



Risk Assessment

Covid-19 - Centre/Martial Arts Centre

Published July 2020

INTRODUCTION

Company name:	Kuk Sool Won of Claygate & Great Bookham	Location:	Claygate Martial Arts Centre, 162 Hare Lane, Claygate, Surrey, KT10 0RD
Assessor name:	Harold Floyd Tech IOSH	Signature:	H Floyd
Date completed:	09 07 2020	Date for review:	This assessment should be reviewed weekly, or sooner if Government guidance changes.
Scope of assessment:	This assessment covers activities in a Martial Arts/Fitness setting as well as those working from home. It focuses on the required control measures to prevent the spread of Coronavirus (Covid-19).		
Hazard description:	Coronavirus disease (Covid-19) is an infectious disease caused by a newly discovered coronavirus. The Covid-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.		
Details of who may be affected:	<ul style="list-style-type: none">• staff• visitors to your premises• cleaners• contractors• vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions• anyone else who physically comes in contact with you in relation to the activities stated below.		



Activity	Required control measures	Priority – high/med/low	In place – yes/no/NA	Actions outstanding	Completed? Signature
Travelling to Kuk Sool Won of Claygate & Great Bookham	Avoid public transport where possible.	H	N	Staff and members to be briefed.	
	Individuals should use their own vehicles and travel alone where possible.	H	N	Staff and members to be briefed.	
	If staff or visitors have no option but to share transport, journeys should be shared with the same individuals and with the minimum number of people possible.	H	N	Staff and members to be briefed.	
	Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Avoid the use of air conditioning.	H	N	Staff and members to be briefed.	
	The vehicle should be cleaned wearing gloves and using correct cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.	H	N	Staff and members to be briefed.	
Working from Home	Where possible, staff should work from home.	H	Y	Continue to monitor.	
	Workstation assessments to be carried out for long term home workers.	NA	NA		
	Management to provide all assistance necessary to enable staff to work from home.	H	Y		

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Building Access and Egress	Increase parking facilities to accommodate more vehicles.	H	N	Discuss with neighbours and Landlord if necessary	
	Non-essential visitors to the Centre will not be permitted to enter.	H	Y	Kuk Sool Won of Claygate & Great Bookham to limit numbers, depending on capacity of area being used. This is determined by social distancing guidelines. Parents are to be encouraged to wait outside or in their car. Young children parents, only to be in the building if necessary.	
	Hand cleaning stations to be provided at reception and on each floor. Where water is not available hand sanitiser to be provided.	H	Y	To be made clearly visible and away from the reception counter. Note – hand sanitiser should contain a minimum of 70% alcohol to kill most viruses. Hand moisturiser can help stop hands from drying out from continuous hand sanitiser.	
	Staff must wash their hands for 20 seconds on arrival and departure from the Centre in the toilet facilities. Visitors are to be encouraged to use the hand sanitising station upon entry.	H	Y	Staff and members to be briefed.	
	Signage or floor markings to be used to ensure correct social distancing is maintained for those queuing to access or leave the Centre and using Reception.	H	N	Non- fire doors to be propped open when possible, to prevent touching of handles.	
	Start and finish times for members to be staggered to reduce congestion, or a booking time when members can use the Centre.	H	N	Training areas to have a maximum capacity worked out, based on the current social distancing guidelines. Reception to ensure during the booking in process, the number it is not breached.	
	Signing in at Reception.	H	N	Centre staff should work from the current social distancing distance when controlling the entry of members.	

