.07.2020 |

Risk Evaluation

| Hazard | Risk | Initial Rating (L/M/H) | Control Measures | Final Rating (L/M/H) | Additional Action Required (action by whom and completion date) |
|--|----------------------------------|--|--|--|---|
| <i>What's the hazard?</i> | <i>What is the risk of harm?</i> | <i>Is this risk Low, Medium or High?</i> | <i>What measures will you put in place to reduce the risk identified?</i> | <i>How has the rating changed as a result?</i> | <i>What else can you do to minimise risk?</i> |
| General hazard awareness / Managing overall risk | Infection from COVID-19 | M | Use of signage inside and outside the building, for hand washing and personal hygiene and social distancing | L | Newsletter and social media, explaining new ways of working and the reasons for them (deadline as above) Providing regular reminders during classes. |
| | | M | External groups that use the building will be consulted on this document, create a commonly agreed working solution. | L | |

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| | | | There will be a pause on any additional external groups using the building for the time being. | | |
| | | H | Anyone with COVID-19 symptoms, anyone who has symptoms, or anyone has been advised to self-isolate as part of the government test and trace service (or anyone living with someone in any of these circumstances) will be unable to attend the premises and should not transport anyone else to/from the premises. | L | Signage will be posted at building entrance, and will be included in social media posts and a newsletter. All signage will be in place before classes resume. |
| | | | If anyone shows any signs of COVID-19, they will be asked to leave the activity/premises immediately. | | If anyone requires isolation e.g. before being collected by parents, they will be isolated in the 'homework room' with adult supervision as applicable. |
| Social Distancing | Infection from COVID-19 | H | Complying with UK government social distancing rules | M | Thorough Staff, Volunteer and Student Training (timescales listed above) |
| | | | Training 'Zones' marked out on Tatami (2x2m) Designated safety area (1m) around each zone | | |
| | | | No physical contact between students, instructors etc. | | |
| | | | Encourage family groups to train within the same time slots to allow a greater range of training options, and minimise risk of infection | | |
| | | | Communal tables will be temporarily removed to reduce face-to-face interaction | | |

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| | | | Seating capacity will be reduced, and chairs will be available only for parents/guardians who must stay in the building for safeguarding purposes only. | | |
| | | | Limited Syllabus content, removal of pairs work and Kumite training for the time being. | | |
| | | | Where possible staff should try not to directly touch children's items and if they do need to touch an item e.g. opening a water bottle they should clean their hands before and afterwards immediately. | | |
| | Failure to comply with social distancing rules | M | Verbal prompts will be used, followed by possible additional training, further support or sanctions as applicable. | L | |
| Personal Hygiene | Infection from COVID-19 | M | Handwashing and sanitiser provided for all visitors | L | All staff, young people and visitors to undertake hand hygiene training |
| | | | Strict personal hygiene (e.g. clean, short nails) | | A reminder will be featured in the newsletter and social media posts. |
| | | | Regular handwashing will be encouraged, especially when using the w/c | | Daily checks to ensure that soap and hand sanitiser supplies have not run out. |
| | | | Hand sanitizer will be available outside the building, all will be asked to use it before entering the building. | | |
| | | | Hand sanitizer will be available at various places inside the building, with clear signage encouraging its use. | | |
| | | | Disposable tissues will be available at various points to encourage the 'catch it, bin it, kill it' approach, and will be topped | | |

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| | | | up regularly. | | |
| Cleaning | Dojo | M | Initial deep clean of all areas prior to reopening, flushing all water pipes to minimise risk of legionnaires disease. | L | Disposable gloves will be provided for cleaning purposes. |
| | Surfaces & General Cleaning | M | Thorough and regular cleaning program, including w/c, door handles, surfaces. Prompt removal of all waste | L | Front doors and doors into Room 2 will remain open to minimise need to touch door handles. During poor weather, the external door will be 'staffed' to stop people from needing to touch it |
| | Shared Equipment | M | Kick bags and other equipment used by multiple users (in different classes) will be thoroughly cleaned between uses. | L | |
| | Sweat on mats | M | Daily cleaning of the mats and communal areas | L | Reduction of high intensity activity (fight training, fitness classes) |
| | Infection from COVID-19 | H | If cleaning after a suspected case of COVID-19, additional safeguards should be taken. | M | Thorough disinfection of any affected areas and equipment and clothing. Double bagging of any potential infected waste, and prompt disposal. |
| Total numbers in building at one time/crowding | Increased potential opportunities for COVID-19 transmission | M | Reduce overall occupancy at any one time. Set limit on class sizes. Reducing all Karate classes to 55-60min. | L | <i>All dependent upon government guidelines</i> |

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| | | | All students will be required to 'pre-book' for classes, and stay in the same classes for the duration of the pandemic. | | |
| | | | Staggered start times between different classes and different groups of students | | UK Active guidance suggest 10min minimum time period between different classes / groups <i>All dependent upon government guidelines</i> |
| | | | Non-essential classes (generic fitness classes) postponed for the time being | | |
| | | | Strict adherence to lesson class lengths | | |
| | | | Encourage and enforce vacating the premises immediately after class finishes | | |
| Queue management | Infection from COVID-19 | M | Socially distanced queuing will be in use (like at the supermarkets) outside the building. Areas will be marked on the pavement appropriately. | L | Where possible additional staff will be used to manage any outdoor queues. |
| Staff/Student ratios | | M | <i>TBC</i> UK Active current guidelines are max of 15 children per group. Keeping each group of children in their own training 'bubble' i.e. students won't be able to switch classes. | L | <i>Dependent upon government guidelines</i> Where possible, staff rotas will be used to ensure the same instructor(s) with the same group each week. |
| Risk to staff/volunteers | Infection from COVID-19 | M | All staff and volunteers have a duty of care to each other, themselves and to our service users. Social distancing measures and sensible training limits as listed in this document will be in place, alongside staff training and regular cleaning. | M | Non-medical facemasks, hand wash and hand sanitiser will be provided where staff, students and volunteers wish to / need to make use of it. |
| | | | Staff and service users are encouraged to report any concerns immediately, with all complaints logged centrally. | | Instructor/Secretary to keep a written log of all near misses, and all complaints |

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| | | | Staff training and induction will be carried out before resuming classes. | | All staff will receive a copy of the risk assessment, have the opportunity to add any relevant information, and be asked to sign to accept the document before resuming classes. |
| Parents / Guardians | Infection from COVID-19 | M | Where possible, parents should be encouraged to remain outside of the building. | L | |
| | | | Max of 1-parent/guardian with children who require support during class | | |
| | | | Discourage non-training siblings from attending Dojo | | |
| Café area (including water fountain), where applicable | Infection from COVID-19 | M | Café areas and water fountains will be unavailable at this time. Single use drinks will be available to purchase (no contact – honesty box cash payment only), and reusable water bottles will continue to be encouraged (and be kept with personal belongings in individual training zone) | L | |
| Pinch Points | Infection from COVID-19 | M | Queue Management, students wait outside of building (2m apart), allowed into building once the previous class students have left the building | M | |
| | <i>UK Active suggest that brief transitory contact, such as passing in a corridor are 'low risk' but the club feel additional safeguards are</i> | | Management of all Entry/Exit points (front doors/room 2/ w/c) | | |
| | | | Kitchen use – restricted to key staff only. | | |
| | | | Chairs to/from the w/c will be removed to create a corridor to access them. | | Additional staff may be required to manage the flow of |

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| | <i>warranted</i> | | | | people to/from the w/c and entrance/exit. Non-medical facemasks may be used when walking through communal areas. |
| | | | Reception area cleared of obstruction, with a one way system in effect. Clear signage in use to aid adherence. | | |
| | | | | | |
| Equipment | Social distancing | M | Mitts – must be own use | L | The club has purchased additional supplies which will be available to purchase at a lower cost than usual. |
| | | | Focus mitts – no contact training with partners or using focus pads (unless within same family group) e.g. a parent could potentially hold focus pads for their child, but these focus pads would then need to be thoroughly cleaned before next use. | | This will be reviewed in-line with government guidance on contact training. |
| | | | Kick Bags – used by 1 student max per lesson, cleaned between classes | | |
| | | | Personal Equipment (coats, shoes, valuables), located within a student designated training zone. All personal equipment must be taken home with students after classes; none can be left at the building. | | Belts will initially be allowed to be worn, this will be reviewed for younger children as instructors won't be able to retie these during classes. |
| Equipment Sales | Shared Equipment | L | Where possible, orders will be taken electronically and will be bagged ready to collect to avoid lingering in the building, Payment can be made in advance | L | Karate suits will not be available to try on at this time and any equipment returns will be stored separately to |

