

Covid-19 Activity Implementation Plan

TAGB CLUB NAME:	Sefton Academy of Taekwondo
TAGB CLUB INSTRUCTOR:	Warren Vice

CLUB VENUE:	Unit 6, Glenn Buildings, Moor Lane, Crosby, L23 2UN
CLUB DAYS:	6 days a week
CLUB TIMES:	4pm-9pm weekdays and 10-12 Saturday

PLAN COMPLETED BY (Name):	Samantha Vice
DATE OF COMPLETION:	01/05/2021

- This Covid-19 Activity Implementation Plan forms the basis of the Control Measures this TAGB Club is putting in place to protect its Members and Instructors from the Covid-19 hazard.
- This Plan will be reviewed after each session to ensure the Control Measures are being adhered to and are effective in use.
- We will also take note of any changes in UK Government advise

Review Dates & Signature		
06/05/2021	S.Vice	

Things you may need to buy or prepare		
Product	Specification	Check
Floor markers/cones etc.	As required	√
Signage & Any Additional Signage Needed	As required	√
Warning Tape	Black/Yellow Type - as needed	
Hand Sanitiser Gel	Must have 60% Alcohol	√
Detergent/Disinfectant	Must contain 1000ppm Chlorine	√
Wipes for Equipment	Must contain 60% Alcohol or 1000ppm Chlorine	√
Additional items for the club first aid kit	Masks & Gloves (get and keep a few)	√
Mop for Floors	If needed	√
Contactless Payment Machine	If required	On order
Member Briefing	Copy of this completed Implementation Plan	Via Website

Covid-19 Activity Implementation Plan

This Plan forms the basis of the Control Measures this TAGB Club is putting in place to protect its Coaches, Members and Supporters from the Covid-19 hazard whilst attending our Tae Kwon-Do Activity.

Everyone planning to attend our Tae Kwon-Do Activity should review this document carefully and adhere to all of the measures contained within this plan.

PLAN EDITION DATE:	01st May 20
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BEFORE PEOPLE COME TO THE CLUB		
Club information about new Controls Measures and changes to the Club operation		
Control Measures	Effect on Club participants	Check
Any changes to the Days the Club will train	Monday sparring sessions cancelled.	
Any changes to Session Times?	Lessons shortened to 45mins to allow group change over.	
Any changes to who can train?	Present restrictions allow training of children under 18 and only 121 for adults and members of same family. All sessions must be booked onto in advance via our online booking system on our website www.seftontaekwondo.com . Booking is essential to ensure that maximum capacity is not exceeded for social distancing.	
Any extra measures for members with higher risk and/ or with underlying health conditions?	Persons with underlying health conditions will be adequately social distanced and may wear protective shields and masks in class. Instructors will also wear appropriate masks. Exceptions to the no spectator rule will be made and allow 1 carer to accompany student if needed	
What if my TAGB Membership has expired?	Members must renew membership before attempting to train. Contact the club instructor in advance	
What should/can I wear?	Arrive at the venue in your clean training kit so use of changing rooms is not needed and	

Can I bring a bag?	Yes, if you need to – but ensure it is wiped down thoroughly before coming to training and kept away from everyone else’s bags whilst in the venue.	
Should I bring my own hand sanitiser and wipes	Yes – sanitiser will be available at the venue / club as you arrive but its better if you bring your own to minimise risk	
Should I bring my own First Aid kit?	It is recommended that participants bring their own first aid kit with them where possible (Containing plasters, tape, scissors, sling, towel, hand sanitiser, kitchen roll, antiseptic wipes, disposable rubber gloves and a face mask.) The club will also have one at the session.	
Do we need to wear Masks?	The latest government guidance regarding the wearing of masks should be followed	
Can I bring my own Water Bottle?	Members must bring their own labelled drinks and must not share	
Can I Change at the Venue?	NO	
Can I Shower at the Venue?	NO	
Can I pay in Cash?	Yes, where possible fees can be paid in an envelope clearly marked with student’s name & amount. Bank transfer is preferred for monthly fees. Reception will handle cash and will be wearing gloves to do so. Plans are in place for card payments.	
Is there anything else I need to know or prepare before I come to the session?	You must wear a mask on entering the venue, this may be removed whilst training in line with government advice. Please only bring what is necessary into the venue.	

TRAVELLING TO / FROM THE CLUB

Club information about new Controls Measures and changes to Arrival & Departure		
Control Measures	Effect on Club participants	Check
How should I get to the Venue now? (Walk/Car/Bike/Public Transport)	People should only travel in household groups and maintain social distancing with everyone else at all times	
Is there a specific drop off and pickup point?	You may pick up and drop off students from the academy via the door leading into the venue. Please maintain social distancing from others. Please arrive as near to start time as possible.	
Where do we Park if we are driving?	There are numerous car parks located around Crosby Village that are chargeable via pay and display from 8am to 6pm every day.	
What if my lift is late?	Students will be accompanied until they are picked up by their designated adult. We will call the contact number we have for your child.	
What if I am Under 18 and left alone at the venue?	You will not be left alone	
Is there anything else I need to know about getting to/from the venue?	There are numerous steps leading up to the academy and unfortunately no lift access.	

ENTRY / EXIT AND USE OF THE VENUE

Control Measures in place at the Venue		
Control Measures	Effect on Club participants	Check
Are there any Control Measures on entry to the Venue?	Signs located at the entrance of venue to remind persons who don't feel well NOT to enter. Reminder ref social distancing and requirement to sanitise hands. Hand sanitiser is available by dispensing machine at entrance. Students will be temperature checked on arrival. The Academy will be fogged twice weekly with a reactive disinfectant that protects surfaces for a week.	
Are there any Control Measures inside the Venue layout?	Spots are laid out on the floor to allow for social distancing. Chairs have been removed and spaced out for distancing. Extra sanitiser station placed at hall entrance from toilet facilities. Windows will be kept open for a flow of fresh air.	
Can the changing rooms be used?	There are no changing room facilities inside the venue.	
Is there a special process for Emergency Evacuation?	Please follow instructions on the wall signage. Assembly points for evacuation are located on the ground floor to the rear of the venue and also to the front. Please follow the green exit signs and guide and help anyone vulnerable.	

Are there any Control Measures inside the Venue Toilets?	Members are advised to go to the toilet before they leave home. However, antibacterial soap is provided inside the toilets and automatic hand dryer in each toilet.	
Are refreshments available in the Venue?	Yes, refreshments are available from the reception area where you will find a selection of chilled drinks and snacks. Please allow reception person to get these for you to stop cross contamination.	
Is water available in the Venue?	Bottled water is available to buy from reception. We do not recommend drinking the water from the taps located in the toilet facilities.	
What happens when we leave the Venue? Is there a separate exit to the way I came in?	You will leave via the same entrance to that you arrived. Classes have been arranged to give a 15 min break between classes. Please ensure you arrive at the start time ready to train and leave quickly at the end of class.	
What other changes to the venue affect my Tae Kwon-Do club?	Socialising is a big part of our Taekwondo club but unfortunately at present there will be areas to do so	

TAE KWON-DO GYM MEASURES

Control Measures we will use in the Tae Kwon-Do Club during the Session		
Control Measures	Effect on Club participants	Check
Have Coaches been trained in these Risk Assessments and implementation measures?	All coaches and club leaders should be fully aware of these risk control measures and expected to apply them at all times.	
Will the club have a first aid kit	The club will ensure it has an up to date, well stocked first aid kit at all sessions (regardless of Covid-19 measures) Containing plasters, tape, scissors, sling, towel, hand sanitiser, kitchen roll, anti-septic wipes, disposable rubber gloves and a face mask. This would be used as a last resort in case the participant has not brought their own first aid kit (recommended)	
Do coaches and club leaders need to wear gloves?	When handling any shared equipment or using cleaning items, gloves should be worn and then disposed in a secure manner.	
Will there be any Tae Kwon-Do specific Signs in place?	Yes – clubs should display the TAGB advisory signs within the class	
What should I do with my shoes and bag?	Put them at least 1m+ away from other people's shoes and bags	
Is Hand Sanitiser available for Members use? How often will we break to clean our hands?	Yes – Everyone should sanitise their hands as they enter the Tae Kwon-Do training space. Its better if you can bring your own to minimise risk There will be 1 break in a 45 min session to use toilet facilities and sanitise	
Are the Mats/Floor clean? How often will the Mats/Floors be cleaned?	The floor has been sprayed with a reactive disinfectant that reacts on contact to kill virus and bacteria. The mats or floor should be mopped every evening. The mats or floor should be spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus.	

Will there be any Taped/Marked off areas I should know about?	All adult participants & coaches should be a minimum of 2 metres away from anyone else whilst training who is not from their household. Spots located on floor to aid distancing	
Is the Training equipment clean? How often will equipment be cleaned?	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different household groups during sessions.	
What about waste materials that might be infected? (e.g.: tissues, PPE etc)	A bin will be provided Secure disposal at the end of a session should be arranged	
Will Track & Trace apply to the Class?	The club will keep a record of everyone attending each class via the booking system. If any participant is subsequently confirmed to have the virus, they should contact the club for the list of people who they may have been in	
What if things change before the next Class?	The club should review the most recent government guidance and update the risk assessment and implementation plan accordingly. They should reissue this plan to all participants each time there is a significant change to the lockdown rules that could impact on the safety of everyone.	
Are there any other measures relating to the Tae Kwon-Do training hall that I need to know about?	Any changes will be communicated to all students.	

TAE KWON-DO TRAINING

Information on how we will practice Tae Kwon-Do during the Class		
Control Measures	Effect on Club participants	Check
Warm Up/Cool Down	At least 2 metres between each member front, sides and behind (ideally 10ft x 10ft space per person) Stretching and working <u>singularly</u> NOT in pairs/groups. Use side by side or back-to-back when you can (rather than face to face)	
Line work (on spot or up and down)	Maintain distancing as above	
Patterns	Maintain distancing as above	
Free Sparring	Perform as shadow sparring, maintain distancing as above	
1-4-1 Sparring	Perform as line work, maintain distancing as above	
Set Sparring	Maintain 2 metre distancing and perform as linework	
Self-Defence	Not currently permitted in Phase 0	
Breaking	Not currently permitted in Phase 0	
Pad Kicking (e.g. Paddles/Bats, bob, bags etc.)	Not currently permitted in Phase 0	
Club Gradings and other Assessments	Only in accordance with all the above restrictions	