



BRITISH KENDO ASSOCIATION

RISK ASSESSMENT AND ACTION PLAN: KENDO

Organisation: British Kendo Association Assessment: Gary O'Donnell (Director of Kendo) Date
assessment was carried out: Dec 2020

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1 KENDO Risk Assessment

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.

Moving forward there are 4 phases of activity:

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

Phase 1 (return to equipment training) - step3 areas

Phase 2 (return to contact training) - not currently permitted except for under 18s

Phase 3 (return to competition) - not currently permitted

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.

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
			Probability	Impact		Probability	Impact	
1a	Phase 0 Specific	Very High risk of infection: step 1 and 2 areas	VH	H	1. In step 1 &2 areas: adults should not take part in any indoor kendo related activity with people from outside their household. This includes indoor individual training sessions and exercise classes. Personal training is permitted for 1:1 sessions but only in Tier 3 areas. This should not take place in private houses. Gyms and sport facilities will remain open in step 2 areas but are likely to be closed in step 1 areas. Group activities are not permitted (unless the group consists of a single household or bubble).	M	H	ALL
1b	Phase 0 &1 Specific	High risk of infection: step 2 areas	H	H	1. In step 2 areas: indoor kendo activity for adults can take place where there is no mixing between households. This means that only people from the same household or support bubble can take part in kendo activity together. Individuals or separate households (or support bubbles) can participate if they can stay separate and distinct from those from other households and avoid physical contact and proximity (whether deliberate or inadvertent). This should allow 1;1 lessons but Group activity and exercise classes are not permitted in step 2 - and there is no provision for people to attend larger gatherings in ‘qualifying groups’.Contact combat sports are not permitted.			All

1c	Phase 1 Specific	Medium risk of infection: step3 areas	M	H	<p>1. 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).</p> <p>Indoor classes, personal training and coaching, can continue to 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</p>	L	M	All
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No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	
					Bogu (Armour) but physical contact between participants should be strictly controlled.			
2	General	Failure to keep up to date with current government/BKA guidelines/minimum operating standards	M	H	<p>1. Have a designated club officer to manage COVID related risks.</p> <p>2. Read government guidelines including those that specifically relate to sport activities.</p> <p>3. Review risk assessment periodically in light of latest government guidelines.</p> <p>4. Ensure Coaches are on the BKA Coaching register</p> <p>5. Ensure Club Members have BKA Membership.</p> <p>6. All sessions contents to be pre-planned by coaches in accordance with their competency levels (Adhering to Club, BKA, government guidelines).</p> <p>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.</p>	L	H	ALL

No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	
3b	Phase 1 Step 3 Specific	Kendo Activity (Kendo/lessons) exposes participants to increased risks due to 2m distancing being at risk			<p>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.</p> <p>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.</p> <p>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.</p>			

No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	

				<ol style="list-style-type: none"> 5. Training areas will be marked out to observe 2m social distancing or provide the appropriate space for paired fencing (approx. 200m²). 6. Good ventilation will be provided by opening the windows and/or doors throughout the session and by provision of fan/s. 7. Footwork/warm-up exercises/suburi must respect 2m social distancing or wider at all times and will not be performed face to face. 8. No physical contact with other participants (such as shaking hands etc.) will be allowed. 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. 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. 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) 12. Face masks and/or shields should be worn whilst coaching. Hand signals should be used where possible in place of verbal commands. 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. 14. When face masks are being used, coaches should adapt lessons and training to keep physical intensity levels manageable and take frequent breaks. 15. Participants should avoid any shouting/screaming, particularly during paired training. 			
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No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	
3c	Phase 2&3 Step 3 and 4?	Kendo Activity (Kendo/lessons) exposes participants to increased risks due to 2m distancing being at risk	H	H	<p>1. Not yet possible for over 18s. Infection rates are too high.</p> <p>No competition is possible yet.</p>	H	H	All
4	Attendees - Accident & Injury	After extended period of in-activity, participants injure themselves performing movements - e.g. muscle strain	M	M	<p>1. Coaches are BKA registered and operating within competency levels.</p> <p>2. Coaches monitor participants and allow plenty of recovery time between activities.</p> <p>3. Ensure session includes an appropriate warm-up. 4. All participants asked about any injuries/illness prior to start.</p>	L	L	Coach All
5	Attendees - Accident & Injury (Formite, Droplet)	Participant requires treatment after accident. Social distancing at risk.	M	M	<p>1. 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).</p> <p>2. Members are requested to bring personal first aid kits with them and where possible encouraged to self-treat.</p> <p>3. U18s - parents requested to remain with their child and give assistance if necessary.</p> <p>4. First aid protocols communicated to members (and parents/guardians of U18s).</p>	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"> 1. All participants to be members of the group and BKA members. 2. Encourage everyone to keep interacting/following/using the primary communication methods (Website/Facebook page). 3. 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
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No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	
7	Attendees	Risk that attendees participate in session with symptoms and expose community further	L	H	<ol style="list-style-type: none"> 1. Encourage individuals to undertake a health assessment and take their temperature before attending and not attend if there are any indications of illness. 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. 	L	L	All

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 a. Cough or sneeze into your elbow or into a tissue. 	L	L	All

No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	
					<ol style="list-style-type: none"> b. Use only single-use tissues and dispose of them in a pedal-operated covered bin. c. Avoid touching your face with your hands. d. Wash hands thoroughly before and after every session (use hand sanitisers during session) <ol style="list-style-type: none"> 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	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	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	L	L	Coach All

No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	
					entry/exit/drop-off/pick-up communicated to all club members.			
13	Venue	Usage of toilets and changing areas spreads the virus (Formite, Droplet)	M	H	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. 3. Participants will be asked to turn up ready to participate to avoid use of changing facilities. 4. Showers out of action for the moment.	L	L	Coach All

14	Venue	Entry/Exit and Seating arrangements places social distancing at risk	M	M	1. Wear a mask on entry, whilst in the building and on exit from the building. 2. Stagger entry and exit to avoid crowding on the stairs	L	L	All
15	Venue	Lack of ventilation (Indoor spaces)	M	M	1. Open windows to ventilate the training area. 2. Leave the door wedged open until the end of the session. 3. Use a fan to increase air circulation.	L	L	Coach All
16	Venue	Facility Cleaning (Indoor) (Formite Transmission)	M	H	1. Prior to opening and periodically a Deep Clean to be completed. 2. General cleaning will be completed pre and post each session for all contact fixtures, controls and equipment. 3. Disinfectant to be made available for general use. 4. 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	1. No hand shaking at any time 2. Non-training activity is at all times to be in accordance with BKA guidelines. 3. Reminders will be posted in dojo and coaches will do pre-session briefing which includes description of permitted activity	L	L	Coach All

No	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp
			Probability	Impact		Probability	Impact	
					4. Use of face masks/shields in accordance with BKA guidelines .			
18	Safeguarding & Welfare	Mental health of members that might not be able to return to club - due to	M	M	1. Adhere to BKA online guidelines. 2. Avoid negative priming in emails - in these 'upsetting times' etc.	L	M	Coach, Officers

		shielding/isolation			3. Keep in regular contact with members.			
19	Safeguarding & Welfare	Time away from sport increases risk of historic disclosures	M	M	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			1. Coaches to speak individually and/or collectively with parents of young kendoka and senior competitors/elite competitors or those seeking higher qualification (Grading) to help set expectations.			Coach, Officers
21	Other (Formite)	Exchange of Cash increases risk of transmission	M	L	1. Make all payments via standing order or money transfer.			Coach, Officers, All

Date of Review: January 2021 updated April 2021

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

Signature:



Remedial Actions:

	Actions	Due Date	Assigned to	Completed
1				

2 RETURN TO PLAY Action Plan

2.1 INTRODUCTION

This document lays out the measures that should be taken by individuals, Kendo clubs, officials, volunteers, coaches, and spectators before, during and after all British Kendo Association kendo activity as well as specific advice relating to clubs, coaches, lessons and technical training.

It applies to all indoor Kendo activity delivered by BKA officers, coaches, referees and affiliated clubs to members of the British Kendo Association.

This document refers to current UK Government guidance. It is liable to change in response to the COVID-19 Alert Level, community levels of COVID- 19 and to reflect any additional or updated UK Government or local government guidance. Mitigation strategies, risk assessments and training/activities guides need to be frequently updated to ensure that they remain aligned with the most up to date regulations and guidance.

No kendo related activity can take place without a risk assessment and planned mitigation strategies (Activity plan).

1. PHASED GUIDANCE SUMMARY - INDOOR KENDO

Key areas for Consideration

1. Familiarity with Government Guidelines (this includes Public Health England and local authority) 2. Venue Specific Rules (includes use of changing rooms, movement/volume of people, hygiene protocols etc.) 3. British Kendo Association Guidelines including Kendo Specific Adaptations to meet measures such as social distancing. 4. All Clubs should designate a COVID officer to lead and manage their mitigation strategies.

Phase 0 (Socially distanced). Summary of Requirements (Steps 1 and 2):

- **In Step 1 and 2 areas:** people should not take part in any indoor sport or physical activity with people from outside their household or bubble. This includes indoor team and individual sports, training sessions and exercise classes. Personal training is permitted for 1:1 sessions in step 2 indoors. It should not take place in private houses. Group activities are not permitted (unless the group consists of a single household or bubble).

Phase1 (Paired training). Summary of Requirements (step 3):

- Kendo activity can take place in groups of up to six people from different households, as long as they remain for the most part at least 2 metres apart and use appropriate PPE.
- There can be more than one group of six in a hall, providing they are able to maintain social distancing within the space available and the total number of people (including non-Participants) within the hall does not exceed government and venue guidelines on use of indoor spaces.
- Participants can rotate within a group, but social distancing must be maintained within the group where at all possible. Participants cannot move groups within a session.
- Kendo activities (including one to one lessons, pair training and limited technical training) where it may not be possible at all times to stay 2m apart are subject to adaptations and additional measures to reduce risk. This document lays out these adaptations.
- There should be strict rules in place restricting the use and sharing of Kendo equipment with all shared equipment being sanitised between use by different people.
- Venue specific restrictions need to be taken account of and clubs/members will be responsible for ensuring these are adhered to fully.

Phase 2 (Contact training). Summary of Requirements (step 3 or 4? - Not yet possible):

- Kendo activity can take place in groups of up to six people from different households, as long as they remain for the most part at least 2 metres apart and use appropriate PPE.
- There can be more than one group of six in a hall, providing they are able to maintain social distancing within the space available and the total number of people (including non-Participants) within the hall does not exceed government and venue guidelines on use of indoor spaces.
- Participants can rotate within a group, but social distancing must be maintained within the group where possible. Participants cannot move groups within a session.
- Organisers of events should try to leave a sufficient time gap between events where people from different areas might travel and mix together to allow for the 10-day incubation period.
- Kendo activities including one to one paired lessons, pair training technical training and contact training are allowed. As it is not possible to stay 2m apart these activities are subject to adaptations and additional measures to reduce risk. This document lays out these adaptations below.
- There should be strict rules in place limiting the use and sharing of Kendo equipment with all shared equipment being sanitised between use by different people.
- Venue specific restrictions need to be taken account of and clubs/members will be responsible for ensuring these are adhered to fully.

Phase 3 (Combat/Competitive training). Summary of Requirements (step 4? - Not yet possible):

- Kendo activity can take place between people from different households, as long as they remain for the most part at least 2 metres apart and use appropriate PPE as required by BKA or club officials.
- There can be mixing of groups and participants providing they are able to maintain social distancing within the space available and the total number of people (including non-Participants) within the venue does not exceed government and venue guidelines on use of indoor spaces.
- Participants can mix but social distancing must be maintained where possible.
- Organisers of events should try to leave a sufficient time gap between events where people from different areas might travel and mix together to allow for the 10-day incubation period.
- Kendo activities including one to one paired lessons, paired training technical training with contact and competitive combat activity are allowed. As it is not possible to stay more than 1m apart these activities are subject to adaptations and additional measures to reduce risk. This document lays out these adaptations below.
- There should be strict rules in place controlling the use and sharing of Kendo equipment with all shared equipment being

sanitised between use by different people.

- Venue specific restrictions and requirements need to be taken account of and clubs/members will be responsible for ensuring these are adhered to fully.

