

## Newcastle Goju Ryu Karate Academy

### COVID 19 Policy, risk assessment and procedures

#### Policy statement

Newcastle Goju-Ryu Karate Academy recognises its duty to reduce to as low as reasonably practicable the risks in relation to COVID-19 infection for all students, instructors, visitors and other persons who may be affected by its activities.

This will be achieved by the assessment of risks of infection and the implementation of control measures which comply with all relevant government and fitness industry guidance.

These measures will be in relation to;

1. people management
2. cleaning
3. ventilation
4. and supporting signage

#### Responsibilities

The owner will be responsible for the maintaining of this risk assessment and implementation of all control measures.

The owner will ensure access is available to specialist advice where required.

The senior instructor present will assume responsibility for all control measures and decisions in the absence of the owner.

The assistant instructors may be delegated to implement any of the measures or take decisions in the absence of the owner or senior instructors.

All persons on premises are expected to comply with the control measures as implemented, and report any non-compliance. Failure to comply may result in immediate removal from any activity or session by the senior instructor or person on site and /or the cancellation of membership for a period of time to be decided by the owner.

#### Communication

This policy and all supporting procedures will be made available to all prospective or current members or their parents or guardian via the academy web site.

An e-mail, summarising the measures in place and expectations of attendees, will be sent to all members prior to opening or on joining the academy.

Once complete the government 'covid secure' poster will be prominently displayed.

Significant changes to this risk assessment, mitigate measures or other relevant factors will be communicated to all current members.

## Risk assessment

### Scope

This risk assessment represents a reasonable assessment of risk at the time of writing based on current, generally available, information. It does not provide any scientific or medical advice and should not be relied on as such. Any specific personal medical issues should be dealt with by a health care professional.

Mitigation measures are based on the current government guidance and those of Sport Active and as such represent reasonable measures which are currently implemented across the UK. They do not guarantee prevention of infection and are subject to change at any time. Any change does not imply error or liability on the part of the academy but reflects changes to government advice.

### References:

<https://assets.publishing.service.gov.uk/media/5f073d1de90e0712c838de73/staying-covid-19-secure-accessible.pdf>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

<https://assets.publishing.service.gov.uk/media/5f073d1de90e0712c838de73/staying-covid-19-secure-accessible.pdf>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

CIBSE\_Covid\_Ventilation\_Guidance\_version\_3\_FINAL.pdf

Hazard: COVID 19 infection can be regarded as an infection hazard.

Risk: For the purposes of this document risk will be considered as the product of the likelihood of infection (L) and the potential severity of consequence of an infection (S).

### Likelihood:

Infection is known to be via inhalation or ingestion of the virus from droplets or aerosol. Proximity, duration and numbers of participants are relevant. It is currently believed to be due to direct or close contact to breath or via touch of infected item and transfer to inhalation or ingestion.

**Without mitigation** the **likelihood** of infection with COVID 19 virus is at least **reasonably foreseeable** and **potentially likely** at the time of writing of this policy in considering the current infection rates within the UK.

Mitigation:

Measures are therefore designed to mitigate these transmission routes within the site when considering the activities taking place therein.

Severity of Consequence:

The severity of consequence of infection is dependent on numerous factors which include; age and underlying health conditions.

Age is believed to increase potential severity of consequence.

Some underlying medical conditions are believed to increase the potential severity of consequence.

Therefore **severity** is assessed as being within a range from **zero or negligible harm** through to **serious illness and death**

Mitigation:

Measures are designed to identify those potentially with higher levels of vulnerability to serious illness as defined within government guidance. This will inform further consideration of suitability to attend and measures which can be put in place.

Risk:

**Prior to mitigation** the **RISK** is therefore considered as being variable between very low to very high but overall is **intolerable for all participants or persons on site.**

Each person (or their parent or guardian) attending or taking part in activities on site should be aware of their own medical situation and take appropriate measures as advised by the UK government or a health care professional.

Any cause for concern must be notified to the academy owner at the earliest opportunity.