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				Where possible one staff member only. (Wearing a mask is recommended during this time) Membership electronic sign in machine, placed on a mount would be preferable.	
	Letting members know the new Process.	H	N	All staff and members should be made aware of the new processes before arriving at the Centre. Reception should confirm that they are aware of the new processes. If staff or a club member are not aware, then the information should be passed. Suggest an email, pamphlet, or video. All members to confirm prior to attending the Centre “They have no symptoms or come into contact with anyone with Covid-19” This should also be verbally carried out before any session.	
Centre and Mat Area	Minimum manning of the Centre.	H	Y	Areas where staff have worked should be cleaned before and after each session.	
	Manning of the Centre during members training sessions.	H	N	Centre staff to monitor current social distancing and correct cleaning of equipment after use. Polite and courteous language to be used at all time when addressing members.	
	Instructors to observe social distancing when conduction training in the Centre.	H	N	A maximum number to be established, in line with current social distancing guidelines. Outside lessons may happen if appropriate, a maximum attendance as recommended by government guidelines.	
	Changing rooms/area to be placed out of order.	H	Y	Members to be asked to arrive and depart in training clothes.	
	Member of staff to observe members social distancing during opening hours and continually monitor the correct cleaning of surfaces and equipment.	H	N	Polite and courteous behaviour always required when speaking to members.	
	No contact training to be carried out, until social distancing has been reduced sufficiently.	H	N	Members to be made aware.	

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	As much ventilation as possible through the Centre, depending on the weather.	H	Y	All non-fire doors to be propped open or removed.	
	Training bags to be arranged to allow correct social distancing.	H	N	Certain bags to be put out of order or moved into another area.	
	No tables and chairs in Reception.	H	N	Signage to say out of order or remove furniture.	
	Cleaning of the reception area.	H	N	Staff to clean between sessions.	
Moving Around the Building	Pedestrian routes to be widened to allow social distancing if possible.	M	N	Kuk Sool Won of Claygate & Great Bookham to remove any unnecessary furniture and reorganise.	
	Where possible, operate a one-way system for entering and exiting areas. Always stick to the left when going down corridors, stairs or through archways.	M	N	Signs placed to remind staff and members.	
	Signage or other markings to show the current social distancing guidelines.	M	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Training to be pre-planned to minimise the need for moving around the Kuk Sool Won of Claygate & Great Bookham. E.g., ensure all materials required for your days' work or workout are at your work area.	M	N	Staff and members to be briefed.	
	If stairs should be used, one person at a time.	M	N	Regular cleaning of the handrail.	
Toilet and changing facilities	Restrict the number of people using toilet and changing facilities at any one time and use signage, such as floor markings, to ensure current social distance guidelines is maintained	H	N	Signage and marking certain toilets out of order.	

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	between people while using the facilities.				
	Members to be discouraged to use changing facilities.	M	N	Staff to be briefed or certain toilets allocated “Staff only”. Members to be informed of limited facilities.	
	Wash or sanitise hands before and after using the facilities.	H	N	Encourage members to clean before and after.	
	Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush.	H	N	Cleaner/staff required to remove rubbish and sanitise regularly. Always use an approved disinfectant for the use against COVID-19. Antibacterial is not sufficient.	
	Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	H	N	Cleaner to be made aware.	
	Remove all unnecessary items in toilet areas, to avoid Staff and members touching surfaces.	H	N		
Contractors	Contractors must only attend the premises to complete critical/emergency works.	M	N	Contractors to be briefed and monitored while on Kuk Sool Won of Claygate & Great Bookham.	
	Contractors to be briefed on rules in place before attending Kuk Sool Won of Claygate & Great Bookham. This should be via virtual means or telephone.	M	N	As above.	
	Contractors must provide a risk assessment/safe system of work.	M	N	As above.	
	Contact with contractors to be kept to a minimum. All staff and contractors to adhere to social distancing measures.	M	N	As above.	

