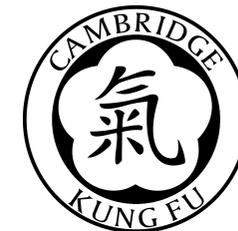


# Cambridge Kung Fu

## Risk Assessment



<b>Subject of Risk Assessment:</b> Cambridge Kung Fu Classes and Private Lessons	<b>Risk Assessment Conducted By:</b> Pamela Gallacher	<b>Date Last Updated:</b> 09/03/2021
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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:**  
 Hills Road Sports and Tennis Centre, Purbeck Road  
 Cambridge Kung Fu HQ, 31C Clifton Road  
 NCI Centre, Holland Street  
 Netherhall Sports Centre, Queen Edith's Way  
 Queen Edith Primary School, Godwin Way

Hazard?	Who Might be Harmed?	Risk Level?	Control Measures?	Actioned By?	When?	Revised Risk Level?
Venue not COVID secure	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>- Venue Risk Assessment conducted by each external venue and shared with Cambridge Kung Fu.</li> <li>- Collaboration between external venues and Cambridge Kung Fu on implementing control measures outlined in both their, and our, Risk Assessment.</li> </ul>	Managers at Cambridge Kung Fu and external venues	Before Classes Resume	Low
Poor understanding of COVID-19 control measures	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>- Staff training provided by Cambridge Kung Fu.</li> <li>- Information posters and signage displayed at venues.</li> <li>- Written guidance (via email) provided to staff and students prior to class.</li> <li>- Written guidance available on Cambridge Kung Fu website.</li> <li>- A designated Cambridge Kung Fu staff member to monitor control measures.</li> </ul>	Managers, Staff	Before Classes  During Classes	Low
Infection from travel	Staff, Students,	High	<ul style="list-style-type: none"> <li>- Staff and students encouraged to avoid using public transport</li> </ul>	Managers, Staff,	Before	Low

	Parents/Guardians		<p>to get to class.</p> <ul style="list-style-type: none"> <li>- Staff and students encouraged to walk or cycle to class, where possible, or use a private vehicle.</li> <li>- Staff and students reminded to only travel in private vehicles with those from within their household.</li> </ul>	Students, Parents/Guardians	Classes	
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"> <li>- Staff and students asked to minimise the belongings they bring to class.</li> <li>- Staff and students asked to arrive wearing their uniform/training clothes.</li> <li>- Staff and students asked to keep their shoes on for their class and arrive wearing suitable trainers/plimsolls.</li> <li>- Syllabus modified to reduce the need for equipment in classes.</li> <li>- If any equipment is used it will be individually issued to staff or students.</li> <li>- Any equipment that is used to be thoroughly cleaned and disinfected before and after use.</li> <li>- Staff and students encouraged to bring a labelled water bottle to class.</li> <li>- No cash or cheques accepted, payments by Bank Transfer or Direct Debit only.</li> <li>- No paperwork to be transferred between staff and/or students.</li> <li>- Unlabelled lost property to be individually sealed in a bag and stored for one week before being disposed of.</li> </ul>	Managers, Staff, Students, Parents/Guardians	<p>Before Classes</p> <p>During Classes</p>	Low
Aerosol or respiratory droplet transmission of infection	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>- Windows opened wherever possible to encourage ventilation.</li> <li>- Doors fixed open, wherever safe, to encourage ventilation.</li> <li>- Syllabus modified to lower intensity activities to reduce perspiration and breathing rate.</li> <li>- Syllabus modified to remove any shouting from classes.</li> <li>- Students discouraged from shouting or creating levels of noise that require raised voices.</li> </ul>	Managers, Staff	<p>Before Classes</p> <p>During Classes</p>	Low
Transmission of infection from surfaces	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Regular checks carried out by staff to ensure that the necessary procedures are being followed.</li> <li>- Suitable hand washing facilities, with soap and water, available.</li> <li>- Staff and students asked to wash hands prior to class.</li> <li>- Staff and students to be regularly reminded of the importance of washing their hands for 20 seconds with soap and water.</li> </ul>	Managers, Staff, Students, Parents/Guardians	<p>Before Classes</p> <p>During Classes</p>	Low

