

KINGSWINFORD KICKBOXING ACADEMY -RISK ASSESSMENT

<i>AREAS OF RISK</i>	<i>RISK IDENTIFIED</i>	<i>ACTIONS TO TAKE TO MITIGATE RISK</i>	<i>NOTES</i>
Entrance			
Cleanliness of hall and equipment	Other hirers or hall cleaner not cleaned	We will clean all touchable services on arrival to hall, after each lesson and before leaving.	We will supply our own cleaning products
Entrance	Signing in – track and trace: contact details will be kept for 3 weeks and then destroyed.	We have our own GDPR Policy and we already have a register each week due to Health and Safety and our own Data Protection Officer. All people attending sessions will be marked down and contact details taken which will be a backup for the information we already hold in case of emergencies. QR codes displayed, people must scan the code if they a smart phone. This is now mandatory by law to be displayed on the premises.	As we deal with children/young adults as well as adults, we already have in place the relevant Data Protection and Safe Guarding. Parents/students will be given privacy notices to sign and they will be informed of the Church’s need to keep their contact details for track and trace for 3 weeks.
Managing Social Distancing	People do not maintain 2 m social distancing	<p>“The Rule of 6” before and after. People must not mingle in groups of more than six unless they are from the same household or support bubble. People may not swap from one group of 6 to another serving social distancing.</p> <p>All people must observe social distancing when arriving and leaving premises, queuing for</p>	Parents/guardians are allowed in waiting area due to safeguarding. Booking system in place to monitor numbers for each session. Number of students spread over two nights to enable social distancing.

		<p>toilet, correct distance between chairs for parents and mats for students. Only 1 parent per student allowed in waiting area. If seating area is 1 meter plus, masks must be worn by parents/guardians.</p> <p><u>Students</u> Face coverings must be worn on entering the premises until ready to start training in the hall. As soon the lesson ends masks must be replaced before leaving hall. This includes toilet breaks as well.</p>	
Respiratory Hygiene/Hand Cleanliness	Transmission to other members	Catch it, bin it, kill it. We will provide tissues and sanitiser. Advise group to use sanitiser entering and exiting hall and regular wash hands with soap and water.	All rubbish will be removed at the end of each session. Hand sanitiser will be provided by us on entry to hall and at various points around the room.
Someone falls ill with COVID 19 symptoms	Transmission to other members of group and premises.	Students/parents will be greeted inside main door to building, temperature checked, use of sanitiser, names and numbers taken for track and trace. Only one member/child and parent allowed in at a time, when they go through to the waiting area/main hall the next student can come in.	<p>Students/parents will be asked if they have any symptoms, we will also put out to the students and parents before we re-open a Method Statement of what our requirements are, which also stipulates that no one is turn up if they feel unwell in anyway.</p> <p>Temperatures will be taken and anyone showing a raised temperature will be refused entry.</p>

Kitchen/toilet	Social distancing, surfaces etc	The kitchen will not be used and only the disabled toilet open. Toilet will be wiped round, also handles, sink etc with anti-bacterial spray and kitchen roll before, during and after each lesson and before leaving the premises.	Any rubbish will be disposed of as per Covid guidelines. All students will be told to bring their own drinks as the kitchen is closed.
Storage Rooms	Social distancing	All mats and equipment we will be cleaned before use, between lessons and before re-storage at the end of the evening.	Gloves will be worn when taking out and putting away equipment. New gloves on both occasions. Door handles, light switches will be wiped down. Students will have to have their own equipment as ours can no longer be shared.
Changing	Non-applicable	All students to arrive in uniform and leave in uniform.	
Events	To many people arriving	All lessons will have a 15 minute window in between them, students will leave from rear door of hall. Online booking will restrict class numbers and students will be told to arrive no more than 5 minutes before their lesson starts and must leave immediately the lesson finishes. No standing round talking.	No standing around, high fives, hand shaking and refilling drinks.