



Covid 19
Return to Karate - Risk Assessment

Document No:	HKK – LHS RA01
Revision:	0
Date:	21/09/2020
Next review:	30/09/2021

Lealands High School
Sundon Park Road
Luton
LU3 3AL



Training Hall: Lealands High School		Reference: HKK LHS RA01 – Sports Hall
Address: Sundon Park Road, Luton. LU3 3AL.		
Key Contacts	Role	Contact No.
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Covid 19 – Lealands High School – Sports Hall

Introduction

Luton Higashi Karate Kai, under guidance from the English Karate Federation and the Covid-19 Government Guidelines, can now start to return to karate lessons following strict guidelines as set out in this document.

All students and parents / guardians of students planning to attend karate lessons at the Lealands High School location must follow the guidelines and Risk Assessment set out in this document.

Not following this guidance will result in you or your child being refused entry to the location and lesson. You will also still be charged for the lesson.

With your understanding, support and by following this guidance, we will ensure that you get the best opportunity to carry on training and enjoy your lessons in a safe and secure manner.

We have a zero tolerance policy of any verbal or physical abuse to our Instructing Staff whilst trying to carry out their duties for lessons.

Location

Lealands High School has set out its own specific requirements for use of their facilities and this guidance document has been written to ensure we follow their specific requirements.



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If we do not follow their guidelines, it may result in access to the School Sports Hall being denied and all Karate lessons being cancelled until further notice.

Karate Lesson Procedures

Clothing / Footwear

1. You or your child must be dressed in their Gi ready to train. If you/they are not dressed, then you/they will not be allowed to enter.
2. All students must wear some form of footwear during their lesson. This will need to be appropriate footwear, but not with soles that can mark the School Sports Hall / Dojo floor. You or your child can wear normal shoes/trainers to the lesson and carry their karate footwear in a bag and change them inside the hall. For younger students, Instructing Staff will help them to change their footwear at the start and end of each lesson, if required.
3. Instructing Staff will be wearing masks/visors at all times, apart from when carrying out physical karate lesson movements.
4. If any equipment i.e. pads or gloves is required for lessons, students must bring their own and have their name detailed on the equipment.
5. At the end of the lesson, all students will collect any belongings and wait to be escorted by the Instructor to the exit for collection.
6. All students **under** the age of **eleven** years old, do not need to wear a mask.
7. Students **over** the age of **eleven** will be required to wear a mask, except when the lesson starts, see Lessons, Section 1 below.

Lessons

1. Any student over the age of eleven will be required to wear a mask, when arriving at the lesson. During the lesson, masks will be removed, as students will be socially distanced using ground markers to ensure reasonable social distancing is maintained.
2. If you are feeling unwell and have a temperature that registers higher than 37.8 degrees and you have any of the other symptoms of Covid 19, we suggest you remain at home and self-isolate or get a Covid 19 test done.
3. Instructors will be taking temperatures before you start the lesson upon entry to the Dojo. Please be patient and as per point 2, please ensure you tell the Instructor if you have any symptoms. If your or the temperature of your child is above 37.8 degrees, then you or your child will be asked to stand to one side and wait until all other students have been checked. The temperature check will be carried out a second time to confirm the result. If the temperature remains above 37.8 degrees then you or your child will be asked to go home and follow guidance for the symptoms of Covid 19 and what to do next (see the section below on Medical Requirements).
4. During the lessons, no Kiai will be used. Shouting risks projecting droplets over a wider space. Face masks or visors might need to be worn if a student struggles to repeatedly, contain their Kiai.
5. Although facilities will be in place, can you please ensure you or your child uses the toilets and washes their hands prior to arriving at the lesson. Facilities will be reduced to ensure the hygiene of all those



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using the Dojo, but if you do require the toilet during the lesson, then Instructing Staff will ensure only one student uses the toilet at a time.