2. Guidance to COVID 19 Related Kendo Training Approaches

1.1

- The following is a brief set of examples to illustrate how it is possible to mitigate typical standard kendo practices to align them with government guidance and Kendo Bu guidelines on reducing the spread of COVID 19 infection. • All training sessions should be led by a BKA registered coach who is competent to manage a session that meets the standards set out in these guidelines.
- In the table below an **Experienced Motodachi or senior coach** refers to an experienced leading kendo player with coaching status, who is of sufficient coaching ability and experience and who has a good enough understanding of safe COVID 19 training principles to be able to manage and mitigate low or medium intensity group and one to one training effectively. The active nature of the mitigation then involves the experienced lead player ensuring that a safe distance is managed (greater than 1m) and maintained at all times during the training activity.

1.2





Training Approaches	COVID 19 Mitigations for indoor training	Mitigated Risk	Status
Phase 0 None contact and socially distanced (Relevant for Tier 2 and 3 but not Tier 4)			
Warm Up and fitness	Medium intensity, 2m spacing, Facing the same way, face Masks or shields used, No shouting (Kiai).	Low	OK
Suburi (Cutting without an opponent)	Medium intensity, 2m spacing, Facing the same way, face Masks or shields used, No shouting (Kiai).	Low	OK
Phase 1 Non-contact and mostly socially distanced. Occasionally closing to within 1m but only fleetingly			




Kata (set forms with a wooden sword)	Distancing exceeds 1m at all times, Face Masks or shields used, No shouting. Do not do Short sword forms.	Low	OK
Kihon Keiko Ho (set forms with a wooden sword)	Do not do No 4 (sword guard contact), Distancing exceeds 1m at all times, Face Masks or shields used, No shouting.	Low	OK
Paired training (Kihon) - attacks and counters with a bamboo sword	Distancing exceeds 1m at all times, Face Masks or shields used, No shouting.	Low	OK

Phase 1 Bogu Training Approaches (In Armour)	COVID 19 Mitigations	Mitigated Risk	Status
Controlled Kiri Kaeshi and variations. Repetitive strikes to the left and right side of the head	Low to Medium Intensity, Distancing exceeds 1m at all times. No body crashes or Sword guard contacts, Face Masks or shields used, No shouting.	Low	Ok
Paired Technical training Various strikes	Low to medium intensity, Distancing exceeds 1m at all times No body crash or Sword guard contact, Face Masks and shields used, No shouting.	Low	Ok
Guided practice (Hikitate Geiko) Technical practice lead by a teacher	With Active mitigation by an Experienced Motodachi or senior coach , Short duration (2 or 3 mins), Medium Intensity only, Distancing exceeds 1m other than fleetingly. No body crash or Sword guard contact, Face Masks and shields used, No	Low/ medium	Ok with Experienced Motodachi

	shouting.		
Striking practice (Uchikomi geiko) Repetitive striking practice lead by a teacher	With Active mitigation by an Experienced Motodachi or senior coach , Short duration (20 or 30 secs), Medium Intensity only. Distancing exceeds 1m other than fleetingly, No body crash or Sword guard contact, Face Masks and shields used, No shouting.	Medium	Ok with Experienced Motodachi
Phase 2 Contact training. Regularly closing to within 1m but only fleetingly (Tier 0?)			
Attacking practice (Kakari Geiko) Intensive repetitive practice lead by a teacher	High Intensity technical training. Distancing exceeds 1m other than fleetingly, Body crashes and Sword guard contact allowed. Face Masks and shields used, No shouting.	Medium/High	Not Allowed Yet
Phase 3 Combative contact training. High intensity training. Strategically closing to and remaining within 1m			
Technical matches (Gokaku Geiko)	Medium Intensity combative training. Body crashes and Sword guard contact	High	Not Allowed Yet
	used, Face Masks and shields used, Shouting.		
Competitive matches (Shiai/ Taikai)	High Intensity combative training. Body crashes and Sword guard contact used, Face Masks and shields used, Shouting used.	High	Not Allowed Yet
Total Matches - (Shido Geiko) and Shiai (Competition)	Very High Intensity combative training and full physical challenge. Body crashes and Sword guard contact used, Face Masks and shields used, Shouting used.	High	Not Allowed Yet