Mitigation measures

1. People management:

- Access and egress are via the front door and staircase. A one-way system will be in operation to ensure social distancing. Priority on exit.
- Sessions will be staggered by 15 minutes to ensure all those exiting have cleared the building prior to the arrival of those attending the next session.
- On entry each person will report to the reception desk and their attendance will be noted to ensure track and trace compliance.
- A screen will be in place to isolate the staff member from attendees at the reception desk.
- Temperature will be taken and entry may be refused.
- Pre - arranged training groups will ensure limited inter personal exposure.
- The reception area will be marked to assist the social distancing whilst entering the main hall.
- All training will take place in designated 2m areas, each separated with a 1m gap between.
- Trainees will not be facing each other.
- The layout will allow 15 trainees and 3 instructors.

- The training spaces will be filled from furthest from to nearest to the door.
- Exit will be the reverse of the above.
- This distancing will be maintained at all times.
- Instruction will be by demonstration at distance only.
- Kumite and two person drills are not permitted at this time.
- No additional training equipment will be used at this time
- Attendees to arrive in karate gi and ready to train
- Shoes are not required – should these be required as a matter of personal preference then please contact the owner to purchase.
- There will be facility to store coats, shoes and bags.
- No items may be left following a session.
- No food or drinks will be allowed other than a single bottle of water to be brought by the attendee, to remain within the training square or at the back of the room as specified by the senior instructor present and removed on leaving.
- Spectators will not be allowed without special permission in advance.

Each room will have a designated maximum occupancy.

- Main training hall 18
- Toilets 1
- Changing rooms 3 – 12 pegs or storage lockers
- Staircase/foyer 2
- Reception area 4

N.B may be increased within a family unit.

**ALL PERSONS MUST declare any medical issues which may affect their safety to train and/or potential vulnerability to serious illness due to COVID 19.**

**The academy may refuse to allow training based on level of potential vulnerability to serious illness. Medical advice may be sought with consent of the member (or their parent or guardian).**

**Government guidance at the time will be followed in this regard.**

## 2. Cleaning:

Baseline cleaning by academy to be performed at the end of each session;

- Mats are to be cleaned with disinfectant.

- Touch points to be cleaned with disinfectant wipes; access bell, handles to main door, inner door, studio door, stair hand rail, light switches toilet doors, toilet seat, and flush, roll holder and disinfectant into pan. (Toilet cleaning schedule will be on display)

Personal cleaning to be performed by attendees;

- Sanitiser to be mounted at main entrance, studio entrance, in toilets (hand basin).
- Disinfectant wipes to be provided in toilet cubicle.
- Disposable towels/driers will be provided in each toilet. A waste bin will be provided within each and the contents treat as ordinary waste unless there is evidence of an increased infection risk.
- Cleaning wipes/materials to be provided within changing rooms.

In the event of a confirmed infection within the site further advice will be taken and a suitable deep clean process will be carried out.

### 3. Ventilation:

- The studio door, internal entry door and all windows will remain open prior to, during and for 30 minutes following the final session of the day to ensure a thorough ventilation of the premises.
- It may be necessary to use heating during inclement weather, this is not judged to be detrimental to the ventilation as the convection of warm air will add to the circulation.

### 4. Signage:

The above measures will be supported with relevant signage throughout the premises.

#### Access point and general signage

- Signage to sound bell to gain access during sessions
- Please sanitise hands on entry at main door.
- One-way system in operation, please give way to any person exiting.
- Please sanitise hands on entry/exit to main hall.
- Please report to reception desk on arrival.

#### Toilets

- Maximum occupancy of 1 to each door
- Signage to encourage handwashing in each
- Please clean toilet prior to and after use
- Please close lid before flushing

#### Changing rooms

- Signage for maximum occupancy
- Signage for social distancing

- Signage to require cleaning of pegs and storage touch points after use

### Residual Risk

Following implementation of the above measures the risk is re – assessed.

Likelihood:

The **likelihood** of infection is significantly reduced and believed to be **low**, comparable to other common activities within the community.

Severity of Consequence:

This cannot be mitigated by the academy other than to limit access or introduce other measures, subject to medial advice for those with increased vulnerability.

Risk:

The risk is reduced to as low as reasonably practicable whilst allowing the activities to commence.

It is **tolerable** for general members, those without a raised vulnerability to serious illness from COVID-19.

It **MAY BE Tolerable** for those that are moderately vulnerable.

It is **Likely Intolerable** for those who are highly vulnerable.

### Review

This Risk Assessment and the subsequent control measures will be reviewed if there is any change in; legislation, guidance or operations of the academy and in any case every 3 months.