6. Please ensure that you highlight any concerns around personal toiletry / hygiene / sanitary issues that you or your child may have or require prior to the lesson start.
7. All equipment i.e. pads or gloves that are required for lessons must be brought labelled with your name or your child's name on it where reasonably practicable. We cannot provide equipment, due to the risk of cross contamination. Please ensure you take all equipment home with you again.
8. All students can bring water into the lesson, but must have their own labelled, water bottle. See Welfare Facilities for more details.
9. No food or snacks will be consumed on site by any student during lessons. See Welfare Facilities for more details.
10. If any student or parent / guardian does not comply with the requirements of the lesson or access / egress procedures, you or your child will be refused access to the lesson. If a student or parent / guardian continues to ignore / breach the procedures set out in this document, then it may lead to a complete removal of further lessons for you or your child. You will still be liable for a terms fees and no refunds will be made.

Safe Access Procedures

The following information outlines the specific access / egress requirements and actions for entering and exiting the School Sports Hall / Dojo.

Access and Egress will always be through the main doors to the School Sports Hall.

Access

1. All Students will enter through the main front entrance. You will be guided to the main School Sports Hall.
2. Only students will be allowed to enter and will then be escorted to the Dojo for their lesson.
3. No parents / guardians will be allowed access to the School Sports Hall / Dojo at any time.
4. If you or your child has specific medical issues or need to take medication during lessons, then please read the information under Medical Requirements below.
5. If you believe you may be delayed in arriving or dropping off your child, please text or call to give advance warning of your delay.
6. To ensure you maintain government social distancing guidelines and to comply with the requirements of the School, please do not stand outside talking to other parents / guardians.





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Egress

1. The pick-up point is the same as the Access point, please wait outside the School Sports Hall.
2. Parents / Guardians are to wait outside in the School Sports Hall to ensure safe distancing protocols are maintained and await your children to come to you. Please be aware of vehicle movements by the car park area.
3. Only Instructing Staff will be allowed back through exit doors to re-enter the School Sports Hall / Dojo.
4. No parents / guardians will be allowed access to the School Sports Hall or school premises from any entrance/exit point.
5. If there is inclement weather, then please ensure you bring umbrellas and your child will be escorted to you under protection direct to you.
6. Please ensure you arrive in plenty of time to pick up your child to avoid disruption to the egress procedures.
7. If you believe you may be delayed in picking up your child, please text or call to give advance warning of your delay.

Medical Requirements

Medical Needs, Conditions or Medication

If you or your child has specific medical needs, issues or medication that are needed during their lessons, then please ensure you discuss this with Instructing Staff prior to the beginning of the term, so a strategy can be organised to manage the medical needs of you or your child.

Covid 19

If you or any member of your family are self-isolating or shielding, then you or your child will not be able to attend lessons until you have been given the all clear or the quarantine period has been concluded.

If you or any of your family members are at significant risk or have underlying medical conditions, then you must give serious consideration to allowing yourself or your child to attend lessons. Please discuss this with the Instructing Staff if you have any concerns.

Whilst we will do everything within our capability to protect students from any contamination, we cannot be held responsible for your acts or omissions in regard to your own welfare and well-being.

Symptoms of coronavirus - The most common symptoms are new:

- continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

A new continuous cough is where you:

- have a new cough that's lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing more than usual



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If you or a child in your support bubble has symptoms

You will be requested to get a test done and await the test results to confirm the next steps, which will be guided by the test results. Call 111 for advice, as this will also help to determine if the concern needs to be escalated and the support bubble informed.

If the test result is positive, we will inform all students and parents/guardians of children within that support bubble as soon as possible and steps set out for isolation as per the requirements below. We aim to try and report the requirements within 48 hours, but this may depend on the time taken to receive the test results.

The current requirement on support bubble infection

Living with Others

If you live with others, all other household members need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

If you have symptoms, try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

Self-Isolation

If you or a family member have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19, self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

Remember

At this time of year, with slightly colder weather creeping in, we can be more prone to getting colds etc. so similar symptoms may present. Therefore getting a test done is essential and following Government guidance will help. Calling 111 for advice will also help to determine if the concern needs to be escalated and the support bubble informed.