3. Guidance to COVID 19 Related Phase 1 Kendo Training Approaches (Distancing).

Standard distances for kendo with shinai (Bamboo) and wooden kata swords	
<p>2.8m</p> <p>Standard attacking distance</p>	 <p>The body crash and Sword guard contact (Too close. Not allowed in Phase 1)</p>
<p>1.5m</p> <p>Striking the head MEN</p>	 <p>Strike to the wrist KOTE</p>
 <p>Strike to the torso DO</p>	 <p>Stab to the throat TSUKI</p>

<p>2.5m</p> <p>Standard distance for kata forms</p>	 <p>Cut to the wrist</p>
 <p>Cut to the torso</p>	 <p>Stab to the throat</p>

4. Guidance to COVID 19 Related Kendo Training Approaches (Use of PPE).

Participants already wear Fencing Gloves body armour and a helmet. In addition they should wear footwear and additional protection inside the fencing mask.

Various types of shield are available. 2 common examples are shown

Example of a shield

Eye and mouth shield combined



Separate eye and mouth shields

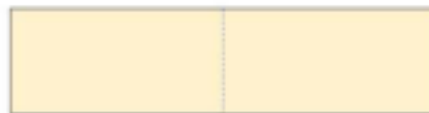


Various types of protective mask are available. The example shown below is a compromise recommended by the All-Japan Kendo Federation that allows fairly good protection whilst not overly impairing breathing. In tests the mask and full face shield combination was able to mitigate over 90% of droplets produced. Face shields alone mitigated 70% of droplets and the mask alone around 90%

Example of a "Men-mask"



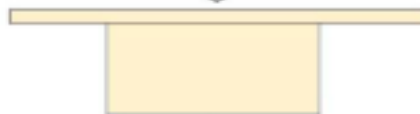
Air escapes downwards and sideways



Use a *tenugui*.



Fold the *tenugui* in half.



Attach a strap to the top edge of the *tenugui*. The length of the strap should be the same length as a *tenugui*. (The strap can be made from a piece of old *tenugui*.)



Wrap it around the face and tie the strap securely behind the head.

With this method, breath can escape from the Men-mask downwards and sideways. Practitioners should not have difficulty breathing and water droplets sprayed from the mouth will be absorbed by the *tenugui*. Once *Kenjo* has finished, quickly remove the Men-mask and put in a plastic bag. If you do not touch it until it is washed, this should prevent infections.

Note! A Tenugui is the cloth worn under the helmet on top of the head.

6. PRIOR TO ALL KENDO ACTIVITY

All participants (Participants, coaches, officials, volunteers and spectators) should:

- Check for symptoms of COVID-19 before travelling to training. In line with current UK Government Guidance, if an individual is symptomatic and/or living in a household with a possible COVID-19 infection, they should follow UK Government guidance and remain at home. In addition, any participants who have been asked to isolate by NHS Test and Trace because they have been in contact with a known COVID-19 case, must not exercise outside their home or garden and must not exercise with others.
- Follow UK Government guidance on shielding and protecting people who are clinically vulnerable from COVID-19 if it applies to them.
- Comply with all public health restrictions and avoid high risk behaviour outside the Kendo setting to reduce the risk to their fellow participants when they do attend a Kendo club or venue.
- Carry out personal hygiene measures before and after Kendo activity.
- Bring their own hand sanitiser where possible and maintain strict and frequent hand hygiene measures at all times.
- Follow UK Government guidance on best practice for travel, including minimising use of public transport and limiting car sharing.
- Ensure familiarity with the instructions issued by the club specifically in relation to hygiene and social distancing.
- Ensure that the use of changing rooms and toilets adheres to the latest UK Government guidance and facility guidance.
- If possible, arrive at club sessions changed and ready to undertake the activity they are participating in.
- Ensure that their contact details are up to date on the membership system and the club records. Membership of the BKA is a requirement - temporary membership is included
- On arrival ensure that their attendance is recorded.
- Must have a Club Risk Assessment and a COVID-19 mitigation plan in place to ensure their activities are compliant and in line with the latest legislation and guidance from UK Government relating to COVID-19. Identified risk mitigation measures must be put in place and regularly monitored.
- Must ensure those in charge of the session are competent/able to deliver the Club's COVID-19 mitigation plan as identified in their Club Risk Assessment.
- Must ask participants to consider if any underlying health issues may caution against their participation.
- Should make all participants aware of expected social distancing and hygiene measures during Kendo and whilst on site.
- Club officials should make all participants aware of the increase in transmission risk associated with participating in indoor group activity (even when social distancing is observed at all times) and should ensure that all participants are clear that they are opting to accept these risks by participating in Kendo activity.
- Should ensure that BKA guidance on equipment usage is followed and protocols are in place to reduce participant's

contact with shared equipment.

- Should establish specific cleaning and disinfecting protocols for Kendo equipment and ensure that all participants are aware of their responsibilities.
- Individuals should take responsibility for ensuring that they have the appropriate personal protection equipment to follow club protocols.
- Coaches/officials should strictly limit the time spent congregating at a venue before activity begins. Meet-up times should reflect this.
- For clubs that hire venues, they must ask for a copy of the venue risk assessment and confirmation from the venue that they are compliant with current UK Government legislation including legislation and guidance related to COVID-19. • For clubs that operate their own venue, they must ensure that the facility is compliant with current UK Government legislation including legislation and guidance related to COVID-19. A risk assessment should have been completed and risk mitigation measures put in place and monitored.
- All clubs running activities for children should also consult the DfE guidance on Protective measures for out-of-school settings, which sets out the further practical steps providers of community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children should follow to minimise the risk of transmission for children attending their practices.

7. DURING ALL KENDO ACTIVITY

7.1 GENERAL ADVICE

- All activity must take place in line with UK Government guidance and venue specific guidelines, specifically those around social distancing and group sizes.
- Kendo activity may take place indoors with the specific adaptations outlined here.
- Participants should enter the venue and prepare their personal equipment whilst maintaining social distancing.
 - Where at all possible Participants should limit sharing of equipment. If they do share equipment, they must practise strict hand hygiene before and after use and the equipment must be cleaned before use by another person.
- Equipment should not be shared during sessions - this includes all items of Kendo clothing, weapons, Kendo masks and gloves.
- In cases where it is unavoidable that certain non-personal equipment must be touched by more than 1 individual, each person must fully sanitise their hands prior to and after touching that equipment. The equipment must be disinfected between sessions.
- All participants should sanitise their hands prior to the start of the activity and before and after touching any shared equipment.

7.2 MANAGING SESSIONS

- Sessions must be managed to mitigate the transmission of Covid-19. The ability to maintain social distancing and the space available will determine the total number of people participating.
- A maximum of six people may be grouped together; the total number present will be determined by the space available in order to maintain social distancing.
- The indoor space (in the venue) must allow for 100sqft/9.29msq per person.
- Participants cannot change groups within a session. They must stay within their allocated group but are able to change groups at the next session.
- Sensei/Coaches can give one to one lessons within groups. These should be limited to 15min. If coaches are giving one to one lessons they count towards the group size. Coaches are only permitted to give one to one lessons within one group per session.
- There must be a booking/recording system which will record attendance. This must be retained for a minimum of 21 days. This will enable the management of the numbers attending each session and their allocation into groups and allow for compliance on social distancing measures.
- Members cannot take part without recording their attendance as it must be possible to identify who was in each group within a session. All information that may be required by NHS Test and Trace must be made available as part of the booking-in system (Name /contact details).
- Procedures must be in place to ensure 2m social distancing is observed whenever possible.
- If collecting monies from Participants use online or contactless payment whenever possible.
- For coaches delivering back to back sessions, there should be a suitable period of time between the end of the first session and the start of the next session to provide enough time for safe, socially distanced change overs and any necessary cleaning of equipment/locations. Other than coaches, participants should not participate in more than one session per day.
- Participating in, and coaching Kendo in itself carries some degree of risk and whilst being aware of the guidelines regarding COVID-19, coaches and clubs should not lose sight of the normal safety rules or safeguarding standards relating to Kendo and coaching which continue to apply and must be complied with (DBS, safeguarding, First Aid etc).

7.3 ADAPTATIONS SPECIFIC TO KENDO TRAINING AND TECHNICAL TRAINING IN BOGU

- Kendo activity should be appropriate to area Tiers and in line with the phases outlined above. • 2m social distancing should be maintained whenever possible.
- Whilst not engaging in activity everyone should still wear face masks whilst in the venue.
- Footwork/warm-up exercises, technical training alone must respect 2m social distancing at all times and should not be performed face to face.
- Session duration (including all aspects) should be kept to 1 hour or 90 minutes maximum
- Participants are advised to limit their interactions with anyone outside of the group they are training in (e.g. Participants in another group). Other than where Participants are from the same household or part of a support bubble. • Adapted technical training between two individuals can take place but must be non-combative and limited to a maximum of 15mins of elapsed time. (This means, for example, a group could choose to have technical training, kihon or kata where everyone trains with each other but the total combined activity time per pairing is no longer than 15 mins). • Coaches can deliver a maximum of 15 min lessons to individuals within a club session but should avoid giving one to one lessons or fencing with Participants in different groups within the session.
 - Try not to make physical contact (skin to skin) with other participants during training. Sword guard tangles, deliberate close quarter actions, cutting through by running into an opponent, body crashes and any actions that breach 1m distancing should be avoided if at all possible. If unavoidable they must be fleeting in nature (Less than 3 seconds).
- Face coverings should be worn whilst coaching and refereeing. Hand signals should be used where possible in place of verbal signals.
- Face coverings (Masks and or shields) should be worn under Kendo Bogu for low or medium intensity technical training. Participants (individuals and coaches) wearing face masks should monitor their breathing and heart rate and take regular breaks.
- Where face coverings are used, coaches should adapt lessons and training to keep physical intensity levels low/manageable and allow for frequent breaks.
- Participants should avoid any shouting/screaming, particularly during one on one activities.

8. AFTER ALL KENDO ACTIVITY

- All participants should sanitise their hands after the completion of the activity.
- Participants should exit whilst maintaining social distancing.
- One club representative/volunteer should be responsible for collecting and disinfecting any shared equipment and should protect themselves whilst doing this
- Regular cleaning of equipment should take place, particularly between one session finishing, and the next starting. •

Clubs should encourage all participants to report any infection at their household to the NHS Test and Trace system following use of the facility to limit the spread of the virus.

9. ADDITIONAL GUIDELINES FOR ORGANISERS/OFFICERS/COACHES

- These measures cannot cover every eventuality and coaches must conduct a specific risk assessment and prepare an activity plan relevant to their own context, that ensures appropriate measures are put in place to keep organisers, Coaches and Participants safe.
- Participating in, and coaching Kendo in itself carries some degree of risk and whilst being aware of the guidelines regarding COVID-19, officers, coaches and members should not lose sight of the normal safety rules or safeguarding standards relating to Kendo activity which continue to apply and must be complied with (DBS, safeguarding, Adapted First Aid etc).
- Officers/Coaches must be on the BKA Coaches Register.
- Officers/Coaches should make themselves aware of and abide by all guidelines set out by the UK Governments, the venue and the BKA.
- It is the Officer's/Coach's responsibility to ensure that they provide participants a safe environment and follow all relevant guidelines.
- Officers/Coaches should explain the safety guidelines and refer to mitigation plans before, during and after the activity including what participants are expected to do to maintain compliance with social distancing guidelines and all other health and safety guidelines.
- Officers/Coaches leading indoor group sessions should restrict lessons to about 60 minutes (and certainly no longer than 90 minutes) with additional mitigation strategies in place especially in relation to health, personal hygiene and the use of face coverings and/or shields for face to face training.

10. SAFEGUARDING AND INCLUSION

Some Participants may need additional support or adaptations to support their participation. These must be discussed and agreed with the individuals concerned and approved by the participating group.

11. FURTHER SUPPORT AND GUIDANCE

These guidelines are accurate at the date of publication but are subject to change in line with government guidance. Keep checking www.britishkendoassociation.com for the latest version and any supporting materials and information.

12. DISCLAIMER

Please note! The information presented here is in no way exhaustive and the material does not stand on its own. It should not be relied upon as a substitute for obtaining specific medical or legal advice as individual circumstances will differ. The information contained is given in good faith but any liability of the British Kendo Association or any third party which may arise out of the reliance by they or any other party of the contents of the guidance is hereby excluded to the fullest extent

permitted by law. The British Kendo Association accepts no duty of care or liability for any loss occasioned, whether caused by negligence or otherwise, to any person acting or refraining from actions as a result of any material in this COVID19 policy and code.

