

Risk Assessment

Risk assessment template based on the Health and Safety Executive model.

Activity/Person/Location	Karate
Service Area	
Manager	Nadim Mea
Assessor(s) including employee representative	Nadim Mea
Date of assessment	29 th September 2020
Review date	30 th October 2020

Resultant Risk Rating Please tick	
High	
Medium	
Low (normal)	X

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Number of people	Participants	31 people allowed in half hall, 62 people allowed in full hall. No spectators are allowed, parents should drop off and pick up children after the class. Rule of 6 not applicable for under 18s.	Staff to monitor number of people attending.			
Physical contact	Participants	Physical contact with anyone outside your household (a support bubble counts as one household) is not permitted.				
Use of changing rooms, lockers and showers	Users and staff	No use of changing rooms. You should arrive ready and changed, ready to exercise.				
Toilets		Use of sixth form corridor toilet, one in one out system. Interval cleaning of toilet by cleaners.	Cleaners to clean toilets			
Equipment	Participants	Pads or training equipment to be wiped down after use. No sharing of equipment.	Instructors to wipe down equipment.			

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Arriving and leaving	Participants and Staff	<p>Arrive through reception and follow corridor to hall. Exit through fire exit doors when finished, opened and closed by CG staff. No congregating in foyer or car park or other parts of the building. Use hand sanitisers before entering and when leaving. Use of face mask advisable when walking through building.</p> <p>Parents to download and use the NHS Covid 19 app when entering the site.</p>				
Sneezing and spitting	Participants and staff	Use tissues, catch it, kill it, bin it. dispose of rubbish in bins.				
Cleaning	Staff Members Visitors	Daily cleaning the morning of the sports hall	Town and Country to clean.			
Track and Trace	Staff Members Visitors	Host hirer to have contact details of people taking part. If person is under 16 the parents, contact details must be logged. Details to be kept for 21 days for track and trace.				
Symptoms	Staff Members Visitors	<p>Poster on display outlining Government guidelines on symptoms.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> •A high temperature •A new, continuous cough •A loss of or change in your sense of smell or taste <p>There are temperature checks when using the site.</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>Anyone that develops symptoms of Covid-19 whilst at the site to go straight home, to self-isolate and order a test; if they need to be collected, they can wait somewhere away from others; if they are having difficulty breathing to call 999 and tell the operator that they are having difficulty breathing and have Covid like symptoms)</p> <p>NHS Covid-19 testing is available via the NHS testing and tracing webpage or by dialling 119 (or dial111 if they show signs.</p> <p>Risk assessment sent to just host hirers and available on web page.</p>				
Checking for temperature	Participants and staff	Temperature captured through Bouygues camera	On loans from Bouygues.			

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.