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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Hung Leng Kuen Kung Fu training sessions (COVID-19 in-person classes) | | **Date** | 2nd September 2021 |
| **Group** | Southampton Hung Leng Kuen Kung Fu Club | **Assessors** | Ella Sherborne (President)  Abdur Rehman Khan (Secretary, Welfare Officer)  Tom Provan (Instructor) | |
| **Linked documents** | Previous years’ Risk Assessments  SUSU safety documentation for building use  Government guidelines on COVID-19  <https://www.southampton.ac.uk/coronavirus.page> | **Contact** | [hlksoton@gmail.ac.uk](mailto:hlksoton@gmail.ac.uk) | |
| **In-person training times** | Monday 8-10pm (MR2 activity Space)  Tuesday 7-9pm (Marquee)  Thursday 8-9:30pm (Martial Arts room)  Saturday 9am – 10.30pm (Martial Arts room) Saturday 10.30am – 12.30pm (Martial Arts room) | **Competence requirements: Instructor** | 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. | |

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| ***Direct physical or personal injuries*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Training | Strained or torn muscles and ligaments. | Participant | **3** | **1** | **3** | 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. |  |  |  |  |
| Training | Joint dislocation | Participant | **1** | **3** | **3** | 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. |  |  |  |  |
| Training | Bruising to arms, legs or torso | Participant | **1** | **3** | **3** | With COVID-19 distancing, bruising will be much less likely. Otherwise, thorough coaching with correct techniques. |  |  |  |  |
| Training | Broken skin or cuts | Participant wearing jewellery or watch | **1** | **2** | **2** | Prohibit the wearing of any form of jewellery during training. If jewellery cannot be removed, then it should be taped over. |  |  |  |  |
| Training | Blisters or cut feet | Participant | **1** | **2** | **2** | 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. |  |  |  |  |
| Training | Muscle fatigue, cramps, stiff joints | Participant | **1** | **3** | **3** | 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. |  |  |  |  |
| Training | Injury to head, neck or spine | Participant | **1** | **4** | **4** | 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. |  |  |  |  |
| Training | Dizziness, hyperventilation and nausea | Participant | **1** | **3** | **3** | 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. |  |  |  |  |
| Training | Dehydration | Participant | **1** | **3** | **3** | 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. |  |  |  |  |
| Training | Seizures from over-exertion or contra-indications | Participant | **1** | **3** | **3** | 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. |  |  |  |  |

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| ***General risks*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| Training | Enrolling novices with no prior Martial Arts experience | Beginners | **1** | **2** | **2** | 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.  A detailed grading syllabus is taught. |  |  |  |  |
| Training | Qualification/registration and insurance of instructors | Participant | **1** | **3** | **3** | 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. |  |  |  |  |
| Training | Lack of qualified instructor at a session | Participant | **1** | **2** | **2** | 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. |  |  |  |  |
| Training | Specialist and safety equipment | Participant | **1** | **2** | **2** | 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. |  |  |  |  |
| Training | Injured spectator | Spectator, through collision or being landed on by a participant | **1** | **2** | **2** | Spectators are not allowed in sessions in first semester due to COVID-19 distancing. |  |  |  |  |
| Any club event | Not knowing a student’s medical conditions | Student with medical condition | **1** | **3** | **3** | 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. |  |  |  |  |
| Training | Fire | Attendees of a club event | **1** | **3** | **3** | 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. |  |  |  |  |
| Training | Issues with the facility that could lead to injury (lighting, heating, ventilation, mats) | Attendees of a club event | **2** | **2** | **4** | The instructor notifies the Facilities Manager of any facility faults which need to be repaired. |  |  |  |  |
| Any club event | Any form of abuse inflicted upon a child or vulnerable adult by an instructor or senior student. | Any vulnerable persons attending a club event | **1** | **3** | **3** | 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. |  |  |  |  |

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| ***Weapons Training*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| Training | Injury from bladed or wooden weapons | Participant | **1** | **2** | **2** | 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. |  |  |  |  |
| Training | Self-inflicted injury | Participant | **1** | **2** | **2** | There are no sharp edges or points on the training weapons |  |  |  |  |
| Training | Being struck by another participant | Participant | **1** | **2** | **2** | 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. |  |  |  |  |
| Training | Injury from accidentally thrown weapon | Attendee of a training session | **1** | **2** | **2** | There are no sharp edges or points on the training weapons.  Ensure students practice at a pace at which they will not lose control. |  |  |  |  |
| Training | Injury from bladed or wooden weapons | Participant | **1** | **2** | **2** | 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. |  |  |  |  |
| Training | Self-inflicted injury | Participant | **1** | **2** | **2** | There are no sharp edges or points on the training weapons.  Ensure students practice at a pace at which they will not lose control. |  |  |  |  |

