

COVID-19 Risk assessment – Opening Fortitude training venues

Health and Safety Risk Assessment – Taekwondo Class/Training Activities

Company	Fortitude Academy, Oldham	Assessment No.	
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Site	Fortitude Academy, Oldham	Location	Unit/Office F12, Groundwork Building, Shaw Road, Oldham, OL1 4AW
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Subject of Assessment	The assessment will consider the risk associated with Taekwondo as an activity in relation to COVID-19.		
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Assessed by	Chris Moat	Date	21 st July 2020	Review date	21/7/2020
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Details of workplace/activity	<p>Taekwondo: Instructors and students complete Taekwondo within Unit F12 on the first floor of the Groundwork Building, Shaw Road, Oldham . This involves the use of equipment and requires a suitable level of trained Instructors and a safe working environment to prevent injury.</p>	Persons Affected <i>(Who may be harmed)</i>
		Students, Instructors and visitors/spectators

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the venue	<ul style="list-style-type: none"> Fortitude academy (Oldham) has informed parents, students, carers, Instructors and visitors not to attend a class if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection) 	LOW	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> • Student / Parents (for under 18s) receive guidance on class times for them or their child and protocols set out for attending training i.e. should remain a suitable social distance apart from others, should follow instructor instruction and should not congregate outside the building / entrance to the training room • Student / Parents (for under 18s) are issued specific club protocols for attendance. Parents are asked to explain these to their children • Instructors will remind all students or protocols as they enter the training room, before the class and during as appropriate • Parents of SEN students are individually consulted to ensure all measures are clear and it is suitable for their child to participate • Instructors briefed and consulted on procedures • Employees have had sufficient training and briefing regarding infection control and club protocols • COVID-19 guidelines are published on the clubs website • Instructors that travel abroad during the summer holiday to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to teaching a Taekwondo class • The training hall is 1250 sq feet of open space and matting colour coding marks a 3 square metre spacing between students to ensure safe distancing. • 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		Track & Trace: <ul style="list-style-type: none"> Fortitude uses a booking in system / student registration system Instructors are required to use the Fortitude student register system All students are signed in at their designated class times The system holds the current contact and home addresses for each student Fortitude will adhere to Government requirements for track and trace and is able to ascertain exactly which students took part in a class, location, time etc. If the club is notified by authorities that a student has attended a class and tested positive, names and contact details of students will be provided as requested. 		
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during entry to a class	Booking in: <ul style="list-style-type: none"> Fortitude academy has introduced a booking in system for every class Discussions with students to confirm classes which they expect to attend have been held. Register of attendance will be taken at each class. Classes will be limited to 12 students. If a booking has not been made for a class which the student would not normally attend, they will only be admitted if class size remains below 12. Instructors are required to use the Fortitude student register system All students are signed in at their designated class times 	LOW	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> The system holds the current contact and home addresses for each student <p>Drop-off / waiting for a class to start:</p> <ul style="list-style-type: none"> Student / Parents (for under 18s) have been informed of revised class start times and drop off procedures (where applicable) Class start times have been staggered to allow a 15 minute gap between the finish of one and the start of the next All students are required to wait outside of the building in their cars and at a safe social distance away while the earlier class departs. Parents/Carers, siblings or others not training are permitted to watch providing the total number of people including instructors and students does not exceed 12, subject to prior confirmation by the instructor. This allows for 3 square metres distancing per person. For ninja students, a parent will be required to participate with their child and ensure safe distancing is adhered to. Early entry will not be permitted Only one Parents/Carer are asked to drop off students. This reduces the number of non-training people in or around the training hall Start times are designed to enable one group of students to leave the site before the next group arrive Parents/Carers are reminded to leave the site or return to their vehicle once the children have joined the class. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> If there are additional siblings who have no other carers at home and who are not at training, they are permitted to stand with their parent. They are not to be allowed to enter the training hall, run around or interact with other families/students <p>Entry to the training hall:</p> <ul style="list-style-type: none"> Instructors remind students to sanitise their hands on entry to the hall Students will not be permitted to gather with students outside of their training group at the start and end of each session. 		
3.	Spread/contraction of COVID-19 due to lack of social distancing measures during Pickup / leaving the class	<p>Pick-up / waiting to collect students:</p> <ul style="list-style-type: none"> Student / Parents (for under 18s) have been informed of revised class finish times and pick up procedures (where applicable) Classes will finish early to enable a staggered finish of one class and the start of the next. Whilst numbers are less than 6, the period will be 15 minutes. Classes will train in one half of the Tennis court area, each subsequent class alternating to the opposite half of the tennis court Parents are required to wait in their cars in the car park. The instructor escorts the students to the car and ensures all students leave safely, keeping a safe social distance Only one Parents/Carer are asked to pick up students. This reduces the number of non-training people in or around the training hall 	LOW	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> Start/finish times are designed to enable one group of students to leave the site before the next group arrive Parents/Carers are reminded to leave the site once they have picked up their children If there are additional siblings who have no other carers at home and who are not at training, they are permitted to stand with their parent. They are not to be allowed to enter the training hall, run around or interact with other families/students A 15 minute gap between classes has been introduced for parents arriving and leaving. <p>Leaving the training area:</p> <ul style="list-style-type: none"> Classes finish on time. Students are asked by the Instructor to leave the training area at their designated time via the agreed exit door (if applicable) Parents/Carers are NOT permitted to enter the training area Exit doors are held open, reducing the number of occupants touching the doors Hand-wash stations are located in the toilets on the same floor as the training hall. All occupants are required to wash their hands (soap/water or hand sanitiser) on exit from the training area Good hand washing signage to instruct students how to do this effectively is displayed Help is available for children and young people who have trouble cleaning their hands independently 		

