

COVID-19 risk assessment - Phased RETURN TO KENDO

Organisation: British Kendo Association

Assessment: Gary O'Donnell (Director of Kendo)

Date assessment was carried out: 11/4/2021

All clubs must update their Club Risk Assessment and training plans to include up to date Covid-19 mitigations before returning to fencing activities.

"It is essential that prior to our return to paired interactions at standard distances that risk assessments are in place and updated with actions especially in light of the rapidly evolving nature of guidance regarding the outbreak. Reference should be made to the latest Government NHS and WHO guidance".

This document is provided as an exemplar that officials, coaches and members **can use to inform their own individualised activity Risk Assessments**. It includes specific additional areas that officers/coaches/clubs may need to cover in relation to resuming kendo related activities once local government guidelines and indoor venues allow it. There are 8 key areas for consideration: **Tier and phase specific mitigations, Droplet Transmission, Formite Transmission, Population, Maintaining social distancing, Use of Facilities, Spectators, Injury Treatment, Participant Behaviour.**

Phase 0 (non-contact, socially distanced activity only) - step 1 &2

Phase 1 (return to equipment training) - step3

Phase 2 (return to contact training) - Possible at Step 4

Phase 3 (return to competition) - Possible at Step 4

It is **not comprehensive and should only be adapted as appropriate to specific contexts and circumstances.**

NOTE! Sample mitigation plans and actions may not always be suitable or necessary for all circumstances as different Home Nations and local authorities have different guidelines.

As restrictions and guidance change, risk assessments and training plans will need to be re-visited and adapted to ensure changed regulations and guidelines are fully adhered to.

This is one example of how risks can be documented, and mitigation measures recorded.

Risk assessments and training plans (Event, Club, Group or Session) must be prepared and communicated to members/participants and displayed for safe and effective activities to take place and to validate insurance.

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Updated versions of this risk assessment will be made available as and when more information around opening of indoor venues and restrictions of sporting activities in indoor settings becomes available. We welcome feedback – Please contact any member of the Bu team or your Bu DRC

No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Prob-ability	Impact		Prob-ability	Impact	
1a	Phase 0 Specific	Very High risk of infection: step 0	VH	H	<ol style="list-style-type: none"> 1. Stay Home 2. Do not engage in any activity with people who are not part of your household or support bubble. 			
1b	Phase 1 Specific	High risk of infection: step 1 & 2	H	H	<ol style="list-style-type: none"> 3. In steps 1 & 2: adults should not take part in any kendo related activity with people from outside their household or support bubble. This includes indoor individual training sessions and exercise classes 4. Outdoors, training is permitted for 1:1 sessions and you may meet with one other person to take exercise together. This should not take place in private houses or gardens. 5. Gyms and sport facilities will open in step 2 areas for individuals to attend. Group activities are not permitted indoors (unless the group consists of a single household or bubble). This includes indoor individual training sessions and exercise classes. 	M	H	ALL
1c	Phase 2 Specific	High/Medium risk of infection: Step 3 areas	M	H	<ol style="list-style-type: none"> 6. In step 3 areas: organised kendo training can take place in groups of up to 6 people (or larger groups if all from the same household or support bubble). 7. Indoor classes, personal training and coaching, can take place with larger numbers present, provided that participants are in separate groups of up to 6 people which do not mix with other groups. This includes contact between shinai (Bamboo swords and Bogu (Armour) but physical contact between participants should be strictly limited/controlled and PPE used to minimise risk 8. Training is allowed for groups made up exclusively of Under 18s in coaching/educational managed contexts led by suitably qualified Coaches (L2 or higher). 			All
1d	Phase 3 Specific	Medium/Low risk of infection: Step 4 areas	L	M	<ol style="list-style-type: none"> 1. After Step 4 Contact combat sports may be permitted but guidelines are not yet available. 	L	M	All

