



Risk Assessment

Covid-19 - Dojo/Martial Arts School

Published July 2020

INTRODUCTION			
Company name:	Chi Wai Martial Arts & Fitness Centre	Location:	Unit T1, Kingsville Road, Cheltenham, GL51 9NZ
Assessor name:	Harold Floyd Tech IOSH	Signature:	H Floyd
Date completed:	08 07 2020	Date for review:	This assessment should be reviewed weekly, or sooner if Government guidance changes.
Scope of assessment:	This assessment covers activities in a Dojo/Martial Arts setting as well as those working from home. It focuses on the required control measures to prevent the spread of Coronavirus (Covid-19).		
Hazard description:	Coronavirus disease (Covid-19) is an infectious disease caused by a newly discovered coronavirus. The Covid-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.		
Details of who may be affected:	<ul style="list-style-type: none"> • staff • visitors to your premises • cleaners • contractors • vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • anyone else who physically comes in contact with you in relation to the activities stated below. 		



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
Travelling to Chi Wai Martial Arts & Fitness Centre	Avoid public transport where possible.	H	Y	Staff and members to be briefed.	
	Individuals should use their own vehicles and travel alone where possible.	H	Y	Staff and members to be briefed.	
	If staff or visitors have no option but to share transport, journeys should be shared with the same individuals and with the minimum number of people possible.	H	Y	Staff and members to be briefed.	
	Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Avoid the use of air conditioning.	H	Y	Staff and members to be briefed. All been told to come in on their own or people from their own household.	
	The vehicle should be cleaned wearing gloves and using correct cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.	H	N/A	As above.	
Working from Home	Where possible, staff should work from home.	H	Y	Continue to monitor. Instructors to help on zoom from their own homes where possible.	
	Workstation assessments to be carried out for long term home workers.	NA	NA		
	Management to provide all assistance necessary to enable staff to work from home.	H	Y		



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
Building Access and Egress	Increase parking facilities to accommodate more vehicles.	H	Y	Discuss with neighbours and Landlord if necessary	
	Non-essential visitors to the Dojo will not be permitted to enter.	H	Y	Chi Wai Martial Arts & Fitness Centre to limit numbers, depending on capacity of area being used. This is determined by social distancing guidelines. Parents are to be encouraged to wait outside or in their car, unless training with student from same household. Young children parents, only to be in the building if necessary.	
	Hand cleaning stations to be provided at reception and on each floor. Where water is not available hand sanitiser to be provided.	H	Y	To be made clearly visible and away from the reception counter. Note – hand sanitiser should contain a minimum of 70% alcohol to kill most viruses. Hand moisturiser can help stop hands from drying out from continuous hand sanitiser.	
	Staff must wash their hands for 20 seconds on arrival and departure from the Dojo in the toilet facilities. Visitors are to be encouraged to use the hand sanitising station upon entry.	H	Y	Staff and members to be briefed.	
	Signage or floor markings to be used to ensure correct social distancing is maintained for those queuing to access or leave the Dojo and using Reception.	H	Y	Non- fire doors to be propped open when possible, to prevent touching of handles. One way system and minimal numbers to help with congestion.	
	Start and finish times for members to be staggered to reduce congestion, or a booking time when members can use the Dojo.	H	Y	Training areas to have a maximum capacity worked out, based on the current social distancing guidelines. Reception to ensure during the booking in process, the number it is not breached.	
	Signing in at Reception.	H	Y	Dojo staff should work from the current social distancing distance when controlling the entry of members.	



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
				Where possible one staff member only. (Wearing a mask is recommended during this time) Signing in using electronic “MyMA” registration system. Only to be used by instructors.	
	Letting members know the new Process.	H	Y	All staff and members should be made aware of the new processes before arriving at the Dojo. Covid 19 Rules to be signed by each student prior to starting their first lesson. Reception should confirm that they are aware of the new processes. If staff or a club member are not aware, then the information should be passed. Suggest an email, pamphlet, or video. All members to confirm prior to attending the Dojo “They have no symptoms or come into contact with anyone with Covid-19” This should also be verbally carried out before any session.	
Dojo and Mat Area	Minimum manning of the Dojo.	H	Y	Areas where staff have worked should be cleaned before and after each session.	
	Manning of the Dojo during members training sessions.	H	Y	Dojo staff to monitor current social distancing and correct cleaning of equipment after use. Polite and courteous language to be used at all time when addressing members.	
	Instructors to observe social distancing when conduction training in the Dojo.	H	Y	A maximum number to be established, in line with current social distancing guidelines. A maximum attendance as recommended by government guidelines. Markers and Mat positions in place to serve as a reminder to all.	
	Changing rooms/area to be placed out of order.	H	Y	Members to be asked to arrive and depart in training clothes. Changing rooms are locked at all times.	
	Member of staff to observe members social distancing during opening hours and continually monitor the correct cleaning of surfaces and equipment.	H	Y	Polite and courteous behaviour always required when speaking to members.	



