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| Work/Activity: Hung Leng Kuen Kung Fu Club Training Sessions (Covid-19 In-person Classes) |
| Lessons in traditional Kung Fu, Tai Chi, self-defence and sparring.The following sessions are every week during term time (amount, location, and times of sessions change during the summer break):

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| **Day of Week** | **Time** | **Activity** | **Location** | **Attendees** |
| Monday | TBC | Kung Fu | TBC | TBC |
| Tuesday | 7.30-9pm | Kung Fu | Isleworth and Syon School | TBC |
| Thursday | TBC | Kung Fu | Isleworth and Syon School | TBC |

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| Group: Hung Leng Kuen Kung Fu Club | Assessor(s): Christian Parker (Chief Instructor) | Contact: hlklondon@yahoo.co.uk |
| Guidance/standards/Reference documents  | Competence requirements |
| * Previous year’s risk assessments for the same activity.
* Government Guidelines on Covid-19.
 | **Role** | **Skills, experience or qualifications:** |
| Instructor | 30 years of experience in this Martial Art Style. Has achieved 9th Duan Black sash and is the Head of the World Free Spirit Fist Federation.Trained into Level 3 in Safeguarding (Designated Safeguarding Lead) |
| Risk assessments linked |
| Fire safety and other risks that come with using letting facilities. |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| Direct physical or personal injuries |
| Training | Strained or torn muscles and ligaments. | Participant | Thorough warm-up with instructor using correct techniques as well as careful supervision of partner work.Late comers are informed that they must take responsibility for warming up in their own time before joining the class.For all students’ first aid incidents, the members are clear that they are required to report the injury directly to the instructor to summon First Aid assistance if required. | Likelihood x Impact = 3 x 1 = 3 |  Risk acceptable |   |   |   |
|   Training | Joint dislocation | Participant | Thorough coaching with correct techniques.No contact with training partners due to COVID-19 precautions. Instructors will assess the safety of the floor before classes. | 1 x 2 = 2 |  Risk acceptable |   |   |   |
|   Training | Bruising to arms, legs or torso | Participant | With COVID-19 distancing, bruising will be much less likely. Otherwise, thorough coaching with correct techniques. | 1 x 2 = 2 | Risk acceptable |   |   |   |
|   Training | Broken skin or cuts | Participant wearing jewellery or watch | Prohibit the wearing of any form of jewellery during training. If jewellery cannot be removed, then it should be taped over. | 1 x 2 = 2 |  Risk acceptable |   |   |   |
|   Training | Blisters or cut feet | Participant | Predominantly a problem experienced by novices, as the body becomes more conditioned through continuous training the skin becomes more robust and less likely to blister/cut. Novices are encouraged to train regularly. Barefoot training is only usually carried out on mats.The session instructor is responsible for making sure that the training area is free from debris.  | 1 x 2 = 2 | Risk acceptable |   |   |   |
|   Training | Muscle fatigue, cramps, stiff joints | Participant | It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches. Instructors should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if they feel that they are unfit or unwell.  | 1 x 3 = 3 |  Risk acceptable |   |   |   |
|   Training | Injury to head, neck or spine | Participant | It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches. Instructors should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if they feel that they are unfit or unwell.Injuries of this nature are extremely rare, and the small risks that do exist are reduced still further by observance of good kwoon etiquette and by being observant and considerate to others during practice. During class activities first aid will be sought in the event of a head injury.  |  1 x 3 = 3 | Risk acceptable |   |   |   |
|   Training | Dizziness, hyperventilation and nausea | Participant | Dizziness and hyperventilation can occur during strenuous exercise in less well-conditioned people and is generally alleviated by improved physical condition. Nausea can also result from eating a large meal too soon before training and members are aware to avoid this. |  1 x 3 = 3 | Risk acceptable |   |   |   |
|   Training |  Dehydration | Participant | Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate hydration before training, and to re-hydrate adequately during and after training. In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles to the kwoon, and the coaches will allow for regular breaks to enable them to re-hydrate.  |  1 x 3 = 3 | Risk acceptable |   |   |   |
|   Training |  Seizures from over-exertion or contra-indications | Participant | Instructors are to advise novices of physical exertion levels that will be encountered and so provide reasonable recovery periods during training, particularly after demanding elements of training. Instructors are aware at the beginning of training of any medical issues of its members which may prove to be a problem when taking part in the sport. |  1 x 3 = 3 | Risk acceptable |   |   |   |
| General risks |
| Training | Enrolling novices with no prior Martial Arts experience | Beginners | All training sessions will involve a warmup session and a run through the basic techniques. Students of different abilities will then be taught according to their grade.A detailed grading syllabus is taught.  | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Qualification/registration and insurance of instructors | Participant | All instructors must have at least a 1st Duan Black sash and must be given permission to teach or run a club by a member of the Governing Committee. The Head of Federation ensures instructors are suitably qualified and insured. | 1 x 3 = 3 | Risk acceptable |  |  |  |
| Training | Lack of qualified instructor at a session | Participant | There is always at least one qualified instructor at each session to guarantee safe practice. If for any reason a qualified Instructor is not present, then the session is cancelled. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Specialist and safety equipment | Participant | Specialist equipment is used for sparring. This includes fist mitts/gloves, hood, feet pads, shin pads, gum shields and groin protector. Minimal or no special equipment will be used in sessions, in accordance with COVID-19 distancing. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Injured spectator | Spectator, through collision or being landed on by a participant | Spectators are not allowed in sessions in first semester due to COVID-19 distancing. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Any club event | Not knowing a student’s medical conditions | Student with medical condition | New members are told to report any medical conditions to the instructor.The registration form includes a section for any existing medical conditions.Instructors should ensure that all members are aware of the risk assessment and procedures. | 1 x 3 = 3 | Risk acceptable |  |  |  |
| Training | Fire | Attendees of a club event | Instructors are aware of exits from the building and are responsible for clearing the Kwoon if the Fire Alarms sound. Instructors and members are to inform the Site Manager on duty if exits are blocked or locked. | 1 x 3 = 3 | Risk acceptable |  |  |  |
| Training | Issues with the facility that could lead to injury (lighting, heating, ventilation, mats) | Attendees of a club event | The instructor notifies the Facilities Manager of any facility faults which need to be repaired. | 2 x 2 = 4 | Risk acceptable |  |  |  |
| Weapons Training |
| Training | Injury from bladed or wooden weapons | Participant | Metal weapons will only be used for forms training with adequate distancing. Sparring will not take place due to COVID-19. Paired training will only take place with wooden weapons and be closely supervised, and only if COVID-19 distancing is relaxed. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Self-inflicted injury | Participant | There are no sharp edges or points on the training weapons | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Being struck by another participant | Participant | There are no sharp edges or points on the training weapons. There will be minimal partner training due to COVID-19.Rubber or wooden only for self-defence training.Ensure students practice at a pace at which they will not lose control. Form work: ensure each student has sufficient space to carry out assigned form without coming within weapons reach of another individual.  | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Training | Injury from accidentally thrown weapon | Attendee of a training session | There are no sharp edges or points on the training weapons.Ensure students practice at a pace at which they will not lose control. | 1 x 2 = 2 | Risk acceptable |  |  |  |
| Children and vulnerable adults |
| Any club event | Any form of abuse inflicted upon a child or vulnerable adult by an instructor or senior student. | Any persons attending a club event | All instructors and senior students to be made aware of the Child Protection policy, and all guidance and good practice in the Federation Child Protection policy to be followed. A Welfare Officer will be designated and made known to participants.  | 1 x 3 = 3 | Risk acceptable |  |  |  |