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Emergency Procedures

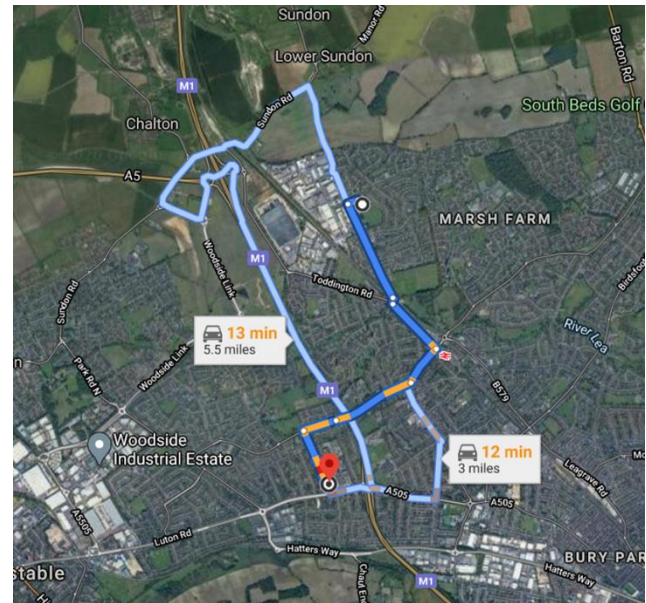
In the event of an emergency on site, all students, staff and visitors must follow the on-site emergency and evacuation arrangements and will be directed to the site assembly point. Cross Contamination will be managed as best as possible given the nature of the emergency, but the priority will be the safety of all people.

Communication with the emergency services will be managed by the School on-site staff / Instructing Staff (as available) with the local emergency services, as required. Parents / guardians will be informed as soon as possible to organise pick up if the situation is not resolved and access back into the building is prohibited.

First Aid

Arrangements are covered by the trained first aider from the Instructing staff. Where an accident / incident requires further medical intervention or emergency assistance, then parents / guardians will be contacted and informed of the procedures for retrieving your child or directions to the emergency facility.

The nearest 24 hours Accident and Emergency hospital is:
The Luton and Dunstable University Hospital Accident and Emergency Department
31 Lewsey Rd, Luton. LU4 0HE.



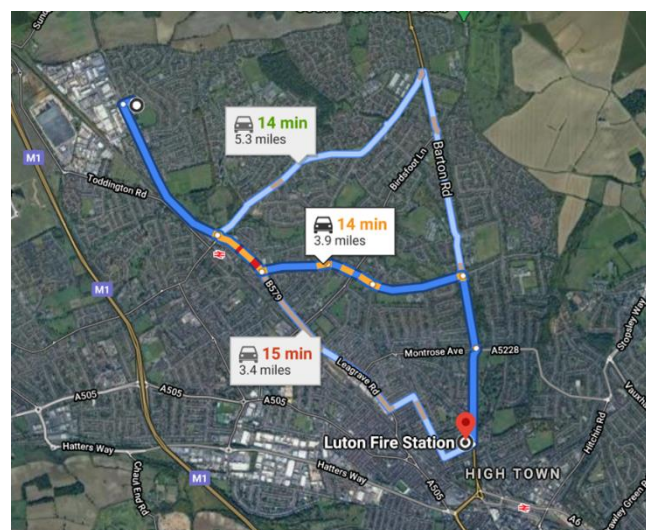
Fire Safety

Arrangements are covered by the relevant on-site fire and emergency plan provided by Lealands High School, who operate under standard fire procedures and in accordance with The Regulatory Reform (Fire Safety) Order 2005.

In the event of an evacuation all personnel are to stop the lesson and go to the agreed assembly point under the direction of the Instructing Staff.

Immediate safety will always be the priority, but we will try to ensure cross contamination will be managed to a minimum.

Nearest Fire Station:
Luton Fire Station
Studley Rd, Luton. LU3 1BB.



