

The following has been carried out to reduce the risk of spreading the Covid-19 virus. A number of the controls require permission from the church in order for us to action them.



## THE WING CHUN SCHOOL - RISK ASSESSMENT

**TWCS BRANCH:** HQ Clapton

**Assessment carried out by:** Julie Regis

**Role:** Administrator & Instructor

**Date assessment was carried out:** 1<sup>st</sup> August (amended 24/8/2020) **Date of next review:** 6 months from date of assessment

What are the hazards? (Consider hazards specific to the type of activities being assessed)	Person(s) at risk (Enter details of anyone who may be at risk)	What are you already doing to control the risks? (Enter details of all control measures that are currently in place)	Additional control measures required (Enter details of any new actions that need to be taken to reduce, control or eliminate the risks of each hazard)	Who needs to carry out the action? (Person (s) responsible for implementing controls)	When is the action needed by? (DD/MM/YYYY)	Completed (DD/MM/YYYY, Signature)
1. Gathering of individuals in small garden area.	Students, parents, instructors and visitors	Currently no appropriate Covid-19 measures in place	Students, parents and visitors to queue outside school gates observing 2m social distancing. Signage and markings for social distancing both outside of gate and in the garden area. Ensure school gate entry/intercom system working Students to exit the premises promptly	Garry McKenzie Julie Regis & other instructors  Church	September 2020	

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2. Gathering of individuals in very small lobby area	Students, parents, instructors and visitors	Currently no appropriate Covid-19 measures in place	No more than two people to enter the building except if it is a family including someone who is a part of a household bubble Social distancing signage and markings Lobby door to be kept closed once lesson commences Students to exit the building promptly	Julie Regis and instructors	September 2020	
3. Steep stairs to enter and exit the main hall	Students and instructors	Currently no appropriate Covid-19 measures in place	All individuals to descend/ascend on the left hand side Maintain 2m social distancing on stairwell Clear markings	Julie Regis	September 2020	
4. Three sets of fire doors to open before entering the main hall	Students and instructors	Currently no appropriate Covid-19 measures in place	<b>Doors to remain close as they are fire doors. Clean/sanitise handles after every session.</b>	All instructors	September 2020	
5. Consistent hand washing procedures	Students, instructors and visitors	A skeleton system in place with some instructions	Provide hand sanitising stations in lobby and entrance of main hall	Julie Regis and instructors	September 2020	

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			Remind all individuals to sanitise hands on entry and when they return home Provide hand washing facilities in kitchen and toilets Clear instructions displayed following Government guidelines on how to wash/sanitise hands Provide dustbins to dispose of paper towels			
6. Only two toilets available for use	Students and instructors	Adults encouraged to refrain from using toilets during lesson	Minimise use of toilets before, after and during sessions No queueing permitted Students must arrive fully dressed in uniform After use of the toilet follow hand washing/sanitising procedures Keep windows open for ventilation Sanitise regularly touched areas after each session	Julie Regis All instructors	September 2020	
7. Cleaning regularly used and touched	Students, instructors and visitors	Currently no appropriate Covid-19 measures in place	Where possible keep doors open	Julie Regis All instructors	September 2020	

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areas e.g door handles			Clean handles and handle rails etc after each session Use cleaning checklist			
8. Number of students, spectators, visitors, instructors in the main hall	Students, instructors, spectators and visitors	Currently no appropriate Covid-19 measures in place	Limit number of students maintaining 2m social distancing, allowing for entry, exit and movement around the hall Social distancing markings on floor Clear signage of direction to move around the hall Spectators no longer permitted Visitors required to book an appointment. Visiting limited to 1 hour Temperature of students to be taken on entry Windows to remain open for ventilation Disclaimer be to be issued and signed by the student or the parent/carer Keep a register of contact details for track and trace Keep a register of attendance	Garry McKenzie Julie Regis	September 2020	

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9. Length of sessions	Students and instructors	Currently no appropriate Covid-19 measures in place	Sessions to be delivered on a rota with 15 minutes change over Sessions for children and women 1 hour each (total of two 1-hour sessions) Men's session to remain as is Windows to remain open for ventilation No contact permitted unless training with a family member Drilled based sessions only	Garry McKenzie Julie Regis	September 2020	
10. Students who require assistance, are vulnerable or have learning difficulties	Vulnerable category – health issues, over 70's, special needs	Currently no appropriate Covid-19 measures in place	Temperature to be taken on entry Disclaimer be to be issued and signed by the student or the parent/carer Keep a register of contact details for track and trace Keep a register of attendance Where necessary provide clearance from GP	Julie Regis	September 2020	
11. Use of equipment	Students and instructors	Currently no appropriate Covid-19 measures in place	Equipment not to be shared Personal equipment and items such as sweat towels not to be brought in	Garry McKenzie Julie Regis All instructors	September 2020	

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			Individual equipment provided to be cleaned at the end of each session			
12. Gathering of individuals in office	Students, instructors	Currently no appropriate Covid-19 measures in place	Office to remain closed. Only admin permitted in office one at a time. All administrative duties to be conducted at hall entrance All administrative duties to be done via email/text/phone call	Garry McKenzie Julie Regis Andrea Regis	September 2020	
13. Kitchen use	Students, instructors	Currently no appropriate Covid-19 measures in place	Kitchen only to be used for hand washing by instructors Only two allowed in the kitchen at any time			
14. Water breaks for children	Children	Bring in water bottles	All water bottles to be labelled with child's name Water bottles to be kept 2m apart Any water bottle left behind to be discarded immediately Spillages to be cleared up immediately	Julie Regis Lead instructor	September 2020	

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15. Furnitures and displays	Instructors and students	Currently no appropriate Covid-19 measures in place	The same two nominated instructors to put out and put away equipment Chairs to be placed in storage room Any furniture used to be cleaned at the end of each session	Garry McKenzie	September 2020	
16. Personal items left behind	Instructors and students	At present kept in the office for collection	All forgotten items to be discarded immediately	Julie Regis	September 2020	
17. Use of lift	Disabled	Currently no appropriate Covid-19 measures in place	Only one person permitted in lift unless individual requires assistance from another person If used clean after each use	Julie Regis	September 2020	