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		<ul style="list-style-type: none"> Students will not be permitted to gather with students outside of their training group at the start and end of each session. 		
4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the Taekwondo classes	<p>Age of students</p> <ul style="list-style-type: none"> Each class of students has been considered Students whose age restricts them from adhering to social distancing are not permitted to take part in classes Instructors discuss this with parents and Fortitude to agree whether the class and or students are suitable <p>Numbers of students/Instructors</p> <ul style="list-style-type: none"> The training room has been measured in order that the number of students is agreed in accordance with Government guidance An area of 3 square metres has been marked out for each student The maximum number of students permitted is 12 The maximum number of instructors permitted is 1 <p>Social distancing</p> <ul style="list-style-type: none"> Each student has been designated a training area of 3 metres square The size of this is determined by the ventilation requirements and to ensure they keep at least 2m apart from other occupants 2m distance is measured from the middle of the students/instructors body, 2m metres in each direction (forward, back, side-side and diagonal) 	LOW	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> • Students are positioned facing in the same direction (side to side), not face to face or side on (one person facing the side of another) • Instructors face the students but at a safe social distance • Instructors are required to keep within designated teaching areas/zones • Instructors have several zones within the training area • The Instructor ensure social distancing requirements are met at all times while they move through the training room • Instructor teaching zones have been de-marked by matt colours • Personal student training areas have been de-marked by matt colours • The Instructor will manage the students and ensure social distancing requirements are met at all times. • The Instructors will manage the students and ensure the remain in their designated training area • If activities require additional areas to be used the instructor will ensure a safe social distance is maintained while transitioning from one area to the next • This will be achieved by for example asking students to run around the room in the same direction • Students who cannot adhere to social distancing will be asked to leave the training area • Parent/carers will be consulted to a) ensure their child understands the requirements before a class commences and b) to discuss why their child will not 		

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	<p>be permitted to participate if the Instructor feels this is the only safe conclusion</p> <p>Activities:</p> <p>Warm-up</p> <ul style="list-style-type: none"> • Students will complete the majority of their warm-up activities within then agreed training area • If students are asked to move outside of their area it will be to take part in a group activity such as running around the room in the same direction • Activities outside of the training area are closely managed by the Instructor. They are only permitted if the Instructor believes the students are able to and will adhere to social distancing requirements • Warm-up activities have been designed to mentally and physically ready the student for the class, rather than improve their aerobic fitness • The intensity of the warm-up is closely monitored and designed by the instructor in relation to the specific student group • Instructors are required to ensure exercises that increase excessive breathing are reduced in length where required • Use of pads is NOT permitted during warm-up activities <p>Pad Work</p> <ul style="list-style-type: none"> • Pad work that requires a person to hold a contact pad for another student is not permitted 		

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	<ul style="list-style-type: none"> • Those in the same family groups are permitted to hold pads for each (e.g. two siblings or parent and child students in the same family) • Instructors are not permitted to hold pads for students • Free-standing pads (Wave masters, hanging bags or similar) are permitted • Free-standing pads are positioned at least a 2m social distance from each other. This ensure students using pads keep a safe distance apart • Students are designated a pad for the duration of the class or until it is cleaned by an instructor • Students are not encouraged to over-exert themselves • Pads are used to practice good technique rather than to practice power techniques • Use of pads will not be used during warm-up activities <p>Patterns</p> <ul style="list-style-type: none"> • Instructors plan classes to enable to students to practice patterns without moving within 2m of other students • Those under 18 (colour belts) are only to complete the same patterns as other students e.g. they will practice the same moves at the same time to ensure they remain the same distance apart • Adults and Black belts will be permitted to complete different patterns within the same class if the Instructor assesses it is safe to do so and social distancing requirements can be met 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> Patterns will be completed by numbers unless it is deemed safe (students are able to keep socially distant) by Instructors <p>Fundamental / Taekwondo Techniques</p> <ul style="list-style-type: none"> Instructors will assign techniques to each student suitable to their ability ensuring that they are able to perform them while keeping a suitable social distance from others Instructors will ensure that all students are moving in the same direction at the same time Students will complete techniques by numbers (as instructor per move) rather than in their own time <p>One step sparring / self-defence</p> <ul style="list-style-type: none"> Contact between occupants in not permitted The only exception is students who are within the same family group Families are permitted to complete one step sparring or self-defence techniques with each Instructors are mindful that other students are not permitted to join in. It is recommended by Fortitude that such training be restricted to 'family classes' only or where each student has a family member in the class e.g. students must not be left out <p>Contact sparring</p> <ul style="list-style-type: none"> Contact sparring is NOT permitted even between family groups (due its nature as an aerobic activity) <p>Breathing techniques</p>		

