



Kung Fu Schools Hastings

Classes held at: Horntye Park, Bohemia Road, Hastings, East Sussex. TN34 1EX

Risk Assessment compiled by: Samantha Hallam and John Tomlin

Date of assessment: 31/08/2020 Activity: Kung Fu Classes

Risk	Controls/Actions to Treat Risk	When	Responsibility	Consideration/Actions Required
Online Attendance Records	To maintain the safety of every student attendance will be recorded. Monitor attendance and offer the continuation of online training for vulnerable students and for all students in the event of being over capacity in the classroom or those who can't make it to Horntye Park.	Before every class	Instructors	Each student's attendance will be logged into the NEST MyMa Attendance System. Check student record for any medical conditions. In the event of a suspected Covid-19 case we will use the Track and Trace protocols and advise that student do the same and book a free test .
Waiting Before Class	Arrive immediately before class and wait outside, maintain social distancing until called into class by your instructors.	Before class	Students, parents and instructors	Send clear instructions to students and families advising when and where they need to go on arrival. Ensure someone is present to manage this waiting protocol.
Toilet Use	Maintain social distancing if waiting outside toilets, "one in, one out" policy, toilets are at the front of the building and marked "Male" and "Female"	During opening hours	Students, parents and instructors	Younger students will be asked to go to the toilet before class. After using the toilet students will be asked to wash their hands thoroughly.
External Clubs held at Horntye Park, Spectators, Families Congregating at Entrance/Exit Doors to Kung Fu Classroom	Maintain 2m social distancing rules at all times, unless in a bubble/pod of 6 people, in line with the new "Rule of 6" being implemented from 14 th September, when dropping off and picking up students and when waiting outside the classroom to be called in.	During opening hours	Students, families, external club members at Horntye as well as Horntye staff and Kung Fu instructors	Keep both entrance and exit doors, outside waiting areas clear to maintain a safe pathway for members to enter and exit the classroom.
Spectators During Classes	No spectators are permitted in classes. Only class students allowed to monitor group sizes and avoid unnecessary social contact.	Before, during and after class	Students, parents and instructors	Exceptions may be required for very young students or children who feel uncomfortable without their parent/guardian present. A designated area could be supplied where non students are not permitted to wait.

<i>Interval Between Classes</i>	<i>15 minutes intervals between classes enables the instructors to manage students entering and exiting their classes safely and adequate sanitation between classes.</i>	<i>Every class</i>	<i>Instructors</i>	<i>Set a new timetable to allow for the extra transition time between classes. Send timetable to students and families and publish on the website. Ensure social distancing markers on the floor and stagger students entering and leaving.</i>
<i>Contact Training</i>	<i>No contact activity is permitted e.g. sparring, grappling or pad work. Maintain social distance using the floor markers provided</i>	<i>Every class</i>	<i>Instructors and students</i>	<i>Class plans are based on traditional side of martial art, e.g. strength training, flexibility, forms, footwork and co-ordination.</i>
<i>Exercising And Warm Ups</i>	<i>Structure warm-up exercises that do not cause students to over exert themselves</i>	<i>Every class</i>	<i>Instructors and students</i>	<i>Minimise movement during warm-up exercises to maintain social distancing and monitor students using the 2m floor markers.</i>
<i>Sharing Of Equipment</i>	<i>Sharing of equipment is not permitted to reduce the risk of cross-infection</i>	<i>During class</i>	<i>Instructors and students</i>	<i>Equipment when being used will be placed at a 2m floor marker and will be allocated to one student only. All equipment will be sanitised between every class. Equipment will be cleaned and sufficiently stored after classes.</i>
<i>Class Capacity</i>	<i>Set the class sizes based on Government Guidelines to maintain social distancing</i>	<i>Every class</i>	<i>Instructors</i>	<i>Allocate every student to their class and grade level using the NEST Management system. Track attendance using the MyMA Attendance online student portal.</i>
<i>Vulnerable Students</i>	<i>Younger and vulnerable students enter first, instructors monitor students to ensure they enter the classroom one by one, guiding to the hygiene station and then to their floor marker. Instructors may need to advise younger or vulnerable students who are unable to maintain social distancing to postpone their return or train online.</i>	<i>Every class</i>	<i>Instructors</i>	<i>Maintain online classes for vulnerable students who are unable to return to class.</i>
<i>Instructors Hygiene</i>	<i>Maintain hygiene standards and protect all individuals as outlined in the current Government Guidelines.</i>	<i>Before and after every class</i>	<i>Instructors</i>	<i>Ensure Hygiene Station is setup and replenished and wash hands and face if needed regularly.</i>
<i>Coughing And Sneezing</i>	<i>Catch it, Bin it, Kill it to protect both instructors and students. Use tissues to catch the moisture from a cough or sneeze, if no tissue is available put face into the crease of the elbow and then wash hands and arms afterwards in the toilet. Avoid touching anything in the classroom until hands and arms are washed. If using a tissue the student will be asked to put the used tissue into the bin.</i>	<i>Before during and after class</i>	<i>Instructors, students and parents</i>	<i>Make sure there is a box of tissues as part of the Hygiene Station as well as replenished hand sanitisers.</i>