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| Covid-19 Precautions |
| **No** | **Hazard Description** | **How could harm occur?** | **Identify what / who could be harmed (and number of people involved)** | **Control Measures** | **Residual Risk Rating** |
| Likelihood x Impact = Risk | Additional Control Measures |
|  1   | **Room environment** Interaction with equipment and surfaces within the training room resulting in transmission of COVID-19.  | Contact with contaminated surfaces/equipment resulting in: Illness, severe illness or death as a result of COVID-19. Onward transmission of the virus. | Kung Fu Practitioners involved in the activity.  | **General**· All training spaces will have room occupancy limits, enforced by the venue.·· The room instructions are to be updated by the Chief Instructor in response to the Covid-19 guidelines.· Training room usage should be as low as reasonably possible.· Senior Instructors and committee to inform members if any additional controls are required for at-risk individuals.· Training room users are to receive a verbal brief from the senior instructor or committee members on the COVID-19 controls.· The instructors are to identify any local procedures for maintaining social distancing such as one-way systems, mat rearrangement, mats for named individuals etc. This is to be captured in the room instructions and displayed outside each training room.· The instructor will be responsible for providing instruction signage within the training room.· Items and equipment, such as sparring equipment and training weapons etc., should not be shared between personnel as far as reasonably practicable. * Responsibility for enforcing and maintaining all Covid-19 safety measures lies the instructors.

