**Risk Assessment Form – Template**

| **Session:** | Thursday Karate Sessions – Roundhay Parochial Hall | **Date Completed:** | 27th July 2020 |
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| **Venue:** | Roundhay Parochial Hall | **Completed by:** | Ryan Tucker |

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| What is the Hazard? | Who might be harmed | Action Taken | Risk rating after controls  (Low, Medium, High) | Actioned by |
| **Social Distancing and spread of COVID-19** | Instructors, Students, Parents | * All sessions to be booked in advance through website booking system in order to limit numbers. * Payment in advance via online booking p * Numbers will be limited to 10 students plus 3 instructors to ensure that all participants can line up with at least 2m of separation between them. * No physical contact between any students * No gatherings once training has finished * All students must wear appropriate training shoes to train in. * In order to manage risk and safety of our members, all aged 11 + must wear a face covering unless exempt under government guidelines. All members are encouraged to do so. (Any members exempt under government guidelines should advise the instructor in advance of the session). * Students advised that if they, or anyone from their household, are displaying any symptoms of COVID-19 they MUST NOT attend training. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> | Low | Ryan Tucker |
| **Use of equipment during session** | Instructors, Students, Parents | * No equipment will be used in the session * Students should arrive in their Gi with a clearly marked bottle of water, no further equipment is required. * No drinking facilities provided, students asked to bring clearly marked bottle which they do not share. * Water bottles to be placed against the wall around the hall. * Drinks breaks to be coordinated one line at a time so that students can maintain 2m distance * Ensure that all water bottles are taken with students when they leave * Students not to use/touch equipment such as chairs, posts or floor mops. If they do, hand sanitiser will be available * Instructors will clean the floor before and after the session * Instructors will ensure all exit doors are open to maximise ventilation | Medium | Ryan Tucker |
| **Participant Activity** | Instructors, Students, Parents | * Direct participants to stay home if they are sick, and if they are displaying symptoms of COVID-19 * Instruct participants to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19 * Only those who are training are permitted to enter the hall, this includes parents or guardians. * Instructor to ensure that all contact details are up to date for track and trace purposes | Medium | Ryan Tucker |
| **Increased risk to participants with underlying medical conditions and BAME groups** | Those with underlying health conditions | * Instructor to identify high risk participants or those from vulnerable groups before session * Students to make instructors aware if they have underlying health conditions * Share Risk Assessment information before sessions start, allowing these participants to make an informed choice about attending the session | Low | Ryan Tucker |
| **Travelling to session and possible site requirements** | Instructors, Students, Parents | * Must travel to venue by car either on own or with members of the same household only * If using public transport, they must ensure that face coverings are worn * There are no changing areas, students must arrive in their Gi. Toilets can be used, but preferably only in emergency. | Low | Ryan Tucker |
| **Entry and exit to building** | Instructors, Students, Parents | * Entry and exit will be via the main door and through the corridor * Participants must arrive at the venue for the allotted start time of the session * Participants must wait outside in a queue separated by 2m * Participants must, on entry and exit from the facility, use the hand sanitizer gel to clean their hands when using the Hand Sanitizer station provided at the entry/exit point * On entry students will have their temperature taken, anyone with a temperature greater than 37.8 will not be permitted to train. * On entry to the venue, participants will place their water bottle by the wall and proceed immediately to their allocated space. * Class will finish 5 minutes early so that the instructor can dismiss lines one at a time to ensure students can maintain distance when leaving. * Parents/Guardians collecting children must wait in the car park. An instructor will also be in the car park to ensure children are collected safely. | Medium | Ryan Tucker |

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| **Cross infection through Poor hygiene** | Instructors, Students, Parents | * Hand sanitizer will be provided and made available on entrance to the hall. | Medium | Ryan Tucker |
| **Provision of first aid** | Instructors, Students, Parents | * Any treatment will be via participant self-management, with a First Aid box supplied within the venue. * There is a mask and gloves added to the First Aid box. | Low | Ryan Tucker |