<i>First Aid</i>	<i>To protect all students and instructors should the need arises for first aid, instructors will wear masks, gloves and eye protection to administer basic first aid as required.</i>	<i>Every class</i>	<i>Instructors</i>	<i>Ensure that the first aid box and its contents comply with HSE standards and contents are regularly replenished. Instructors have basic first aid training and hold current certification.</i>
<i>Uniform and Footwear</i>	<i>The changing of clothing/uniform, socks/shoes in the classroom is not permitted. All students need to be wearing uniform and suitable footwear before class. Bare feet are not permitted in the classroom to maintain hygiene standards.</i>	<i>Before, during and after every class</i>	<i>Students and Instructors</i>	<i>Advise students and families to prepare uniform and suitable trainers at home before coming to class and to change when they return home.</i>
<i>Sanitation Protcols</i>	<i>All floor markers, surfaces, door handles and any equipment if used are cleaned and sanitised to ensure a clean training area for every student and instructors before and after classes. Toilets are cleaned regularly by Hornty Park staff.</i>	<i>Before and after every class</i>	<i>Instructors and Hornty Park staff</i>	<i>Provide a sanitation station including hand sanitiser, gloves, masks and tissues. Keep sanitation station replenished. Clean surfaces, floor markers, door handles and hand gel bottles regularly with anti-bacterial wipes.</i>
<i>Respiration</i>	<i>To avoid droplets being released over a wide area and risking cross-infection we cannot allow students to shout and they will need to remain quiet while instructors voice their instructions to avoid the need to raise voices.</i>	<i>During class</i>	<i>Students and Instructors</i>	<i>Remind all students at the beginning of every class that they must speak at normal volumes and not attempt to raise voices. They must also remain quiet when receiving instruction.</i>
<i>Ventilation</i>	<i>Ensure a steady stream of air is circulated throughout the classroom by keeping both entry and exit doors open. This is to reduce the airborne exposure, concentration of infectious material and deposition of infectious particles.</i>	<i>Before, during and after every class</i>	<i>Instructors</i>	<i>Keep the doors open to allow a steady stream of fresh air into the classroom.</i>
<i>PPE</i>	<i>The wearing of face masks and gloves is stipulated in the current Government Guidelines, if students feel more comfortable wearing PPE they can. Floor markers are placed at 2m apart and that distance is maintained.</i>	<i>Before, during and after every class</i>	<i>Students and Instructors</i>	<i>Provide face mask and gloves for all students and advise students to bring their own if they want to. Ensure face masks and gloves are replenished. PPE will be worn by all instructors in the event of administering basic first aid to a student.</i>
<i>No Cash Policy</i>	<i>No cash transactions/exchanges/cheques will be accepted during the phased re-opening of the school to avoid cross-contamination.</i>	<i>Always</i>	<i>Students, parents and instructors</i>	<i>All payment transactions are to be made online using an emailed link or via the NEST Management payment portal.</i>
<i>Paperless DD/Controlled eDD</i>	<i>No paper DD mandates will be completed, only eDD mandates which will be setup by the instructors and completed by the payer on their own device. This avoids cross-contamination.</i>	<i>Always</i>	<i>Instructors and payers</i>	<i>Arrange and setup all eDD's for payers to complete on their own device. Completion of eDD will show up on the NEST Management system.</i>