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
	No contact training to be carried out, until social distancing has been reduced sufficiently.	H	Y	Members to be made aware.	
	As much ventilation as possible through the Dojo, depending on the weather.	H	Y	All non-fire doors to be propped open or removed.	
	Training bags and equipment to be arranged to allow correct social distancing.	H	Y	Certain bags & equipment to be put out of order or moved into another area.	
	No tables and chairs in Reception/Parents Room	H	Y	Signage to say out of order or remove furniture.	
	Cleaning of the reception/Parents Room area.	H	Y	Staff to clean between sessions.	
Moving Around the Building	Pedestrian routes to be widened to allow social distancing if possible.	M	Y	Chi Wai Martial Arts & Fitness Centre to remove any unnecessary furniture and reorganise. No spectators & one way system put in place.	
	Where possible, operate a one-way system for entering and exiting areas. Always stick to the left when going down corridors, stairs or through archways.	M	Y	Signs placed to remind staff and members.	
	Signage or other markings to show the current social distancing guidelines.	M	Y	We have posters & Banners explaining Social Distancing Guidelines throughout the building.	
	Training to be pre-planned to minimise the need for moving around the Chi Wai Martial Arts & Fitness Centre. E.g., ensure all materials required for your days' work or workout are at your work area.	M	Y	Staff and members to be briefed. Students to bring in their own equipment with them. All instructor equipment will be placed at the instructor station before each class.	
	If stairs should be used, one person at a time.	M	N/A	No stairs in the academy.	
	Restrict the number of people using toilet and changing facilities at any one time and use			Signage and marking certain toilets out of order. Have told all that only one person in the toilet at a	



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
Toilet and changing facilities	signage, such as floor markings, to ensure current social distance guidelines is maintained between people while using the facilities.	H	Y	time unless parent is needed. To ensure hand washing and sanitising is adhered to at all times.	
	Members to be discouraged to use changing facilities.	M	Y	Changing rooms are locked to everyone.	
	Wash or sanitise hands before and after using the facilities.	H	Y	Encourage members to clean before and after. Signage reminders, soap and sanitisers in the toilet area.	
	Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush.	H	Y	Cleaner/staff required to remove rubbish and sanitise regularly. Always use an approved disinfectant for the use against COVID-19. Antibacterial is not sufficient.	
	Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	H	Y	Cleaner to be made aware. Lids removed from bins where possible to limit touch points. Disposable paper towels only throughout the building.	
	Remove all unnecessary items in toilet areas, to avoid Staff and members touching surfaces.	H	Y	Removed all unnecessary equipment.	
Contractors	Contractors must only attend the premises to complete critical/emergency works.	M	Y	Contractors to be briefed and monitored while on Chi Wai Martial Arts & Fitness Centre by main owners.	
	Contractors to be briefed on rules in place before attending Chi Wai Martial Arts & Fitness Centre. This should be via virtual means or telephone.	M	Y	As above.	
	Contractors must provide a risk assessment/safe system of work.	M	Y	As above.	
	Contact with contractors to be kept to a minimum. All staff and contractors to adhere to social distancing measures.	M	Y	As above.	



