**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 |