



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.

TWCS BRANCH: Newham - Stratford

Assessment carried out by: James Clark Role: Administrator & Instructor

Date assessment was carried out: 29th October

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/YY, Signature)
1. Only one main entrance	Students, parents, instructors and visitors	Currently no appropriate Covid-19 measures in place	Back entrance to remain open and to be used as exit. Students, parents and visitors should queue outside the school doors observing 2m social distancing. Students to exit the premises promptly via back door	James Clark & Instructors Community Center	November 2020	
THE WING CHUN SCHOOL - RISK ASSESSMENT						

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2. Kitchen use	Students, instructors	Currently no appropriate Covid-19 measures in place	Kitchen only to be used for hand washing by instructors Only one person is allowed in the kitchen at any time	James Clark & Instructors	November 2020	
3. Consistent hand washing procedures	Students, instructors and visitors	A skeleton system in place with some instructions	Provide hand sanitising stations at entrance, exits and in main hall 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	James Clark & Instructors Community Center	November 2020	
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4. Personal items left behind	Instructors and students	At present kept in the office for collection	All forgotten items to be discarded immediately	James Clark & Instructors	November 2020	
5. 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	James Clark & Instructors Community Center	November 2020	
6. 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	James Clark & Instructors	November 2020	

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7. Cleaning regularly used and touched areas e.g door handles	Students, instructors and visitors	Currently no appropriate Covid-19 measures in place	Where possible keep doors open Clean handles and handle rails etc after each session Use cleaning checklist	James Clark & Instructors Community Center	November 2020	
8. Number of students, spectators, visitors and 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 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	James Clark & Instructors Community Center	November 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 1 hour each. 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	James Clark & Instructors	November 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	James Clark & Instructors	November 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 Individual equipment provided to be cleaned at the end of each session	James Clark & Instructors	November 2020	

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12. Gathering of individuals in office or storage rooms.	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	James Clark & Instructors	November 2020	