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
	Contractors and other visitors to be provided with separate welfare facilities (if possible). These to be cleaned after each visit.	M	N	Not possible to separate. But area will be cleaned after every use.	
Training/ communication	Staff briefings should take place at the start of each session, detailing the contents of this risk assessment and any safe systems of work.	M	Y	Staff meeting and copy sent to all staff, reviewed if contents changed.	
	Briefings and training should take place where social distancing guidelines can be adhered to.	M	Y	Chairs to be placed within guidelines for staff to sit.	
	Numbers attending training should be kept as low as possible.	M	Y	Only have a maximum amount to government guidelines.	
	Briefings and training via virtual means where possible.	M	Y	Zoom meetings and training to be done where possible.	
	Signage and posters to be displayed to remind staff of control measures.	M	Y	Posters and Banners are placed throughout the academy.	
First aid	Review first aid need, assessment to take into account lower staff numbers and available first aiders.	H	Y	All instructors and Assistant Instructors are 1 st Aid trained.	
	Emergency plans including contact details should be kept up to date.	H	Y	Contact details are held for all students and staff via MyMA database.	
	Consideration must be given to potential delays in emergency services response, due to the current pressure on resources.	H	Y	All first aid trained to aid in 1 st aid while waiting for emergency services.	
Fire arrangements	Review of current fire risk assessment to be undertaken.	H	Y	Risk assessment is up to date. No additional measures need for Covid 19.	
	Alternative arrangements to be put in place where there is a shortage of trained fire marshals.	H	Y	No fire marshals in place. But instructors are aware of placements of extinguishers and how to use them.	



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
	Increase the size of assembly points to ensure social distancing.	H	Y	Assembly point in front carpark so social distancing measures can be maintained. No parking at the front carpark to allow for space.	
Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions	Any worker or member in one of the vulnerable groups should, where possible work from home or not attend the building for any activities.	H	Y	Chi Wai Martial Arts & Fitness Centre to inform members.	
	Specific risk assessments should be carried out for members of vulnerable members.	NA	NA		
	Measures should be put in place to ensure vulnerable staff or members follow social distancing measures stringently.	H	Y	Ask students/Instructors to remain at home and continue their training/instructing via zoom.	
Illness and suspected Coronavirus cases	<p>If a member of staff or a member develops a high temperature or a persistent cough while at the building, they should:</p> <ul style="list-style-type: none"> ensure their manager or a member of staff is informed immediately. where possible inform their manager of all other staff they have come in contact with. return home immediately. avoid touching anything. cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 	H	Y	<p>Zero tolerance for constant coughing and sneezing of staff or members.</p> <p>All staff and members to verify they are not suffering with symptoms and have not come into contact with anyone displaying symptoms.</p> <p>Contactless thermometer is available if needed and sterilised after every use.</p>	
	An isolated area should be established for staff or member to wait in if they fall ill and cannot go home immediately.	H	Y	Students/Instructors to either wait outside or if not possible to wait in the corner of the parent's room as a large area where people can adhere to the 2-metre distancing. Also give them a mask and gloves to wear while waiting to be picked up.	



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
	Any area where a member of staff or club member has been when falling ill, should be deep cleaned using standard cleaning products before it can be re-occupied.	H	Y	Staff to be briefed.	
	Staff and members must self-isolate in line with Government guidelines if they or someone in their household is showing symptoms.	H	Y	Staff & members to be made aware.	
Cleaning	Enhanced cleaning will take place throughout the reception, parents' room, mat area and in particular the toilet facilities. This will include cleaning of taps and washing facilities, toilet flush handles and seats, door handles and push plates, and any training equipment.	H	Y	<p>Always use an approved disinfectant for the use against COVID-19. Follow the manufacturer's instructions for the application.</p> <p>Always use a product that is ideal for disinfecting all water-resistant surfaces, such as; glass, aluminium, stainless steel, rubber, ceramic, plastic and tiled surface.</p> <p>The best way to apply the product is in a mist type spray, leave for the recommended time (left to dry naturally, if possible) and then wiped with a disinfectant cloth/wipe.</p> <p>A "Fogger" is ideal for large areas.</p>	
	All areas used for members to conduct training, including punch bags, gloves, guards, and floors. No one can use these facilities until cleaning is complete.	H	Y	All Punch Bags will be cleaned after every use. All students will bring their own equipment and will be on a strictly no sharing bases.	
	Work areas are to be cleaned regularly throughout the day and at the start and finish of each session.	H	Y	At the end of every lesson all equipment and flooring will be cleaned. Also, at the end of each day.	
	Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.	H	Y	Changing of black bags each day and disposed of daily.	



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
	All tables and chairs outside the Dojo are to be cleaned following use as well as first thing before use.	NA	NA	No tables and chairs are available.	