			<ul style="list-style-type: none"> <li>- Hand washing signage displayed.</li> <li>- Hand sanitizer made available.</li> <li>- Paper towels made available for hand drying.</li> <li>- Staff and students reminded to catch coughs and sneezes in tissues (Catch it, Bin it, Kill it)</li> <li>- Tissues and bins made available.</li> <li>- Staff and students advised to avoid touching face, eyes, nose or mouth.</li> <li>- Students asked to use spray/wipes provided at Queen Edith to clean touch points before using the toilet.</li> </ul>			
Improper Social Distancing	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>- Parents/Guardians asked to limit drop-off and pick-up of their child to one adult per child (where possible).</li> <li>- Signage displayed to remind students and their Parents/Guardians to remain socially distanced.</li> <li>- A signposted one-way drop-off and pick-up system in place where necessary.</li> <li>- Room sizes assessed for number of students and staff that can reasonably follow social distancing, and subsequent limits imposed.</li> <li>- Class sizes reduced to a maximum of 15 students per class to comply with Government recommendations.</li> <li>- Timetable altered to allow for a 10-minute changeover time between classes to prevent crowding. <ul style="list-style-type: none"> <li>- No spectators allowed in the class.</li> </ul> </li> <li>- Floor markings in place where needed to indicate social distancing requirements.</li> <li>- Syllabus modified for social distancing.</li> <li>- A designated Cambridge Kung Fu staff member to monitor control measures and encourage social distancing.</li> </ul>	Managers, Staff, Students, Parents/Guardians	Before Classes  During Classes	Low
Transmission whilst providing First Aid	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>- Where possible First Aid to be provided at a 2 metre distance.</li> <li>- Where a 2 metre distance cannot be maintained appropriate PPE should be worn (gloves, apron, mask and visor).</li> <li>- All First Aid Trained staff to be given additional training on providing First Aid during the COVID-19 pandemic.</li> <li>- All used First Aid supplies to be disposed of safely.</li> </ul>	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"> <li>- Managers to promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help.</li> <li>- Regular meetings and communications between managers and staff to allow staff to raise issues or concerns.</li> <li>- Managers will offer support to staff and students who are affected by Coronavirus or who have a family member affected.</li> </ul>	Managers, Staff		Low

			- Staff to report any Child Protection concerns to Designated Safeguarding Lead.			
Child Protection Issues arising from children using the toilet alone	Students	High	- Where needed Instructors in radio contact with a Cambridge Kung Fu designated staff member to help manage students safely using the toilet; this includes waiting outside to monitor usage by members of the public and ensuring their safe return to class.	Staff	During Classes	Low
Spread of infection from a suspected case	Staff, Students, Parents/Guardians, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>- All students and their Parents/Guardians told not to attend classes if they are displaying any COVID-19 symptoms.</li> <li>- All staff told not to attend work if they are displaying COVID-19 symptoms.</li> <li>- All staff strongly encouraged to take part in rapid Lateral Flow Testing regularly.</li> <li>- If anyone displays COVID-19 symptoms in the class they will be sent home and advised to follow Government Guidance (self-isolate and arrange to have a test).</li> <li>- 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 the individual. If barriers or screens are available, these may be used.</li> <li>- 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.</li> <li>- Mixing across classes discouraged by a 'Zoom only' Catch-Up Class Policy.</li> <li>- Registers taken of all attendees to aid the Government's Track and Trace system (if needed).</li> <li>- 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).</li> <li>- 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.</li> </ul>	Managers, Staff, Students, Parents/Guardians	Before Classes  During Classes	Low
<b>Risk Assessment Verified By:</b> Colin Maggs			<b>Date:</b> 09/03/2021	<b>Risk Assessment Review Date:</b> 09/03/2022		

