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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Kendo Society: General Activity + Covid 19 Provisions | | **Date** | **02/10/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Adam Driver - Health and Safety Officer** | |
| **Line Manager/Supervisor** | **Chieko Fry (Kendo supervisor)** | **Signed off** | *C.Fry* | |

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| ***PART A*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **L** | **S** |  | **Control measures (use the risk hierarchy)** | **L** | **S** |  |
| New members/ Novices | Incorrect/dangerous actions due to lack of experience resulting in minor injuries | All in the general vicinity of the person. | **2** | **1** | **2** | Ensuring that the level of the session is appropriate for those participating, splitting into two groups if the disparity between experienced and beginners is too high. First aid available on site in the result of an injury. | **1** | **1** | **1** |  |
| Falling | Can cause breaks, sprains, bruising, head injuries ext. Caused due to incorrect technique, floor conditions, aggressive or malicious behavior. | All participants. | **2** | **2** | **4** | Floor to be checked before each session and appropriate action taken from there.  Technique to be learnt throughout the time at the club. First aid available on site in the result of an injury. | **1** | **2** | **2** |  |
| Existing medical condition or physical injury | Aggravation of previous condition or injury causing it to worsen or trigger attack/response. | All participants with a previous condition | **2** | **5** | **10** | We ask that all participants be open about any medical issues so that we are aware and able to put measures in place. | **1** | **5** | **5** | The severity of the condition can vary from person to person and the condition itself with first aid available for conditions that can be solved with such. There is little we can do to reduce the risk for some situations, other than to reduce the likelihood of a major incident occurring |
| Unsafe/ faulty equipment | Splintering from the shinai (bamboo swords) or reduced protection from the armour leading to bodily injuries. | All participants. | **3** | **2** | **6** | Beginners are shown how to maintain equipment and spot damage and to notify the person running the session.  Equipment to be checked regularly by leading members of the club and repaired if possible. | **2** | **2** | **4** |  |
| Collisions during practice | Sprains, breaks, head injuries ext. | All participants. | **2** | **3** | **6** | Protective armor should be worn when sparring to reduce the risk with first aid available on site in the result of an injury. | **2** | **2** | **4** |  |
| Overcrowding | Lack of space can result in unintentional collisions causing Sprains, breaks, head injuries ext. | All participants. | **2** | **2** | **4** | Ensuring maximal use of space and ensuring that all participants are spaced suitably for the current practice | **1** | **2** | **2** |  |
| Injury resulting from general physical exertion and exhaustion. | Sprains, strains muscular injury. Caused by incorrect preparation/warm-up before intense activity | All participants | **2** | **3** | **6** | Warm-ups and cool-downs are performed during the session by the leading member with a couple of breaks in between to reduce over exertion. | **2** | **2** | **4** |  |
| Inappropriate clothing and accessories | Clothing could be too restrictive on movement resulting in injury and accessories such as rings or earrings can cause harm to the wearer during practice | All participants wearing inappropriate clothing and accessories | **3** | **2** | **6** | Participants are advised on the clothing required for the sessions, with the opportunity to buy specific clothing, and are advised to remove all accessories if able to. | **2** | **2** | **4** |  |
| Weather conditions | Hyper/hypothermia, dehydration and other conditions caused by extreme temperatures | All participants. | **2** | **3** | **6** | Adjusting the schedule with more breaks for hydration and appropriate changes to warm-ups/cool-downs when appropriate | **2** | **2** | **4** |  |
| **COVID-19 Specific Risk Assessment (Per Step 4 of the British Kendo Association guidelines)** | | | | | | | | | | |
| Contraction traveling to on session | Possible contraction of COVID-19 from lack of PPE used in public and on public transport if used | All participants and the general public | **2\*** | **4** | **8** | Recommending all members to use some form of face covering and be mindful of the public while travelling to the session.. Mandatory use of sanitation when arriving to session. | **1** | **4** | **4** |  |
| Contraction through training equipment | Possible contraction of COVID-19 from lack of sanitation of equipment and contraction through contact. | All participants. | **2\*** | **4** | **8** | Sanitation of all equipment used after the season is complete. | **1** | **4** | **4** |  |
| Airborne particulates | Possible contraction of COVID-19 due to stagnant air within the hall, increasing the possibility of contraction due to airborne particulate.  Kiai (shouting) can transmit particulate over a far distance. | All participants. | **2\*** | **4** | **8** | Ensuring ventilation through opening windows and doors.  Reducing the amount of face to face activity and volume/intensity of kiai as recommended by the BKA and face shields to possibly be made and used within the men (helmets). | **1** | **4** | **4** |  |
| Transmission of Airborne particulates from nose and mouth | Contraction of COVID-19 from | All participants | **1** | **4** | **4** | Heavy encouragement of mask use through practice when practical | **1** | **4** | **4** |  |
| Contraction from individual members | Untested members spreading COVID to other members during practice | All participants | **2** | **4** | **8** | Mandatory use of university COVID testing or lateral flow tests obtained from a pharmacy | **1** | **4** | **4** |  |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Masks for interior of men (helmets) to be constructed from clear plastic sheets | Each member who wants to practice in armour |  | | Each session mask use will be assessed | Men masks have been produced and will be distributed between armour sets | |
| 2 | Provisions of hand sanitiser for use at entrance to the hall | Adam Driver + Alfred Taylor | Resumption of activity in October | | October 1st 2020 | Available at facility as of July | |
| 3 | Stock of antimicrobial wipes and/or spray for surfaces |
| 4 | Sanitisation medium for the shinai (bamboo swords) |
| 5 | Sandpaper for shinai maintenance | Adam Driver | Extra sandpaper obtained in August | |
| 6 | An up-to-date, fully equipped First Aid kit | Adam Driver | Checked in July | |
| Responsible committee member’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Alfred Taylor | | | | Date: 03/10/2021 | Print name: Chieko Fry | | Date  16/10/2021 |

Additional materials used for RA and Covid sections are as follows:

Previous Year RA used for reference - [https://docs.google.com/document/d/1kQ1eTERWgFXnWSm4HXdkDqdri6SCNzvjFsNhFl96Saw/edit?usp=sharing](about:blank)

BKA advice for COVID-19 - [http://www.britishkendoassociation.com/wp-content/uploads/2020/06/COVID-19-Keiko-Guidelines.pdf](about:blank)

**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 |

