



JOHN LYNN’S BLACK BELT MARTIAL ARTS ACADEMY –

Site Operating Procedures

Protecting Your Workforce and Members During Coronavirus (Covid-19)

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Introduction

These are exceptional circumstances and all industries, must always comply with the latest Government advice on Coronavirus (Covid-19).

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

The HSE is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

JOHN LYNN’S BLACK BELT MARTIAL ARTS ACADEMY operating during the Coronavirus (Covid-19) pandemic needs to ensure they are protecting their workforce and members, minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures in areas open to the public, of all types and sizes in line with the Government’s recommendations on social distancing and ensure employers and individuals make every effort to comply.

PHE guidance for areas where groups may gather, states “where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission”.

The health and safety requirements of any activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.



JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will also remind the workforce and members at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, members, families and the UK population.

Consulting workers and members

JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY will consult all workers and members on health and safety. It is a two-way process, allowing workers and members to raise concerns and influence decisions on managing health and safety.

By talking to workers and members, **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** can:

- reassure them by explaining the changes you are making.
- get their thoughts and ideas about how to change the Academy
- to keep people safe and to ensure those changes are workable.
- continue to operate the business safely during the outbreak.

When to Travel to the Academy

The Secretary of State for Business, Energy and Industrial Strategy advised in a letter to the UK on 31 March 2020:

“that wherever possible, people should work at home. However, we know that for many people working, their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice”.

It is important to understand the following guidelines by which workers and members should or should not travel to the Academy as outlined below.

Social distancing	Staff and members at JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY should follow the guidance on staying at home and away from others (social distancing). Where they cannot work/train from home, they must follow the same principles of social distancing while travelling to and from the Academy and while at the Academy.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site but must follow the guidance on self-isolation.
Person at increased risk	Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.



Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	If an instructor or member develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to the Academy

Wherever possible, **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** staff and members should travel to site alone using their own transport.

If **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** staff and members have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY should consider:

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - o Changing and staggering site hours to reduce congestion on public transport
 - o Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

Site Access and Egress Points at the Academy

- All non-essential visitors will be stopped. Parents to wait outside or in their vehicle
- The site access and egress points have been restricted to enable social distancing – you may need to wait outside the access points.
- Members need to allow plenty of space between people waiting to enter site



- Members to observe signage:
 - such as floor markings, to ensure social distancing is maintained between people when queuing
 - reminding instructors and members not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** require all members to wash their hands for 20 seconds using soap and water when before attending the site
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will regularly carry out cleaning of common contact surfaces in reception, access point and high use areas such as bags and mat area
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will reduce the number of people in attendance attending lessons and consider holding them outdoors wherever possible
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** staff will monitor compliance by staff and members

Hand Washing

- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will allow hand cleaning at the beginning and end of a session
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will provide hand sanitiser (minimum 70% alcohol based) where hand washing facilities are unavailable
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will regularly clean the hand washing facilities
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure social distancing is maintained between people when queuing
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** require members to wash or sanitise hands before and after using the facilities
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will enhance the cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.



JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY have planned and organised training to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures. **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will remind the workforce and members of the specific control measures necessary to protect them, their colleagues, families, members, and the UK population.

Hierarchy of Controls

If members are not able to train whilst maintaining correct social distance, they should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

Eliminate	<ul style="list-style-type: none"> • Workers and members who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the Academy • Avoid skin to skin and face to face contact • Stairs should be used in preference to lifts and consider one ways systems • Only absolutely necessary meeting of participants should attend training • Attendees should be at least government suggested distance apart from each other • Rooms should be well ventilated / windows opened to allow fresh air circulation • Consider holding training in open areas where possible
Reduce	<p>Where the social distancing measures cannot be applied:</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers and members are within less than recommended distance of each other • Minimise the number of workers and members involved in these tasks • Workers or members should work side by side, or facing away from each other, rather than face to face • Lower the worker and member capacity of stairs to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, equipment etc. • Increase ventilation in enclosed spaces • Workers and members should clean their hands before and after using any equipment
Isolate	<p>Keep groups that have to train, within the guidelines:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change members within teams) • As small as possible • Away from other members where possible
Control	<p>Where face to face training is essential to carry out a task when working within the government guidelines:</p> <ul style="list-style-type: none"> • Keep this to 15 minutes or less where possible • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance
PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain the recommended distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Where personnel are required to work in specific environments, additional PPE should be considered specific to the Coronavirus (Covid-19) risk



Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone in the martial arts industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and members on site where any issues can be openly discussed and addressed.
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First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources has been agreed between the relevant parties on site
- Emergency plans including contact details will be kept up to date
- Consideration has also been given to potential delays in emergency services response, due to the current pressure on resources
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** have considered preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures are in place across the Academy, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Telephone equipment
- Training equipment such as bags, gloves, guards and other equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day

Updating information and guidance

- Over time, it is likely that **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will have to adapt and change plans for training safely during the coronavirus outbreak. **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** will make sure measures are in place to update people as they are adapted and changed.
- **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** have already identified ways of sharing information and guidance. You may find that if there are urgent changes to information and guidance, **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** may need a quicker way of telling members.
- As information and guidance is key to ensuring people are working safely, **JOHN LYNN'S BLACK BELT MARTIAL ARTS ACADEMY** you will make sure that everyone who needs the information gets it.



Further information

HSE's latest news and advice on coronavirus:

www.hse.gov.uk/news/coronavirus.htm

Please sign below and return to say you understand and will acknowledge the SOP's

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