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2	General	Failure to keep up to date with current government/BKA guidelines/minimum operating standards	M	H	<ol style="list-style-type: none"> 1. Have a designated club officer to manage COVID related risks. 2. Read government guidelines including those that specifically relate to sport activities. 3. Review risk assessment periodically in light of latest government guidelines. 4. Ensure Coaches are on the BKA Coaching register 5. Ensure Club Members have BKA Membership. 6. All sessions contents to be pre-planned by coaches in accordance with their competency levels (Adhering to Club, BKA, government guidelines). 7. Where the number of attendees in an indoor space is near the limits that social distancing and maximum occupancy (9.29m² per person) will allow, sessions will be designed to avoid high intensity activities. 	L	H	ALL
3a	Phase 1	Kendo Activity (Kendo/lessons) exposes participants to increased risks due to 2m distancing being at risk	H	H	<ol style="list-style-type: none"> 1. Activities are restricted by the need to maintain safe spacing in the training environment. A maximum number of attendees will need to be set, and clearly defined training zones will need to be identified/laid out that allow for maintenance of social distancing within the space available and keep cross contact to a minimum. 2. Training (including paired one to one lessons, paired training and keiko) where it may not be possible at all times to stay 2m apart will not be allowed in this phase 3. Training areas will be marked out to observe 2m social distancing or provide the appropriate space for paired fencing (approx. 200ft²). 4. Good ventilation will be provided by opening windows and doors throughout the session and/or by use of fan/s. 5. Footwork/warm-up exercises/suburi (Non-contact cutting) must respect 2m social distancing or wider at all times and will not be performed face to face. 	L	H	ALL

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					<ol style="list-style-type: none"> 6. No physical contact with other participants (such as shaking hands etc.) will be allowed. 7. For the case of one-to-one tuition by coaches the coach may deliver 15 min one to one lessons (Total elapsed contact time) to individuals within a club session but must maintain social distancing. 8. Face masks and/or shields should be worn whilst coaching and refereeing. Hand signals should be used where possible in place of verbal commands. 9. As face masks are being used, coaches should adapt lessons and training to keep physical intensity levels manageable and take frequent breaks. 10. Participants should avoid any loud shouting/screaming during training. 			
3b	Phase 2	Kendo Activity (Kendo/lessons) exposes participants to increased risks due to 2m distancing being at risk			<ol style="list-style-type: none"> 1. Activities are restricted by the need to maintain safe spacing in the training environment. A maximum number of attendees will need to be set, and clearly defined training zones will need to be identified/laid out that allow for maintenance of safe distancing within the space available and keep cross contact to a minimum. 2. There will therefore be defined training zones for groups allowing the maintenance of social distancing within the space available and keeping cross contact to a minimum. 3. Fencers can rotate partners, but 2m social distancing will be maintained within the group where possible. 4. Training (including one to one lessons, paired training and keiko) where it may not be possible at all times to stay 2m apart will be run in accordance with the BKA published adaptations and additional measures to reduce risk. 5. Training areas will be marked out to observe 2m social distancing or provide the appropriate space for paired fencing (approx. 200ft²). 6. Good ventilation will be provided by opening the windows 			

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					<p>and/or doors throughout the session and by provision of fan/s.</p> <p>7. Footwork/warm-up exercises/suburi must respect 2m social distancing or wider at all times and will not be performed face to face.</p> <p>8. No physical contact with other participants (such as shaking hands etc.) will be allowed.</p> <p>9. Adapted fencing between two individuals in a group can take place but is limited to a maximum of 15 mins of elapsed time for each pairing.</p> <p>10. For the case of one-to-one tuition by coaches the coach may deliver 15 min one to one lessons (Total elapsed contact time) to individuals within a club session.</p> <p>11. Deliberate close quarter actions such as sword guard lock (Tsubazeriai), body striking (Taiattari) and any other actions that breach the 1m distancing rule are to be avoided where at all possible and if they should occur be fleeting in nature (less than 3 seconds)</p> <p>12. Face masks and/or shields should be worn whilst coaching. Hand signals should be used where possible in place of verbal commands.</p> <p>13. A face mask or shield/s should be worn under fencing masks (MEN) for low or medium intensity paired training. Participants wearing face masks should monitor their breathing and heart rate and take regular breaks.</p> <p>14. When face masks are being used, coaches should adapt lessons and training to keep physical intensity levels manageable and take frequent breaks.</p> <p>15. Participants should avoid any shouting/screaming, particularly during paired training.</p>			
3c	Phase 3	Kendo Activity (Kendo/lessons) exposes participants to increased	H	H	1. Guidelines not available awaiting DCMS guidance.	H	H	All