01/09/2020

Instructor Help	As classes get busier will need help from instructors.	High	Yes	1 instructor help per night. So, 2 Instructors in the academy Dojo at one Time, both to be wearing a face screen. To keep their 1 metre distance.	
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25/09/2020

QR CODE	Help with Track & Trace	High	YES	Printed out QR Code Posters and placed around the academy. Sent out a message on members Facebook page to let students know What they must do. Put up picture also on how to download app.	
NEW RULE OF 6 –					
Parents meeting Before and after Class.	Make sure they do not congregate	High	YES	Parents already know not to stand around outside chatting. We also have in place our numbered dots to keep them at a 2-metre space.	
Graduations	Parents/Partner attending to see child get Awarded their belts	High	YES	Stop the second parent coming outside to watch child/partner get belts. Only allowing one Parent/Partner to come into the academy to help With techniques and watch child/partner get their belt. (Same Household)	

25/11/2020

Tier system	Covid Spread	High	Yes	If in Tier 1 or 2 we will continue to have students at the academy. If we go into Tier 3, we will close academy and resume Online Zoom.	
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25/11/2020

One Way System

Stop the mix of students during Change over.

High

Yes

Reassessed the one-way system and feel that this is no longer needed. Due to the 15-minute gap between classes.

17/03/2021

Road Map out of lockdown

8th – 11th April 2021

12th April 2021

Zoom Classes for everyone. No inhouse classes.
 All Tiny Tigers, Little Dragons & Juniors to return to training with all the Above covid rules in place. All students still social distancing and training With either a parent or someone in their household.
 With the added rule of all students and parent
 Over the age of 12 to wear a mask while coming in and out of the building. Seniors & Adults will be able to have an open mat. They can come in and do Their own training again social distancing using their own space to train. Themselves. An Instructor will be in the building to help if any health and Safety is needed at any point during the hour they are there. Again on Entering the building they will have to wear their mask.

17th May 2021

All Tiny Tigers, Little Dragons, Juniors same rules apply (see Above)
 Senior & Adults can now train as a class but still social distancing. Still Wearing masks in and out of the building.

21st June 2021

Dojo training back to normality with mixing of people
 Being able to train together. IF SOCIAL DISTANCING has been lifted.

12th April – June 21st :

Cleaning of mats every day to be carried out. Toilets to be cleaned after every class if they have been used. All other areas to be cleaned daily to maximise the cleanliness of touchpoints.

Parents room will still be closed to parents to stop the gathering of more than six. Also, parents are aware not to gather in groups of more than six outside. Will encourage to go straight home.



Changing areas still to remain close, to help keep down the cleaning areas.

Plastic screen to stay at reception until social distancing has been lifted.

Grading days will be limited to 11 students at a time to allow for social distancing with one parent being allowed to attend to help with executing techniques. No extra parents allowed in due to number restrictions.

2 Instructors in at one time to help train safely in the dojo area.

Booking system still in place to control student numbers. Max of 11 students per class.

Please see Gov.UK Rules <https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021>

Figure 10: Step 2 Additional premises will be able to reopen but should only be visited alone or with household groups: non-essential retail; personal care premises such as hairdressers, salons and close contact services; and indoor leisure facilities such as gyms and spas (but not including saunas and steam rooms, which are due to open at Step 3). Overnight stays away from home in this country will be permitted and self-contained accommodation - those that do not require shared use of bathing, entry/exit, catering or sleeping facilities - can also reopen, though must only be used by members of the same household. The Government will open public buildings such as libraries and community centres. Activities such as driving tests may also resume

Figure 11: Step 3 Adult indoor group sports and exercise classes; and

f. Some large events, including conferences, theatre and concert performances and sports events. Controlled indoor events of up to 1,000 people or 50% of a venue's capacity, whichever is lower, will be permitted, as will outdoor events with a capacity of either 50% or 4,000 people, whichever is lower. The Government will also make a special provision for large, outdoor, seated venues where crowds can be safely distributed, allowing up to 10,000 people or 25% of total seated capacity, whichever is lower. In addition, pilots will run as part of the Events Research Programme to examine



how such events can take place without the need for social distancing using other mitigations such as testing (see paragraphs 132 to 134).

22nd May 2021;

Designated Area whilst waiting to enter the premises: The spot have been removed but we have kept the barriers in place to corner off a safe area for children and parents to wait to come into the premises, but we no longer place numbered spacing out as parents are wearing their facemasks, maintaining their distance and they are outside in the open.

Children Training Together (Ages 6 to 12): As per the “Return to Play” guidelines. (Please see British Martial Arts & Boxing Association) All children’s martial arts are now at **phase 2** allowing interaction between them during training.