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| ***COVID-19 Precautions*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| COVID-19 | Transmission of COVID-19, and/or illness or death as a result of infection. | Attendee at a training session | **3** | **2** | **6** | Attendees will maintain social distancing and wear a mask when entering and leaving training spaces, and when moving near other students in the training room. Attendees must bring their own masks.  When entering the training spaces a one-way system is in-place so that pupils will stay near the edges of the room, reach their allocated training location and leave their bags, water and any other equipment near their training location to avoid excessive movement during class. Attendees will remain in their allocated, distanced training space during classes and are not required to wear masks while in this space.  Attendees will not be allowed to enter the training space if they are showing any symptoms or are required to be self-isolating according to government guidelines. | **1** | **2** | **2** |  |
| Overcrowding in training spaces | Transmission of COVID-19. | Attendee of a training session | **2** | **2** | **4** | Maximum room numbers are implemented and enforced by instructors and committee members. For all rooms a maximum of 3 instructors are allowed to stand at the front of the class. Additionally, for each room the maximum number of attendees standing among “class” spaces allowed are:  **Activities Room: 18 (soft cap 16)**  **Marquee: 20 (soft cap 16)**  An additional total limit is in place for the Sport & Wellbeing space used by the Club:  **Martial Arts Room: 8 (soft cap 6)**  **MR2 Activities Room: 8 (soft cap 6)**  These limits allow attendees to be allocated sufficient space to train within the rooms. Members from the same bubble are allowed to enter each other’s space and physically interact, provided that the members are training in adjacent spaces to each other. Other than this, no club member can train with physical contact and must remain within their allocated spaces unless accessing their bags, for which they are required to wear masks.  Close proximity (less than 2m) should be kept to a minimum. In the case that social distancing cannot be maintained an agreement is required from all parties involved. In this scenario students should be training side-to-side or back-to-back (never face-to-face). | **1** | **2** | **2** |  |
| Hazardous waste | Transmission of COVID-19 or other illnesses | Attendees at sessions, SUSU staff | **3** | **2** | **6** | Bins containing PPE and other materials that may carry COVID-19 are to be disposed of by SUSU according to the union’s policy and schedules. | **1** | **2** | **2** |  |
| Unknown transmission of COVID-19 | Illness/death due to the virus and continued transmission | Persons related or cohabitating with attendees of sessions | **3** | **3** | **9** | Attendees are encouraged to consult with an instructor or member of committee before attending a session as to whether it is wise or appropriate for them to attend given current guidelines.  Instructors with concerns about attending are to consult with a member of committee or a senior instructor.  Any student displaying symptoms will be asked to leave the site and inform government health services. If this occurs during a session, the student must follow SUSU guidelines and self-isolate for 14 days.  A record of attendees and contact details will be kept for 21 days in case of a positive COVID-19 test result as part of the Track and Trace. Additionally, all members will be encouraged to register their attendance at the venue using the government NHS tracking app.  When booking into a session in the Martial Arts Room (the only Sport & Wellbeing space applicable to SHLLKFC this semester), attendees will be required to have booked on to the session using the Sport & Wellbeing app. | **1** | **3** | **3** |  |
| Mental impact of COVID-19 | Mental health deterioration | Attendees | **2** | **3** | **6** | Club committee should communicate with students regularly to identify any worries or concerns they may have.  Remain aware of the identity of the society Welfare Officer and details of Enabling Services offered by the university.  Information and updates on COVID-19 prevention and status can be found on the University Website. Information of class times and status can be found on the club website, hlksoton.co.uk.  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 university. | **1** | **3** | **3** |  |

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| ***Action Plan*** | | | | | | |
| **Risk Assessment Action Plan** | | | | | | |
| **Action to be taken, incl. Cost** | **By whom** | | **Target date** | **Review date** | **Outcome at review date** | |
| Register attendees at the end of each session | Secretary | | Every session |  |  | |
| Masks to be worn at all times except when in socially distanced, allocated training spaces | Attendees | | Every session |  |  | |
| Multiple Track and Trace systems in place to which attendees can register, including the NHS app, Sport & Wellbeing app and the club’s recorded data, held for 21 days. | Attendees | | Every session |  |  | |
| Fortnightly committee meetings to review the effectiveness of the risk assessment, the state of classes and the mental health of the club | Committee members | | Every two weeks |  |  | |
| Hand sanitizer and sanitary cloth provided in or near training spaces | SUSU | | Always |  |  | |
| Responsible manager’s signature: | | | | Responsible manager’s signature: A close-up of a bug  Description automatically generated with low confidence | | |
| Print name: ELLA SHERBORNE | | Date: 13.09.2021 | | Print name: ABDUR REHMAN HARRIS KHAN | | Date: 13.09.2021 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why | 1  2  3  4  5 |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |