

General Risk Assessment

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):

Day of Week	Time	Activity	Location	Attendees
Monday	TBC	Kung Fu	TBC	TBC
Tuesday	TBC	Kung Fu	TBC	TBC
Thursday	TBC	Kung Fu	TBC	TBC

Group: Hung Leng Kuen Kung Fu Club

Assessor(s): Leo Turoff (President),
Tom Provan (Instructor)

Contact: hlksoton@gmail.com

Guidance/standards/Reference documents

- Previous year's risk assessments for the same activity.
- Government Guidelines on Covid-19.

Competence requirements

Role

Instructor

Skills, experience or qualifications:

Several years of experience in this Martial Art Style. Has achieved at least a 1st Duan Black sash and has been given permission to teach or run a club by a member of the Governing Committee.

Risk assessments linked

Fire safety and other risks that come with using Union facilities.

General Risk Assessment

Task	Hazards	Who might be harmed and how	Current control measures	Current risk /9	Additional control measures	Action by whom?	Residual risk /9	ch SA/
Direct physical or personal injuries								
Training	Strained or torn muscles and ligaments.	Participant	<p>Thorough warm-up with instructor using correct techniques as well as careful supervision of partner work.</p> <p>Late comers are informed that they must take responsibility for warming up in their own time before joining the class.</p> <p>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.</p>	Likelihood x Impact = 3 x 1 = 3	Risk acceptable			
Training	Joint dislocation	Participant	<p>Thorough coaching with correct techniques.</p> <p>No contact with training partners due to COVID-19 precautions. Instructors will assess the safety of the floor before classes.</p>	1 x 2 = 2	Risk acceptable			

General Risk Assessment

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	<p>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.</p> <p>Novices are encouraged to train regularly. Barefoot training is only usually carried out on mats.</p> <p>The session instructor is responsible for making sure that the training area is free from debris.</p>	1 x 2 = 2	Risk acceptable			

General Risk Assessment

Training	Muscle fatigue, cramps, stiff joints	Participant	<p>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.</p> <p>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.</p>	1 x 3 = 3	Risk acceptable			
Training	Injury to head, neck or spine	Participant	<p>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</p>	1 x 3 = 3	Risk acceptable			

General Risk Assessment

			<p>likelihood of post-training aches.</p> <p>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.</p> <p>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.</p> <p>During class activities first aid will be sought in the event of a head injury.</p>					
Training	Dizziness, hyperventilation and nausea	Participant	Dizziness and hyperventilation can occur during strenuous exercise in less well-conditioned people, and is generally alleviated by	1 x 3 = 3	Risk acceptable			

General Risk Assessment

			improved physical condition. Nausea can also result from eating a large meal too soon before training and members are aware to avoid this.					
Training	Dehydration	Participant	<p>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.</p> <p>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.</p>	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	1 x 3 = 3	Risk acceptable			

General Risk Assessment

			<p>after demanding elements of training.</p> <p>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.</p>					
General risks								
Training	Enrolling novices with no prior Martial Arts experience	Beginners	<p>All training sessions will involve a warm up session and a run through the basic techniques. Students of different abilities will then be taught according to their grade.</p> <p>A detailed grading syllabus is taught.</p>	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.	1 x 3 = 3	Risk acceptable			

General Risk Assessment

			The Head of Federation ensures instructors are suitably qualified and insured.					
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, foot 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.	1 x 3 = 3	Risk acceptable			

General Risk Assessment

			<p>The registration form includes a section for any existing medical conditions.</p> <p>Instructors should ensure that all members are aware of the risk assessment and procedures.</p>					
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.	$1 \times 3 = 3$	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.	$2 \times 2 = 4$	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	$1 \times 2 = 2$	Risk acceptable			

General Risk Assessment

			weapons and be closely supervised, and only if COVID-19 distancing is relaxed.					
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	<p>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.</p> <p>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.</p>	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.	1 x 2 = 2	Risk acceptable			

General Risk Assessment

			Ensure students practice at a pace at which they will not lose control.					
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	<p>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.</p> <p>A Welfare Officer will be designated and made known to participants.</p>	1 x 3 = 3	Risk acceptable			

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

General Risk Assessment

1	<p>Room environment</p> <p>Interaction with equipment and surfaces within the training room resulting in transmission of COVID-19.</p>	<p>Contact with contaminated surfaces/equipment resulting in:</p> <p>Illness, severe illness or death as a result of COVID-19.</p> <p>Onward transmission of the virus.</p>	<p>Kung Fu Practitioners involved in the activity</p>	<p>General</p> <ul style="list-style-type: none"> · All training spaces will have room occupancy limits, enforced by the committee President and Secretary. · The maximum room occupancy will be displayed on the training room entrance door. · The room instructions are to be updated by the committee 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 Committee and 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. 	1 x 3 = 3	Risk acceptable.
---	---	---	---	--	-----------	------------------

General Risk Assessment

				<ul style="list-style-type: none"> · The Committee 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. <ul style="list-style-type: none"> · Responsibility for enforcing and maintaining all Covid-19 safety measures lies with the committee not the instructors. · Clean down items using cleaning wipes before and after use where practical. · For all training rooms, an entrance cordon system will be in effect to control the potential for individuals to bring in the virus on their hands, bags etc. as detailed below. · All training rooms will where practical, operate a PPE station as detailed below. <p>Training room Cordon</p> <ul style="list-style-type: none"> · High usage training rooms are to have a COVID-19 workstation next to the entrance to the training room, that is, along with the door, 	
--	--	--	--	--	--

General Risk Assessment

				<p>cordoned off from the rest of the training room.</p> <ul style="list-style-type: none"> · The COVID-19 station is to include (where possible); <ul style="list-style-type: none"> ○ Hand sanitiser . ○ Cleaning wipes or surface cleaner for equipment used. · On entering the training room and within the cordon, training room users are to remove PPE following. · Personal bags should be left in the cordon 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 before leaving the cordon. <ul style="list-style-type: none"> ○ Medical grade hand sanitiser to be provided by the club for disinfecting hands. (> 70% alcohol content by volume). ○ 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 	
--	--	--	--	--	--

General Risk Assessment

				<p>before touching equipment/surfaces to mitigate fire risk.</p> <p>PPE Station</p> <ul style="list-style-type: none"> ● 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 committee to understand what PPE is required in the training room. <ul style="list-style-type: none"> ○ Face masks should provide covering of the mouth and nose · Masks to be used in line with governmental and university guidelines. · 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 		
--	--	--	--	--	--	--

General Risk Assessment

				<p>be used by the person the equipment has been assigned to.</p> <ul style="list-style-type: none"> The senior instructor and committee are to review the training room risk assessment in light of the PPE requirements to ensure that the wearing of PPE doesn't introduce any additional hazards to the training. Anyone entering the training room will have to have notified the committee of their attendance in advance of the session and they will be signed in upon arrival. 		
2	<p>Hazardous waste:</p> <p>Contact with potentially contaminated waste.</p>	<p>Contact with contaminated surfaces/equipment resulting in:</p> <ul style="list-style-type: none"> Illness, severe illness or death as a result of COVID-19. Onward transmission of the virus. 	<p>Kung Fu Practitioners involved in the activity</p> <p>Contractors such as Cleaners</p> <p>Waste disposal workers</p>	<ul style="list-style-type: none"> 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 is that all waste is to be stored for 72h before being disposed of in the normal manner. 	2 x 2 = 4	Risk acceptable.

General Risk Assessment

3	<p>Room environment & COVID-19:</p> <p>Exposure to person(s) infected with or carrying COVID-19 (Coronavirus) resulting in infection.</p>	<p>Contact with contaminated surfaces/equipment resulting in severe illness or death as a result of COVID-19, or onward transmission of the virus.</p>	<p>Kung Fu Practitioners involved in the activity</p>	<p>Individual Risk:</p> <p>Students are to discuss with their instructor or committee whether access to the site is wise given their personal circumstances.</p> <p>Instructors with concerns about attending the site are to discuss this with the committee or a senior instructor.</p> <p>Health Monitoring</p> <p>Any student or instructor displaying symptoms of COVID-19 are not to attend site and are to inform the club immediately.</p> <p>Any student or instructor who becomes symptomatic whilst present in the training room should follow university guidance when published. Until then, participants should contact their instructor or committee for mild symptoms and the medical emergency line if needed.</p> <p>Anyone entering the training room must not have COVID-19 symptoms.</p> <p>Hygiene</p>	1 x 3 = 3	Risk acceptable.
17 Page						

General Risk Assessment

				<p>Personnel as far a reasonably practical avoid touching their face, eyes and mouth.</p> <p>Personnel must cough or sneeze into a disposable tissue or crook of their elbow. Tissues to be disposed of and hands sanitised.</p> <p>Social Distancing</p> <p>Students and instructors to observe social distancing where possible. Close proximity training (less than 2m separation) should be kept to a minimum.</p> <p>Agreement from all parties involved required if social distancing cannot be maintained. Any concerns to be raised with the Senior Instructor pr committee. Students should be side by side or back to back rather than face to face (where possible).</p>		
--	--	--	--	--	--	--

General Risk Assessment

4	<p>COVID-19:</p> <p>Personnel experiencing a number of stress risk factors (demands, control, support, loneliness, change, relationships) at home and work.</p>	<p>Deterioration of mental health and wellbeing as a result of increased levels of stress.</p>	<p>Kung Fu students and instructors</p>	<p>Where possible changes to the stress risk factors should be identified, monitored and addressed by the club committee using the HSE's six management standards.</p> <p>Club committee should communicate with students regularly to identify any worries or concerns they may have.</p> <p>Remain aware of the identity of the society Welfare Officer and details of Enabling Services offered by the university.</p> <p>Information and updates on COVID-19 prevention and status can be found on the University Website.</p> <p>Students should be reminded that they can call STOP at any point with valid reason without fear of repercussion.</p> <p>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 university.</p>	<p>1 x 3 = 3</p>	<p>Risk acceptable</p>
---	--	--	---	---	------------------	------------------------

Reviewed By: Leo Turoff, Tom Provan	Comments:
-------------------------------------	-----------

General Risk Assessment

Responsible person (LT/TP):	Date: 2020/09/04	
SUSU H&S manager (where applicable):	Date:	

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

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

Impact Level	Description

General Risk Assessment

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.