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| | | | electronically or via deferred payment method (to be collected later) | | other equipment, these returns will be reviewed to see whether they can return to stock or not. |
| Near Misses | Infection from COVID-19 | M | A log will be kept specifically for near misses, with a weekly review and adjustment to this log and training as appropriate | M | |
| | | | Staff and service users are encouraged to report any concerns immediately, with all complaints logged centrally | | Clubs will keep a written log of all near misses, and all complaints |
| Clinically vulnerable service users | Some people with pre-existing conditions are at a higher risk of COVID-19 infection. | H | Consultation with identified service users and staff at particularly high risk. Additional support may be needed to access services. This refers to those living with people who may also be extremely vulnerable, additional safeguarding controls may be needed. | M | |
| | | | SEND users or those with behaviour needs, may have difficulty socially distancing. Additional support may need to be provided (e.g. smaller classes or alternative provision) where the risks associated with their additional needs/behaviours cannot be controlled effectively. | | |
| Registers | Queuing at reception desk to sign in | M | Students will be 'signed in' on the mat, once students have gone to their designated training zones. | L | |
| | Risk of infection through shared use of register/stationary | M | Single staff member signing in all students per day, use of computer-based system (if possible) | L | |

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| First Aid Situations | COVID-19 symptoms | H | <p>Social Distance rules do not apply during an emergency situation if it would be unsafe to do so.</p> <p>First Aid should be provided as applicable, without putting the First Aid Provider at unnecessary additional risk.</p> <p>Isolation of the individual where possible, until they can be collected by a parent / guardian, taking into consideration any additional safeguarding, SEND or behaviour needs.</p> | M | <p>Sanitation of any surfaces, equipment, and the First Aid Provider will be done immediately after the situation has been dealt with.</p> <p>The First Aid Provider will be encouraged to contact the NHS test and trace service if they have been in contact with a suspected COVID-19 person https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>This would include individuals with symptoms, and anyone living with the person with symptoms and those who are advised to self-isolate as part of the governments test and trace program.</p> <p>RIDDOR reporting will be followed as applicable.</p> |
| | Other first aid situations | L | <p>First Aid should be provided as applicable, without putting the First Aid Provider at unnecessary additional risk.</p> | L | <p>Sanitation of any surfaces, equipment, and the First Aid Provider will be done immediately after the situation has been dealt with.</p> <p>RIDDOR reporting will be followed as applicable.</p> |
| Emergencies | Building evacuation | L | <p>Social Distance rules do not apply during an emergency situation if it would be unsafe to do so.</p> | L | <p>Fire Marshals should, where possible, wear non-medical facemasks.</p> |

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| | | | The priority is to vacate the building as per normal operating procedures, once it is safe to do so, social distance measures should be re-applied. | | Everyone should sanitise hands at earliest opportunity following the evacuation. |
| Travel to/from venue | | L | The club does not provide any transport for service users, and so it may be beyond the scope of the clubs' responsibility to set rules for this. | L | Non-medical facemasks should be used where necessary during travel to/from the venue. |
| Ventilation | Virus particles in a confined area | M | Rear building doors and main doors open for ventilation. | L | Electric fans in use if necessary. |
| W/C | Social Distancing and personal hygiene | M | Queue management in place, with distance markers on the floor as appropriate. Everyone will be encouraged to use hand sanitiser when entering the building. | L | Club Instructor / Secretary will ask parents to ensure children have used their own w/c before arriving at the building to minimise w/c use / congestion. |
| | | | Liquid soap in all bathrooms, hand sanitiser and signage encouraging good hygiene. | | |
| | Changing rooms | M | Children will be encouraged to arrive ready for classes, in Karate suits or gym clothes as applicable. As per Sport England (Guidance on Legal Risks and Duties of Care), changing rooms will not be available except for those with additional support needs, with social distancing and strict cleaning after each use in place. | L | |
| New Starters / Reactivating existing students | Lack of awareness of Covid-19 risk. | M | A club newsletter will go to all existing students, with pertinent information regarding Covid-19, including symptoms and government guidance and rules on | L | All students will need to preregister for all lessons; students will not be able to change classes without |

