



BRITISH TAEKWONDO COUNCIL

COVID-19 Before and After School Taekwondo Class Risk Assessment Form

| Club name: | Northern Taekwondo | Date: | 2/7/20 | | | | | | | |
|--------------------------------------|--|--|-------------|--|----------|---------|--|----------------------------|---|--------------------|
| Venue address: | Before school/after school Taekwondo class | Location: | hall | | | | | | | |
| Club Instructor | Master Lee/Laura Heyes | Welfare Officer | Laura Heyes | | | | | | | |
| Location of: | | Evacuation Procedure: | | | | | | | | |
| • telephone | 07779275207 | | | | | | | | | |
| • first aid kit | y | | | | | | | | | |
| • first-aider | y | | | | | | | | | |
| • accident book | y | | | | | | | | | |
| Emergency Aid Procedure: First Aider | | | | | | | | | | |
| Does the venue / Instructor have: | | | | | | | | | | |
| • Health and safety policy? | | YES ✓ / NO | | | | | | | | |
| | | • Indemnity / Civil Liability Insurance? | | | | | | | | |
| | | YES ✓ / NO | | | | | | | | |
| Potential Hazard(s) | People Exposed (✓) | | | Evaluation of Risk <small>L=Low, M=Medium, H=High</small> | | | Actions to treat risk | Action by <i>(who?)</i> | Action by <i>(when?)</i> | Done <i>(✓)</i> |
| | Students | Volunteers | Public | Frequency | Severity | Overall | | | | |
| Social Distancing | ✓ | ✓ | ✓ | M | H | H | <p><i>Communicate in advance with members to advise on social distancing requirements. Provide clear guidance on social distancing to students and parents on arrival keeping the bubbles a minimum of two meters apart or more where possible e.g. signage and visual aids to accompany this.</i></p> <p><i>During the class children we will kept within their bubbles separated by physical boundaries. (sport's cones) No contact will be allowed. We will let the children out of the class one by one once parents have arrived.</i></p> | Club Instructor | Prior to Reopening and throughout the class | |

| | | | | | | | | | | |
|--------------------------|---|---|---|---|---|---|---|-----------------|------------------------------------|--|
| Equipment | ✓ | ✓ | ✓ | M | H | H | <i>Children will wear school uniform no taekwondo kits and sports shoes during the class. Only essential items of equipment to be used, Instructors to clean any shared equipment before and after use.</i> | Club Instructor | Ongoing | |
| Hygiene and Sanitisation | ✓ | ✓ | | H | M | H | <i>Hand sanitisers to be made available and will be done before and after every class.</i> | Club Instructor | Ready for re-opening, then ongoing | |
| Paying System | ✓ | ✓ | | L | M | M | <i>Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.</i> | Club Instructor | Prior to re-opening | |
| Training Hall | | ✓ | | M | L | M | <i>The hall will be measured out with physical barriers to keep the social distancing bubbles at least two meters apart prior to class. Follow the BTC guidance on returning to training</i> | Club Instructor | Ongoing | |
| Emergency Procedures | ✓ | ✓ | | L | H | M | <i>Follow the school's emergency procedures</i> | Club Instructor | Ongoing | |