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	<ul style="list-style-type: none"> The normal teaching of training students to breath out as they perform techniques will be discussed (for home training) but not practiced at this time <p>Equipment/Clothing</p> <ul style="list-style-type: none"> Students are required to enter the training room in their uniform, a coat and outdoor shoes can be stored within the designated area Students are not permitted to get changed within the training room Equipment used within the class is cleaned before each class Gloves or sparring shoes are personal items that may be used while training with free-standing pads Such equipment is not shared with other students or supplied by the club Equipment used by Instructors to practice techniques such as blocking is designated to each student and sanitised between classes <p>Shoes</p> <ul style="list-style-type: none"> Students are required to where indoor shoes or suitable 'grip' socks while training Shoes MUST are only permitted if they are not worn outside of the training room <p>Drinks</p> <ul style="list-style-type: none"> Students are required to bring their own drinks bottle that must be full No on site facilities will be provided 		

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5.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene	<ul style="list-style-type: none"> • Hand sanitiser / washing stations are positioned at the entrance and exit to and from the training area; • All those entering the area are required to wash/sanitise their hands; • Hand washing sinks are located within each toilet; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit; ➢ After using the toilet; ➢ After drinks breaks; ➢ Before and after using equipment such as free-standing pads. • Unnecessary touching of the face is discouraged. • Instructors will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have single-use paper towel or hand-dryers for drying hands 	LOW	X
6.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures	<ul style="list-style-type: none"> • The club has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Frequent cleaning of training area, mats, equipment and Toilets 	LOW	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> ➤ Frequent cleaning of all touched surfaces, such as door handles, free-standing pads and equipment • Equipment and other student / Instructor items have been reduced / restricted within the training area. This is designed to reduce items that need to be cleaned or surfaces that could be infected. This enables cleaning to be effective • Training areas are cleaned before and after each class using an antibacterial spray • Toilets are cleaned between each class or frequently throughout the day • Equipment used by the students is suitably cleaned at the end of class or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a class), the training area will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning un non-healthcare settings. 		
7.	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when completing First aid. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; 	First aid provision <ul style="list-style-type: none"> • Instructors have completed 'Emergency First Aid' and are suitably trained • Instructors have been provided with current guidance on symptoms of COVID-19 	LOW	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<ul style="list-style-type: none"> Dealing with a suspected case of Covid-19; Inappropriate handling/removal of clinical waste. 	<ul style="list-style-type: none"> First aid cannot be completed at a safe social distance, therefore First aiders will wear appropriate PPE for any first aid incident including, gloves and a mask First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <p>Suspected COVID-19 cases</p> <ul style="list-style-type: none"> Students and Parents have been informed that they MUST NOT attend a class if they display any symptoms and that they will be refused entry to the class should such symptoms be detected Instructors visually monitor each student as they enter the training hall If students are suspected of having COVID-19 they will be asked to leave Parents are not permitted to leave the training site until entrance has been permitted If students display signs of COVID-19 while training the instructor will ask them to wait outside for parents or leave the building (adults) 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> • The instructors hold a mobile phone • Emergency contact numbers are held for all students • Instructors escorting the individual have been provided with disposable gloves and a mask if the 2m social distancing rule cannot be maintained • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The class will be stopped, all parents called and students asked to leave • Any remaining classes for that day will be stopped • The training area will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal • Staff carrying out the area clean will be provided with a minimum of disposable gloves, aprons, mop heads or paper towels • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided • All training arear users / other students will be advised re monitoring their own health, reporting of symptoms and self-isolating • All confirmed cases are suitably recorded and reported to the Fortitude head office • RIDDOR Reportable incidents are suitably reported to the HSE 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets	<ul style="list-style-type: none"> • One in one out management of toilets is in place • Toilet use protocols are managed by Instructors • Toilet in use signs are used (if required) 	LOW	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> Toilets are cleaned throughout the day or between classes Students and Instructors are encouraged to close toilet lids where applicable before flushing. 		
9.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place All chemicals used for the cleaning of training room / building and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to Instructors (held on site) All cleaning chemicals are stored safely and securely in accordance with requirements Appropriate COSHH safety training/briefing has been completed by all those using chemicals for cleaning Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated training rooms or equipment. 	LOW	X
10.	Fire and evacuation procedures being inadequate at this time due	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly points for occupants following social distancing requirements ➤ Social distancing does not need to be adhered to if it is unsafe to do so i.e. fire is your primary risk to life ➤ Safe exit via the nearest available final exit ➤ Training occupants of any changes to evacuation. 	LOW	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
Further Actions	No further control measures or remedial actions are required		

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government guidance MUST be regularly reviewed. The risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Fortitude Academy 'Guide to risk assessment'. This document is available to all clubs and includes a risk matrix.

Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.

Any further actions identified should be completed before the assessed task is carried out