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		risks due to 1m distancing being at risk						
4	Attendees – Accident & Injury	After extended period of in-activity, participants injure themselves performing movements – e.g., muscle strain	M	M	<ol style="list-style-type: none"> Coaches are BKA registered and operating within competency levels. Coaches monitor participants and allow plenty of recovery time between activities. Ensure session includes an appropriate warm-up. All participants asked about any injuries/illness prior to start. 	L	L	Coach All
5	Attendees – Accident & Injury (Formite, Droplet)	Participant requires treatment after accident. Social distancing at risk.	M	M	<ol style="list-style-type: none"> Appropriate level of medical cover is on site - PPE is available in the room for use by first aid trained individuals (masks, gloves, eye wear + sanitiser station). Members are requested to bring personal first aid kits with them and where possible encouraged to self-treat. U18s – parents requested to remain with their child and give assistance if necessary. First aid protocols communicated to members (and parents/guardians of U18s). 	L	L	Coaches Members Parents Club Secretary (pre-opening)
6	Attendees	Risk that club (and BKA) is unable to support communication of government guidelines thus making Venue less safe	L	H	<ol style="list-style-type: none"> All participants to be members of the group and BKA members. Encourage everyone to keep interacting/following/using the primary communication methods (Website/Facebook page). Warnings of the dangers and mitigation of Covid-19 are discussed frequently in sessions and elsewhere e.g. symptoms, social distancing, hygiene etc. 	L	L	Club leader Club Secretary/ Coaches Club rep
7	Attendees	Risk that attendees participate in session with symptoms and expose community further	L	H	<ol style="list-style-type: none"> Encourage individuals to undertake a health assessment and take their temperature before attending and not attend if there are any indications of illness. 	L	L	All

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					<ol style="list-style-type: none"> 2. Encourage individuals to avoid public transport – if unavoidable use masks and gloves (gloves should be disposed of prior to entry to session). 3. Take all participants temperatures before the commencement of activity. 4. Participation records to be retained for 21 days after all sessions 5. If someone at the session is isolated with symptoms or are a suspected Covid-19 case, inform everyone who attended the session. 6. Face masks and/or shields to be used in accordance with BKA guidelines. 			
8	Attendees	Risk that participants cannot be easily contacted in the event a participant has a subsequent positive test	M	H	<ol style="list-style-type: none"> 1. Club membership records up to date. 2. All participants are BKA members. 3. Club has an emergency procedure in place to alert participants, support and signpost them (Facebook page). 4. Club has in place a system to ensure that accurate attendee records are kept, identifying which attendee participated in which session which is stored for a min of 21 days (Booking via Facebook page and/or Sign in sheet). 5. <u>NHS test and trace procedures</u> are understood and permission in place to share contact details and attendee lists in accordance with the NHS procedures. 	L	M	All
9	Attendees	Personal Hygiene standards insufficient	M	H	<ol style="list-style-type: none"> 1. Hygiene procedures communicated to all participants <ol style="list-style-type: none"> a. Cough or sneeze into your elbow or into a tissue. b. Use only single-use tissues and dispose of them in a pedal-operated covered bin. c. Avoid touching your face with your hands. 	L	L	All