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	Contractors and other visitors to be provided with separate welfare facilities (if possible). These to be cleaned after each visit.	M	N	As above.	
Training/ communication	Staff briefings should take place at the start of each session, detailing the contents of this risk assessment and any safe systems of work.	M	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Briefings and training should take place where social distancing guidelines can be adhered to.	M	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Numbers attending training should be kept as low as possible.	M	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Briefings and training via virtual means where possible.	M	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Signage and posters to be displayed to remind staff of control measures.	M	N	Kuk Sool Won of Claygate & Great Bookham to review.	
First aid	Review first aid need, assessment to take into account lower staff numbers and available first aiders.	H	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Emergency plans including contact details should be kept up to date.	H	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Consideration must be given to potential delays in emergency services response, due to the current pressure on resources.	H	N	Kuk Sool Won of Claygate & Great Bookham to review.	
Fire arrangements	Review of current fire risk assessment to be undertaken.	H	N	Kuk Sool Won of Claygate & Great Bookham to review.	
	Alternative arrangements to be put in place where there is a shortage of trained fire marshals.	H	N	Kuk Sool Won of Claygate & Great Bookham to review.	

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	Increase the size of assembly points to ensure social distancing.	H	N	Kuk Sool Won of Claygate & Great Bookham to review.	
Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions	Any worker or member in one of the vulnerable groups should, where possible work from home or not attend the building for any activities.	H	Y	Kuk Sool Won of Claygate & Great Bookham to inform members.	
	Specific risk assessments should be carried out for members of vulnerable members.	NA	NA		
	Measures should be put in place to ensure vulnerable staff or members follow social distancing measures stringently.	H	Y		
Illness and suspected Coronavirus cases	If a member of staff or a member develops a high temperature or a persistent cough while at the building, they should: <ul style="list-style-type: none"> ensure their manager or a member of staff is informed immediately. where possible inform their manager of all other staff they have come in contact with. return home immediately. avoid touching anything. cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 	H	N	Zero tolerance for constant coughing and sneezing of staff or members. (including Hay fever) All staff and members to verify they are not suffering with symptoms and have not come into contact with anyone displaying symptoms.	
	An isolated area should be established for staff or member to wait in if they fall ill and cannot go home immediately.	H	N	Preferably outside under cover.	
	Any area where a member of staff or club member has been when falling ill, should be	H	Y	Staff to be briefed.	

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	deep cleaned using standard cleaning products before it can be re-occupied.				
	Staff and members must self-isolate in line with Government guidelines if they or someone in their household is showing symptoms.	H	Y		
Cleaning	Enhanced cleaning will take place throughout the reception, mat area and in particular the changing facilities. This will include cleaning of taps and washing facilities, toilet flush handles and seats, door handles and push plates, handrails and any training equipment.	H	Y	<p>Always use an approved disinfectant for the use against COVID-19. Follow the manufacturer's instructions for the application.</p> <p>Always use a product that is ideal for disinfecting all water-resistant surfaces, such as; glass, aluminium, stainless steel, rubber, ceramic, plastic and tiled surface.</p> <p>The best way to apply the product is in a mist type spray, leave for the recommended time (left to dry naturally, if possible) and then wiped with a disinfectant cloth/wipe.</p> <p>A "Fogger" is ideal for large areas.</p>	
	All areas used for members to conduct training, including punch bags, gloves, guards, and floors. No one can use these facilities until cleaning is complete.	H	Y		
	Work areas are to be cleaned regularly throughout the day and at the start and finish of each session.	H	Y		
	Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.	H	Y		
	All tables and chairs outside the Centre are to be cleaned following use as well as first thing before use.	NA	NA		



CONFIRMATION

By signing this form, the management confirms that this assessment is a true reflection of the hazards and that the health, safety and welfare arrangements specified in the assessment will be implemented.

Manager name (PRINT):		Signature:		Date:	
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Disclaimer

This Risk Assessment has been compiled on your behalf by Elite Force Safety Ltd based on observations made on the day and discussions with your key employees.

Ultimate responsibility for Health & Safety (and for carrying out risk assessments) rests with the employer, and as such it is the employer's responsibility to ensure that risk assessments are suitable and sufficient and are regularly updated.

It is vitally important that you check through the content of this document and ensure that

- a) all hazards encountered by the organisation have been covered.
- b) all existing control measures documented are in place and working effectively; and
- c) all recommendations are implemented.

Elite Force Safety Ltd cannot be held responsible for omitting hazards / control measures we were not made aware of when visiting your premises.