Welfare Facilities



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There are welfare facilities on site for use as agreed with the School. These facilities include toilets and sinks for washing / sanitisation.

No eating will be allowed on site. All students may bring a water bottle for their personal use only and labelled with your name on it. Please ensure you take water bottles away with you.

Any left property will be disposed of as per government guidelines.

Although there will be hand sanitiser provided by Luton Higashi Kai in the Dojo, please ensure you wash your hands before coming to lessons. We advise that you wash your hands or use sanitiser when you have left the premises too.

To ensure good ventilation we will open as many windows where possible and as appropriate.



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Risk Assessment – Lealands High School – Karate Lessons.

Hazard	Effect	Who is at Risk	Control Measures	Risk Rating with Controls			Further Actions/ Comments	Manager Initials
Covid 19 – Virus Transmission	COVID-19 can cause a range of symptoms of wildly varying severity in people. Some might be asymptomatic or have mild symptoms, while others are sick enough to need hospitalisation, supplementary oxygen and the use of a ventilator.	Staff, Students and on site staff.	<ul style="list-style-type: none"> Follow all procedures / guidance as set out in this document. Follow Government advice for Covid 19 and do not put yourself , family members or Instructing Staff at risk if you think anyone has symptoms. If you believe you or a member of your family has any symptoms, seek advice and inform your Instructors as soon as possible, even if it has occurred after a lesson so that we can take necessary steps to inform all other families who attended that lesson and may be affected. 	3	3	9	<p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> a high temperature a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal. 	
Access / Egress	Cross Contamination resulting from not following guidance.	Staff, Students, on site staff and family of Students.	<ul style="list-style-type: none"> Follow procedures for dropping off and picking up your child at the correct access / egress points. Consider the Government social distancing rules when waiting outside prior to and at the end of the lesson. Ensure you explain the requirements of the procedures to your child so they understand why you cannot come into the lesson with them. 	3	2	6	<ul style="list-style-type: none"> Ensure you / your child is dressed and ready to attend lessons. Entry to the School Sports Hall / Dojo is strictly prohibited for parents / guardians. Please do not try to gain access if you arrive early. 	
Medical Needs, Conditions and Medication.	Ill effects to a current condition or exposure to predisposed or underlying conditions.	Staff, Students, on site staff and family of Students.	<ul style="list-style-type: none"> Discuss, as soon as possible, with Instructing Staff if you or your child has specific medical needs, issues or medication that is needed during lessons. Do not attend lessons if you or a family member is self-isolating or shielding. Inform Instructing Staff of the situation. If a medical emergency occurs during a lesson you will be informed of the situation as soon as is practicable and given further information. Ensure you raise any other medical issues or concerns for you or your child with Instructing Staff. 	3	3	9	<ul style="list-style-type: none"> If you are feeling unwell, get a test and do not leave home for at least 10 days. If you have recently been in a country affected by the virus, you may need to be quarantined. Check the travel advice pages for that country and report it to Instructing Staff prior to attending any lessons. 	



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All risks are assessed and controls determined using a standard 5 x 5 Risk Rating Matrix as below. Provided the Risks are Managed as stated in the control measures, there should be no requirement to adjust the controls unless there is an incident, change in procedure or change to Government guidelines or regulations.

Risk Rating Matrix

0 – 5 Low Risk 6 – 10 Moderate Risk 11 – 15 High Risk 16 – 25 Unacceptable Risk	Minor Injury, insignificant property or equipment damage.	Non-Reportable injury, minor loss of process or slight property damage.	Reportable Injury, moderate loss of process or limited property damage.	Major injury, single fatality, critical process loss or critical property damage.	Multiple fatalities or catastrophic business loss.
	1	2	3	4	5
Remote 1	1	2	3	4	5
Unlikely 2	2	4	6	8	10
Possible 3	3	6	9	12	15
Probable 4	4	8	12	16	20
Near Certain 5	5	10	15	20	25