

Cambridge Kung Fu

Risk Assessment



Subject of Risk Assessment: Cambridge Kung Fu Classes/Private Lessons taught at 31C Clifton Road	Risk Assessment Conducted By: Pamela Gallacher	Date Last Updated: 04/08/2020
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General Information About the Activity:
 This Risk Assessment is specific to the Coronavirus COVID-19 pandemic and will identify the risks associated with COVID-19 transmission in our club. This Risk Assessment will list Control Measures that we have put in place to protect our Staff and Students and it will be reviewed regularly as Government advice and guidance emerges and develops. COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and, from there, to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This Risk Assessment should be used in addition to, and conjunction with, Cambridge Kung Fu's Kids, Youth and Adults Classes Risk Assessments.

Information About the Venues: Cambridge Kung Fu HQ, 31C Clifton Road

Hazard?	Who Might be Harmed?	Risk Level?	Control Measures?	Actioned By?	When?	Revised Risk Level?
Poor understanding of COVID-19 control measures	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> - Staff training provided by Cambridge Kung Fu. - Information posters and signage displayed at venue. - Written guidance (via email) provided to staff and students prior to class. - Written guidance available on Cambridge Kung Fu website. - A designated Cambridge Kung Fu staff member to monitor control measures. 	Managers, Staff	Before Classes During Classes	Low
Infection from travel	Staff, Students, Parents/Guardians	High	<ul style="list-style-type: none"> - Staff and students encouraged to avoid using public transport to get to class. - Staff and students encouraged to walk or cycle to class, where possible, or use a private vehicle. - Staff and students reminded to only travel in private vehicles with those from within their household. 	Managers, Staff, Students, Parents/Guardians	Before Classes	Low
Transmission of infection via a fomite (objects or materials which are likely to carry infection)	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> - Staff and students asked to minimise the belongings they bring to class. - Staff and students asked to arrive wearing their uniform/training clothes. - Staff and students asked to keep their shoes on for their class 	Managers, Staff, Students, Parents/Guardians	Before Classes During Classes	Low

			<p>and arrive wearing suitable trainers/plimsolls.</p> <ul style="list-style-type: none"> - Syllabus modified to reduce the need for equipment in classes. - If any equipment is used it will be individually issued to staff or students. <ul style="list-style-type: none"> - Any equipment that is used to be thoroughly cleaned and disinfected before and after use. - Staff and students encouraged to bring a labelled water bottle to class. - No cash or cheques accepted, payments by Bank Transfer or Direct Debit only. <ul style="list-style-type: none"> - No paperwork to be transferred between staff and/or students. - Unlabelled lost property to be individually sealed in a bag and stored for one week before being disposed of. 			
Aerosol or respiratory droplet transmission of infection	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> - Windows opened wherever possible to encourage ventilation. - Doors fixed open, wherever safe, to encourage ventilation. - Syllabus modified to lower intensity activities to reduce perspiration and breathing rate. - Syllabus modified to remove any shouting from classes. - Students discouraged from shouting or creating levels of noise that require raised voices. 	Managers, Staff	Before Classes During Classes	Low
Transmission of infection from surfaces	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> - Surfaces that are touched regularly, particularly areas of high use such as door handles, light switches etc. frequently cleaned and disinfected using appropriate cleaning products and methods. - Regular checks carried out by staff to ensure that the necessary procedures are being followed. - Suitable hand washing facilities, with soap and water, available. - Staff and students asked to wash hands prior to class. - Staff and students to be regularly reminded of the importance of to washing their hands for 20 seconds with soap and water. <ul style="list-style-type: none"> - Hand washing signage displayed. - Hand sanitizer made available. - Paper towels made available for hand drying. - Staff and students reminded to catch coughs and sneezes in tissues (Catch it, Bin it, Kill it) <ul style="list-style-type: none"> - Tissues and bins made available. - Staff and students advised to avoid touching face, eyes, nose or mouth. 	Managers, Staff, Students, Parents/Guardians	Before Classes During Classes	Low
Improper Social Distancing	Staff, Students, Parents/Guardians,	High	<ul style="list-style-type: none"> - Parents/Guardians asked to limit drop-off and pick-up of their child to one adult per child (where possible). 	Managers, Staff, Students,	Before Classes	Low

	Visitors, Contractors		<ul style="list-style-type: none"> - Signage displayed to remind students and their Parents/Guardians to remain socially distanced. - A signposted one-way drop-off and pick-up system in place. - Room sizes assessed for number of students and staff that can reasonably follow social distancing, and subsequent limits imposed. - Class sizes reduced to a maximum of 15 children per class to comply with Government recommendations. - Timetable altered to allow for a 10-minute changeover time between classes to prevent crowding. <ul style="list-style-type: none"> - No spectators allowed in the class. - Floor markings in place where needed to indicate social distancing requirements. <ul style="list-style-type: none"> - Syllabus modified for social distancing. - A designated Cambridge Kung Fu staff member to monitor control measures and encourage social distancing. 	Parents/Guardians	During Classes	
Transmission whilst providing First Aid	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> - Where possible First Aid to be provided at a 2 metre distance. - Where a 2 metre distance cannot be maintained appropriate PPE should be worn (gloves, apron, mask and visor). - All First Aid Trained staff to be given additional training on providing First Aid during the COVID-19 pandemic. - All used First Aid supplies to be disposed of safely. 	Managers, Staff	Before Classes During Classes	Low
Negative mental health effects/stress/anxiety regarding COVID-19	Staff, Students, Parents/Guardians	High	<ul style="list-style-type: none"> - Managers to promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help. - Regular meetings and communications between managers and staff to allow staff to raise issues or concerns. - Managers will offer support to staff and students who are affected by Coronavirus or who have a family member affected. - Staff to report any Child Protection concerns to Designated Safeguarding Lead. 	Managers, Staff		Low
Spread of infection from a suspected case	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> - All students and their Parents/Guardians told not to attend classes if they are displaying any COVID-19 symptoms. - All staff told not to attend work if they are displaying COVID-19 symptoms. - If anyone displays COVID-19 symptoms in the class they will be sent home and advised to follow Government Guidance (self-isolate for 7 days and arrange to have a test). - If anyone displays COVID-19 symptoms in the class and can not immediately and safely leave the premises they will be placed away from others. If there is no physically separate room, others will be asked to stay at least 2 metres away from 	Managers, Staff, Students, Parents/Guardians	Before Classes During Classes	Low

		<p>the individual. If barriers or screens are available, these may be used.</p> <ul style="list-style-type: none"> - Any waste created by a symptomatic person (i.e. cleaning wipes, First Aid supplies) to be double bagged and marked for storage for 72 hours. - Mixing across classes discouraged by a 'Zoom only' Catch-Up Class Policy. - Registers taken of all attendees to aid the Government's Track and Trace system (if needed). - Staff and students asked to ensure we have their up to date contact details to aid the Government's Track and Trace system (if needed). - If a COVID-19 case is confirmed within the class NHS Test and Trace will speak directly to those they have been in contact with to offer advice. 			
Risk Assessment Verified By: Colin Maggs		Date: 04/08/2020	Risk Assessment Review Date: 04/08/2021		