We’ve decided to increase our student numbers to just 15 children with NO PARENTS/ ADULT in the class. Children will distance themselves whilst doing exercising, striking and drills. They will only execute their partner work together for a max of 15 minutes per class. Students will be required to train in the same classes each week, and train with the same partner when possible to minimise any chance of cross infection and enable an easy Trace record to be kept.

Each Class, students will be noted on a table to keep track of partners working together and to double check students aren’t changing training partners regularly.

Main instructors in each class will be socially distanced from the students and without contact with the students. Designated S.W.A.T & Leadership team members will be allocate a single class in which to aid in tuition.

Adult Training: Kung Fu, Kickboxing & JKD Concepts training will remain the same. With only social distancing training and no contact with others outside their household or bubble.

Dacayana Eskrima: The same as Adult Training, except permitted stick on stick training whilst wearing a facemask. Zero Skin Contact.

Mini Cobras & Tiny Tigers: Parents helping out – Socially distanced with NO contact what so ever. Children permitted to move around the room during games and drills, but only executing their technique with the parent or bubble member.

Parents Room (Spectators): Spectators are only permitted in our parent room (A separate room from the training area), Seating will be socially distanced and Facemasks to be worn at all times unless taking a drink.

Total Numbers Permitted in our Venue: 1 person per 100 SqFt. Keeping to a maximum of 25 people in the building at any one time.



Introductory Talks: To be carried out back in the office, maintaining social distancing, with the door and shutter left open to maximise ventilation. Plus a screen to be warn buy the Instructor.

5th November 2021:

Updates to our rules and regulations for training here at the academy.

- Everything is now open as normal.
- Students are encouraged to take regular Lateral Flow Tests – Plus not to come to the centre is they are showing any signs or symptoms of Coivd-19.

Official symptom are listed here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>

- Regular Clean throughout the centre with special attention to all known touch points, Punch Bags and Matting in the Dojo (Training Area)
- Students are now able to access the centre individually using the door code – Keys on the door access point at sanitised each day
- Students are required to sanitise their hand as they access the building plus throughout their training if they come in contact with multiple persons or wash their hands.
- Visitors are still encouraged to scan the Track & Trace QR code place outside the centre and in the “Parents Room”
- Adult and Senior students and visitors are encouraged to wear their facemasks whilst walking through the centre.
- Sanitisers are place throughout the building for regular sanitising.
- Visitors are required to sign into the visitors book once they have first sanitsed their hands.
- Changing rooms and no open for students to change in and out of their uniforms if they wish, but students are encourage to be changed ready to training before coming to the centre to minimise the use of the changing rooms.
- Although students train together, They are encouraged to train with the same individuals were possible, And may wear masks if they so desire.
- The whole centre has open areas which allows for air circulation at all times, Plus the start and end of each lessons means that the front door is opened regularly allow for even more air circulation.
- NO sharing of PPE or personal training equipment is allowed or encourage. With ALL students expects to have their own kit such as Boxing Gloves etc.
- When interviewing and informing prospect and students in a 1 to 1 basis, Normally in the office, Door and the shutter are open to allow excellent air circulation, masks can be worn and a reasonable distance in maintained as much as possible.
- All students are required to book their lessons in advance to ensure over attendance of lessons are avoided.



- Zoom (Online) option is available for ALL of our classes to allow for students who might be displaying symptoms or are isolating to enable them to continue their training and easily as possible.
- 99% of all purchases and done either on-line (Via our Pro-Shop) or via contactless payment to minimise cross contamination through touching cash etc.
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CONFIRMATION

By signing this form, the management confirms that this assessment is a true reflection of the hazards and that the health, safety and welfare arrangements specified in the assessment will be implemented.

Manager name (PRINT):		Signature:		Date:	
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Disclaimer

This Risk Assessment has been compiled on your behalf by Elite Force Safety Ltd based on observations made on the day and discussions with your key employees.

Ultimate responsibility for Health & Safety (and for carrying out risk assessments) rests with the employer, and as such it is the employer's responsibility to ensure that risk assessments are suitable and sufficient and are regularly updated.

It is vitally important that you check through the content of this document and ensure that

- a) all hazards encountered by the organisation have been covered.
- b) all existing control measures documented are in place and working effectively; and
- c) all recommendations are implemented.

Elite Force Safety Ltd cannot be held responsible for omitting hazards / control measures we were not made aware of when visiting your premises.