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| | | | self-isolation etc. | | permission due to likely limits on class sizes. All lesson payments will be made electronically, including new starters. |
| | Lack of awareness of training restrictions and social Distancing measures in place. | | The BWF Covid-Aware Home-study Course, Questionnaire & Certification will be completed by all students and instructors before resuming training. | | |
| | | | All new starters will complete a Licence Application Form as usual. | | Contact tracing requirements are subject to government rules and guidelines (tbc). |
| Changes to Safeguarding procedures | Students, staff and volunteers at risk | L | Existing safeguarding procedures and channels are not affected by Covid-19. | L | |
| Online Lessons & Social Media | Student, staff and volunteer safety | M | No instructor-led online lessons will take place, due to the additional risks upon instructors. | L | Pre-recorded content has been made available to all members to reduce the chance of groups or individuals feeling excluded. |
| | Reputational risk | M | Existing social-media policy will be adhered to. Students (under 18yrs) are not contacted directly by the club, but via parents / guardians. | | Specific reporting routes for reporting online safeguarding concerns. (may not be applicable to clubs at this time). |
| | Zoom conferencing | L | Used only for communication with staff, volunteers and parents. The link is only sent to registered students as applicable. | L | |
| Insurance Liability | Lack of insurance cover | L | The British Wado Federation have been in contact with the insurer and reported that existing policy cover is suitable, and specific 'pandemic insurance' policies are not currently available. | L | This will be reviewed before the renewal date. |
| | External users of facilities | M | External groups must ensure they have their own insurance cover in place, which | M | External groups will also be consulted and asked to feed |

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| | | | covers for Covid-19. | | into this document to ensure collective compliance. |
| Local / Regional Lockdowns | Interruption in club activities, increased local risk of infection | H | Central and local government will enforce any regional and local lockdowns, and so is outside of the scope of this document. | H | Payment extensions (for pay monthly) or catch up options may be needed. Transferring classes to outside locations may be an option. |

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| <i>What's the hazard?</i> | <i>What is the risk of harm?</i> | <i>Is this risk Low, Medium or High?</i> | <i>What measures will you put in place to reduce the risk identified?</i> | <i>How has the rating changed as a result?</i> | <i>What else can you do to minimise risk?</i> |
| Outdoor training | Ground condition | M | Lead instructor will check for Ground Surfaces: checking for holes, cracks, rocks, slippery or uneven ground | | |
| | Hazards | M | Hazards: Broken glass, syringes, rubbish, dog excrement, broken equipment | | |
| <i>This Risk Assessment is in addition to the indoor Covid-19 Risk Assessment</i> | Emergencies & First Aid | L | All attendees aware of emergency meeting place. Lead instructor explains the procedure for first aid/other emergencies at the start of each session, a designated instructor or other key volunteer as the first aider for the session. First Aid Kit (Including incident book) and Mobile phone will be kept by the lead instructor or designated first aider in case of emergencies. | | Only sites accessible to emergency services will be used for outdoor sessions. |

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| | Enough space for social distancing | L | Student/Instructor ratio (currently 5:1), cones used to mark student training areas, to ensure enough space to adhere to social distancing safely and allows the instructor to observe all participants. | | |
| | Weather conditions | M | Lead instructor will check: Are the weather conditions safe to conduct the training session? Are any modifications to the session needed based on the weather condition? (i.e. into the shade, weather cover, reduced sun intensity, etc.) | | Procedure for cancelling classes due to the weather |
| | Attendance tracking | L | Written register kept for each class, all students need to pre-register, parents will stay near to the training area so that they can view all activity and remain responsible for their own children. | | |
| | W/C | L | Are there toilet facilities on the site? If so, strict personal hygiene protocols must be adhered to. | | |
| | Participant and instructor dress code | L | Karate suits should not be worn. Loose fitting clothes with suitable footwear, with additional sun hat and tracksuit top if required / necessary. | | |
| | Personal Belongings of participants | L | Lead instructor will remind participants and check that all jewellery is removed (normal dojo etiquette) and stored safely, with all other personal belongings stored safely away from the immediate training area. The club will not be held responsible for any personal belongings. | | |

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| | Equipment | L | All equipment used is suitable for use outdoor, no shared equipment. Any equipment is cleaned between groups. | | |
| | Warm-up / Cool-down, lesson plan | L | Suitable Warm-up / Cool-down will take place, taking into account the weather and ground conditions. | | |
| | Parking | L | If parking facilities are available, are there enough for the number of people accessing the session – without being detrimental to the general public? | | |
| | Insurance for outdoor training | L | The British Wado Federation have been in contact with the insurer and reported that existing policy cover is suitable, and specific 'pandemic insurance' policies are not currently available. | L | This will be reviewed before the renewal date. |