It is very important to be aware of, and to focus on, mental health and well-being at times of uncertainty. Many members may have been through a difficult period and need reassuring on their return to Kendo.

13. TRAINING LAYOUT

During any individual one to one Kendo activity (lessons, technical training, one on one technical training, kihon or kata) there must be a clear space defined for the participants marked with tape or cones. During activity no more than 1 person should be within a designated individual training space at any time. There should be no more than 2 persons within a paired training space.

- The defined training areas shown here are 2.5m by 2m ($5\text{m}^2 / 54\text{ft}^2$) per person
- For paired training 3 by 1 squares are used. 7.5m by 2m is available ($15\text{m}^2 / 160\text{ft}^2$) per pair
- Participants must strive to stay within the area boundaries at all times.
- Club officials/coaches may if necessary temporarily enter the enlarged paired training spaces during the activity provided there is no risk of breaching the 2m social distancing guidelines.



14. ADVICE FOR KENDO CLUBS OPERATING THEIR OWN FACILITIES

- Prior to re-opening, club representatives should ensure that their facility is compliant with current UK Government legislation including legislation and guidance related to COVID-19. A risk assessment should have been completed and risk mitigation measures put in place and monitored.
- On any occasion of activity, club representatives and volunteers should ensure that all COVID-19 measures are in place according to the club operating and safety plans.
- Set-up public health operating procedures and access signage.
- Set-up any equipment and floor markings
- The duty of care which the club already owed remains and therefore other matters such as First Aid must continue to be provided.
- First Aid equipment and suitable PPE for First Aid must be made available.
- Clubs should make hand washing facilities and/or hand sanitiser available for all users.
- Clubs must have entry and exit, and parking arrangements to venues that ensures social distancing can be maintained and implement traffic flow systems where possible and appropriate.

Date of Review: January 2021 update April 2021

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3 Covid compliance protocol

Adopted by the National Committee of the British Kendo Association for Kendo, Iaido, Jodo.

1. Before undertaking any practice, dojo shall ensure that they have an up to date risk assessment plan which :
 - Complies with any return to practice advice issued by the BKA for their area
 - In England, complies with the BKA's return to practice Action Plan
 - Complies with Government guidance
 - Takes account of local conditions and any risk factors specific to the venue and dojo
 - Includes clear instructions to and expectations of, dojo members in implementing Covid mitigation measures.
 - Has a clear indication of who is responsible for overseeing the measures.
2. In Northern Ireland and Scotland, it is mandatory for the dojo to appoint a Covid officer to monitor compliance. This is also advised for all other dojo.
3. Dojo must follow any government guidance and keep up to date with such guidance.

(NB: The BKA Advisory Notes Service maintains a library of 'explainer' documents summaries of guidance with links to the original documents to assist dojo with this; these can be found in the Members' Documents area of the website)

4. If any dojo is found to be practising in contravention of the Regulations, guidance for their area or Kendo Action Plan (England):
 - The Bu will discuss with the club the circumstances and what measures may be taken to prevent similar occurrences;

If there is no co-operation or the breach poses a significant risk then:

- The dojo may be suspended from membership of the BKA pending investigation.
- The BKAs procedures under articles 10 and 13 will apply.

(NB It is also important to note that any such practice would not be covered by the BKA insurance policy and the BKA will decline to make a claim on its policy in such circumstances.)

5. The BKA's disciplinary procedure under article 13 may be followed in respect of the person leading the practice contravening the RTP advice / guidance/ regulations or any person who failed to adhere to the relevant guidelines.
6. In these circumstances, suspension of the dojo will not invalidate the individual membership rights of other individual members of the dojo unless the dojo is subsequently expelled, in which case they would need to seek membership of another affiliated dojo within 3 months. Members of a dojo which has been suspended will continue to be able to exercise their individual membership rights under article 7 and other parts of the Constitution.

[BKA-Constitution-APPROVED-April-2020-.pdf \(britishkendoassociation.com\)](#)