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					<ul style="list-style-type: none"> d. Wash hands thoroughly before and after every session (use hand sanitisers during session) 2. Individuals to bring own hand sanitisers. 3. Club and Venue providing sanitiser station/s. 4. All participants encouraged to shower and wash clothing and clean/sanitise Bogu after each session. 5. Personal hygiene reminders to be given by coaches at start and end of each session. 			
10	Attendees – Visitors	Presence of visitors and spectators increases risk to participants	M	M	1. Due to limited space spectators will not generally be permitted. Parents who are remaining with children may remain on site but must observe social distancing guidelines.	L	L	Visitors
11	Equipment	Risk that shared equipment spreads the virus (Formite transmission)	M	M	<ul style="list-style-type: none"> 1. No sharing of equipment between members of different households (unless they have been disinfected between usage). 2. Disinfectant/anti-viral to be made available for general use. 3. Outdoor sessions, avoid touching gates, benches etc. 	L	L	All
12	Venue	number of attendees breaches guidelines	M	H	<ul style="list-style-type: none"> 1. Plan of Dojo exists demonstrating maximum safe numbers based on government guidelines (9.29m² per person) and how 2m social distancing can be maintained as far as possible. 2. Booking system in place to avoid too many persons arriving to take part at one time. 3. Protocols over start and end of sessions to allow for social distancing to be maintained during entry/exit/drop-off/pick-up communicated to all club members. 	L	L	Coach All
13	Venue	Usage of toilets and changing areas spreads the virus (Formite, Droplet)	M	H	<ul style="list-style-type: none"> 1. Participants requested to bring own water in personal bottles. 2. Protocols for usage of toilets and changing will be communicated in advance to all members. 	L	L	Coach All

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					<ol style="list-style-type: none"> Participants will be asked to turn up ready to participate to avoid use of changing facilities. Showers out of action for the moment. 			
14	Venue	Entry/Exit and Seating arrangements places social distancing at risk	M	M	<ol style="list-style-type: none"> Wear a mask on entry, whilst in the building and on exit from the building. Stagger entry and exit to avoid crowding on the stairs 	L	L	All
15	Venue	Lack of ventilation (Indoor spaces)	M	M	<ol style="list-style-type: none"> Open windows to ventilate the training area. Leave the door wedged open until the end of the session. Use a fan to increase air circulation. 	L	L	Coach All
16	Venue	Facility Cleaning (Indoor) (Formite Transmission)	M	H	<ol style="list-style-type: none"> Prior to opening and periodically a Deep Clean to be completed. General cleaning will be completed pre and post each session for all contact fixtures, controls and equipment. Disinfectant to be made available for general use. Door handles, light switches, equipment to be wiped after each session. 	L	L	Coach Lead All
17	None training related Activity	Activity breaches guidelines on social distancing	M	M	<ol style="list-style-type: none"> No hand shaking at any time Non-training activity is at all times to be in accordance with BKA guidelines. Reminders will be posted in dojo and coaches will do pre-session briefing which includes description of permitted activity Use of face masks/shields in accordance with BKA guidelines . 	L	L	Coach All
18	Safeguarding & Welfare	Mental health of members that might not be able to return to club – due to shielding/isolation	M	M	<ol style="list-style-type: none"> Adhere to BKA online guidelines. Avoid negative priming in emails – in these ‘upsetting times’ etc. Keep in regular contact with members. 	L	M	Coach, Officers

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19	Safeguarding & Welfare	Time away from sport increases risk of historic disclosures	M	M	<ol style="list-style-type: none"> 1. Be aware of changes in behaviour, 2. Ask attendees 'Are you OK'. 3. Reach out to members who have 'disappeared' – through parents contact details for U18s. 	L	M	Coach
20	Safeguarding & Welfare – Mental Health	Members having an unrealistic sense of what a 'return to competition' will look like (and how quickly this can be managed) putting unnecessary stress on members to achieve			<ol style="list-style-type: none"> 1. Coaches to speak individually and/or collectively with parents of young kendoka and senior competitors/elite competitors or those seeking higher qualification (Gradings) to help set expectations. 			Coach, Officers
21	Other (Formite)	Exchange of Cash increases risk of transmission	M	L	<ol style="list-style-type: none"> 1. Make all payments via standing order or money transfer. 			Coach, Officers, All

Date of Review: May 2021

AUTHOR: Gary O'Donnell Kendo Kyoshi Nanadan, (BKA Director of Kendo)

Signature:



Remedial Actions:

	Actions	Due Date	Assigned to	Completed
1				