· Clean down items using cleaning wipes before and after use where practical.· All training rooms will where practical, operate a PPE station as detailed below.**Training room COVID Workstation**· High usage training rooms are to have a COVID-19 workstation next to the entrance to the training room.· The COVID-19 station is to include (where possible). o Hand sanitiser.o Cleaning wipes or surface cleaner for equipment used.· On entering the training room training room users are to remove PPE following the venues guidance.· Personal bags should be left in the back of the room where practical or within the individual’s training space. · Once PPE is removed, training room users are to use hand sanitiser to clean their hands.o Medical grade hand sanitiser to be provided by the club for disinfecting hands. (> 70% alcohol content by volume).o Any club member with a hand skin condition such as eczema or contact dermatitis are to inform the club as repeated use of hand sanitiser could exasperate their condition.· Ensure hand sanitiser is completely absorbed, and your hands are dry before touching equipment/surfaces to mitigate fire risk.**PPE Station*** Within the training room, a ‘PPE station’ will provide a training room with hand sanitiser and cleaning wipes provided by the club.
* Participants will be required to bring their own masks, however there will be a spare store of masks in case a participant forgets their own.
* Ask the club instructor to understand what PPE is required in the training room.

· Masks to be used in line with governmental and venue guidelines covering face and mouth.· Disposable masks must only be used once and disposed of after use. · If non-disposable PPE is present in the training room, this is only to be used by the person the equipment has been assigned to.· The senior instructor will review the training room risk assessment in light of the PPE requirements to ensure that the wearing of PPE does not introduce any additional hazards to the training.· Anyone entering the training room will have to have booked their attendance in advance of the session and they will be signed in upon arrival.  | 1 x 3 = 3 | Risk acceptable. |
|  2 | **Hazardous waste:** Contact with potentially contaminated waste. | Contact with contaminated surfaces/equipment resulting in:· Illness, severe illness or death as a result of COVID-19.· Onward transmission of the virus. | Kung Fu Practitioners involved in the activity. Contractors such as Cleaners Waste disposal workers | * Bins containing PPE, wipes etc. are to be double bagged and disposed of using normal waste disposal routes.
* If any training room user becomes symptomatic, [government guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) is that all waste is to be stored for 72h before being disposed of in the normal manner.
 | 2 x 2 = 4 | Risk acceptable. |
|  3 | **Room environment & COVID-19:** Exposure to person(s) infected with or carrying COVID-19 (Coronavirus) resulting in infection.   | Contact with contaminated surfaces/equipment resulting in severe illness or death as a result of COVID-19, or onward transmission of the virus. | Kung Fu Practitioners involved in the activity.   | **Individual Risk:**Students are to discuss with their instructor or committee whether access to the site is wise given their personal circumstances. Instructors with concerns about attending the site are to discuss this with a senior instructor.  **Health Monitoring**Any student or instructor displaying [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/) of COVID-19 are not to attend site and are to inform the club immediately.**Students’ temperatures will be taken before admission to the class.** Any student or instructor who becomes symptomatic whilst present in the training room should follow Government guidance. Participants should contact their instructor or committee for mild symptoms and the medical emergency line if needed.Anyone entering the training room must not have COVID-19 symptoms.**Hygiene**Personnel as far a reasonably practical avoid touching their face, eyes and mouth.Personnel must cough or sneeze into a disposable tissue or crook of their elbow. Tissues to be disposed of and hands sanitised.**Social Distancing**Students and instructors to observe social distancing where possible. Close proximity training (less than 2m separation) should be kept to a minimum.Agreement from all parties involved required if social distancing cannot be maintained. Any concerns to be raised with the Senior instructor. Students should be side by side or back-to-back rather than face to face (where possible). | 1 x 3 = 3 | Risk acceptable. |
|  4 | **COVID-19:** Personnel experiencing a number of stress risk factors (demands, control, support, loneliness, change, relationships) at home and work.   | Deterioration of mental health and wellbeing as a result of increased levels of stress.   | Kung Fu students and instructors | Where possible changes to the stress risk factors should be identified, monitored and addressed by the club instructor using the HSE’s [six management standards](https://www.hse.gov.uk/stress/standards/).Instructors should communicate with students regularly to identify any worries or concerns they may have. Students should be reminded that they can call STOP at any point with valid reason without fear of repercussion. In-session and online encouragement will be given to join in any virtual or socially distanced socials in accordance with COVID-19 guidelines from the government and venue. | 1 x 3 = 3 | Risk acceptable |

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| Reviewed By: Dai Sifu Christian Parker | Comments: |
| Responsible person (CP): | Date: 27/04/21 |  |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |