



Return to Training

Guidance for the Reopening of Taekwondo Clubs

1st Edition

July 9th 2020

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1. INTRODUCTION

British Taekwondo members, like everyone else in the nation, have been affected in some way by the Covid-19 pandemic.

Some have been exposed to the virus itself and many are struggling with physical and mental wellbeing challenges due to the lockdown, not to mention the financial impacts due to the closure of all clubs and cancellation of events.

BT has tried to help where it can, with regular advice and updates, coach conferences and online training tools, but one of the biggest questions is always “when can we reopen our indoor classes and how”?

This document aims to guide British Taekwondo Clubs through this process and sets out a series of proportionate and appropriate common sense measures based on the current guidance coming from government, that clubs and coaches must consider when thinking about restarting Taekwondo training, re-opening indoor gyms and clubs from the **25th July**

We also appreciate that not everyone will have the ability to restart as the restrictions still make it too difficult to do so.

Whatever coaches and clubs do, must adhere to the principles of safeguarding people’s health at all times and adhering to the very latest regulations set out by government regarding health, social distancing and hygiene. It might be a good idea to appoint someone within your club structure as a Covid-19 lead and central point of contact to keep abreast of the changing situation and to inform your members.

The most up to date general government advice can be found here:

[government guidance regarding health, social distancing and hygiene](#)

The advice contained within this document is not definitive, and you should always refer to the most recent government guidelines.

For the avoidance of doubt – this document is based on guidance coming from the Westminster government.

Those living and operating clubs in Scotland, Wales, Northern Ireland, Gibraltar & Isle of Man should also factor any differences in government policy that may be slightly different to this document.

2. UNDERSTANDING COVID-19

Key facts from the government on Covid-19:

- Covid-19 is a **highly contagious** virus that can spread from person to person easily.
- It **spreads through droplets coming from the nose or mouth** when a person coughs, sneezes or exhales.
- Droplets can also land on **surfaces or objects** which other people then touch, potentially passing on the virus when they touch their own eyes, nose or mouth.
- There is currently **no vaccine** for this virus

Common Symptoms of the Covid-19 Virus (but not limited to) are as follows: -

- A **High Temperature**
- A new, or **Repetitive Cough**
- Loss of, or change to **Taste and Smell**

Any Coach or Member who has, or suspects they have, any of these symptoms MUST not come to the Club – they must self-isolate in line with the latest UK Government instructions.

It is vital that everyone follows government guidance on track & trace measures to help prevent the spread of this virus. If you have any doubts, contact your GP by phone or local testing centre for further advice and further instructions.

To find out more details or arrange a test go to: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

3. GOVERNMENT & GENERAL ADVICE

There are a number of other websites you might find helpful, covering the following subjects in more detail. Click on the links to access.

- Government Coronavirus Guidelines [Government Guidelines Coronavirus](#)
- Government Cleaning Advice [Cleaning in Non-Healthcare Settings](#)
- Sport England Club Matters [Sport England Club Matters](#)
- Mental Health Advice from MIND [Gov. Mental Health and Wellbeing](#)
[Mind Wellbeing](#)

4. PRINCIPLES TO SAFEGUARD HEALTH

British Taekwondo has adhering to the following principles to combat the Covid-19 pandemic. All BT clubs & coaches should adhere to these base lines in all matters relating to the operation of clubs and sessions.

1. Clubs must ensure all activity is in strict adherence with the **Government's Public Health Guidelines** regarding health, travel, social distancing and hygiene.
2. Clubs must **always put safety first**, minimising the risk of infection/transmission. Thorough **risk assessments** must be undertaken, and **appropriate implementation plans** put in place to ensure participants, any staff, volunteers and visitors to your gym or activity are protected and informed.
3. Clubs must **communicate clearly and regularly** with members and participants **in advance** of returning to training, setting out what you are doing to manage risk and what advice you are giving to individuals to do likewise.
4. Clubs must put in place **innovative** measures that can adapt to changing guidance and **possible further restrictions**.

Clubs that fail to conduct the proper assessments and put in place safety measures, or fail to inform their participants of the risks and expectations prior to coming to training as described in this document put themselves and members at risk and breach the terms of membership.

5. WHEN CAN I REOPEN MY CLUB?

The UK government has now publishing some guidance for the community sport and leisure sectors, hopefully with a return to activity from **25th July**.

There are a number of steps clubs must take before they can reopen.

VENUES

All venue owners or tenants are obliged to conduct a full **Covid-19 Risk Assessment** on their **premises** and from that implement a **Covid-19 secure plan** to protect their facility users.

The venue must then put all the measures contained within the plan in place before they can open.

They must also share their plans with all facility users in advance.

ACTIVITY

All venue users, such as clubs, who are inviting members of the public to an activity must conduct a full **Covid-19 Risk Assessment** on their **Activity**, and we recommend that from that you create a **Covid-19 Activity Implementation Plan** that all members and anyone else attending your sessions is given in advance of coming to the venue and told to follow.

i. If you own or are a tenant in a Venue

1) You are legally obliged to conduct a Covid-19 secure risk assessment on your premises

It is not possible to provide a specific Risk Assessment template for venue owners or tenants in this document as every building differs in size and shape.

This must be **unique to your Venue**

2) From this risk assessment you are obliged to create a Covid-19 secure implementation plan document that all users must be made aware of, given a copy of, and asked to follow. Again, it is not possible to provide this as every building is different.

You could attempt do this assessment yourself, or it may be a good idea to get suitably qualified H&S support or advice to help you. (E.G. IOSH or NEBOSH qualified)

You will need to consider the safety implications for **customers (all users of your venue) & staff** and put plans, mitigation measures, signage and people flow and hygiene arrangements in place, similar to what you see in many shops & businesses to **keep people apart**, as they arrive and depart the venue, and where they could use any shared facilities and equipment.

Your plan must be designed to keep people distanced from others as per the very latest government guidelines.

3) All staff, group users and customers must then be informed of the findings and expectations defined in the risk assessment and set down in the implementation plan

This must be done and distributed to all potential users of the premises in advance of coming to the venue to avoid any miscommunication and potential unnecessary risk.

If you also teach classes in premises you own or are a tenant

It is also your responsibility to **conduct a full Covid-19 Risk Assessment on each type of Activity** that you are teaching or leading (eg: – a Taekwondo class, a fitness class, a kiddies class etc.....any type of activity that is significantly different and might require different measures to protect all participants).

From this Risk Assessment you should then produce a **Covid-19 Activity Implementation Plan** for each different type of activity, that aims to protect all participants and customers coming to your activity. (e.g.: Parents, supporters, basically anyone that could come to your session location, whether they take part or not).

A step by step guide and template is available to help you through this process for a Taekwondo class and is detailed further within this guidance.

ii. If you hire sports halls or other community venues

A Covid-19 Risk Assessment and Implementation plan should **already have been done by the venue**, prior to them reopening for public use.

- 1) Clubs thinking of reopening sessions **should ask for a copy** and use this as the base line for the creation of your own Covid-19 Activity Risk Assessment & Implementation Plan.

Remember - If you operate in multiple venues – you must get this for each venue!

- 2) **Conduct a full Covid-19 Activity Risk assessment on each type of Activity**

(e.g.: a Taekwondo class, a fitness class, a kiddie's class etc.....any type of class or activity that is significantly different and might require different measures to protect the different types of participant).

This assessment should cover all elements of the class, listing the types of activity, equipment used and any shared resources that are acceptable and unacceptable within the latest social distancing guidelines.

Again, if you operate in multiple venues – you must do this for each venue!

A step by step guide and template to help you through this process for a generic Taekwondo class is detailed further within this guidance document.

(You must adapt, expand or create a new risk assessment for each different activity)

- 3) From this Risk Assessment you should then produce a **Covid-19 Activity implementation plan** that protects all participants and customers coming to your class / activity.

(e.g.: Coaches, Participants, Parents, Supporters, basically anyone that could come to your session location whether they take part or not).

A step by step guide and template to help you through this process for a Taekwondo class is detailed further within this guidance document.

(You must adapt, expand or create a new plan for each different activity)

- 4) All participants (including any staff leading the sessions) must then be **informed of the findings** and expectations defined in the **Activity** risk assessment and set down in the **Covid-19 Activity implementation plan**.

This plan must be implemented and then distributed to all participants as detailed above in advance of them coming to each venue you use to avoid any miscommunication and potential unnecessary risk.

It is then the responsibility of each participant to follow these guidelines.

If participants choose to disregard the procedures, you should ask them to leave the venue.

6. GUIDELINES FOR CONDUCTING A COVID-19 RISK ASSESSEMENT

A Risk Assessment should follow a recognised and standard methodology, in that it must:

- Identify significant risks
- Identify controls required to comply with legislation
- Remains appropriate and valid over a reasonable period of time.

With regard to Covid-19 – this is an additional risk to our normal Venue and Taekwondo Risk Assessment process. We must, therefore define controls for this additional risk.

As UK Government information and advice changes the Risk assessments will change.

This means the reasonable period of time may be short for each reassessment.

The standard methodology for a Risk Assessment is to:

- Recognise that the hazard is Covid-19
- Assess the persons potentially exposed to the hazard
- Identify Risk Points i.e. where the hazard and people meet
- Put in place Risk Controls recognising a hierarchy based on: -
 - Elimination of the Hazard, which is not possible
 - Substitution which is not applicable
 - Engineered Controls i.e. built in safeguards like barriers and signs
 - Administrative Controls i.e. change the way things are managed
 - PPE Protection - only as a last resort

The Risk Assessment should recognise the Covid-19 Virus as the hazard. Noting that:

- The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing
- The virus can be transferred to the hands and from there to surfaces.
- It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If the virus is passed from one person to another, while many survive infection, some may become ill or even die from the disease. It is therefore regarded as a HIGH HAZARD.

Taking account of the types and variety of people involved in Taekwondo Classes - the following persons have been identified as being potentially exposed to the virus:

- **Instructors, Coaches and Officials**
- **Training Members – Over and under 18 years**
- **Spectators and Third Parties**
- **At higher risk categories such as those with Underlying Health Conditions, Vulnerable, Pregnant and BAME people.**

Each category is affected equally by the Virus through Human Transfer and Surface Transfer.

Taekwondo Classes can of course be carried out in differing locations such as in private/owned Dojangs, in rented premises, externally and online.

Each scenario will demand its own Risk Assessment.

As actual Taekwondo methods are the same (or similar) in each location the 'Risks of Taekwondo Training' should always be considered as part of any Risk Assessment.

The BT Generic Covid-19 Risk Assessment

Identified Risks	Suggested Risk Controls Measures
Members unaware of new Virus controls	Pre-Class Communication to follow instructions: Maintain 2m distance in all directions when training and 1m+ minimum at all other times
Too many members attending for adequate social distancing	Booking system or invitation only session system put in place
Staff are unsure of new Virus controls	Staff Training in the Covid-19 Risk Assessment in use
Members risk infection travelling to/from the Class	Suggest Walking, Cycling, Private Cars rather than Public Transport
Members Bags and Pads cause additional areas for transfer of virus	Minimise Bags, Reduce necessity for Pads
Members need Water	Members bring their own labelled Water Bottles
Cash Payments spread contamination	Use online, contactless payments or ensure cash payments are in named sealed envelopes (No cash handling advisable)
Members arrive with contaminated hands	All participants to be advised to wash hands at home prior to leaving and cleaned with Sanitiser on entry to Training Room. Provide Sanitiser

Members are confused by new layouts	Provide Signage to assist Members and/or add Warning Tape to Floors
Doors to Training Room spread contamination	Doors remain open so as to avoid touching – Also adding ventilation to the Room
Changing Rooms increase infection risk	Members come ready dressed to train
Use of Toilets increases risk of infection	Limit number of users at one time, provide Wipes and ensure Members clean all surfaces touched and clean hands with Sanitiser on returning
Venue size affects Social Distancing	Review Class capacity and/or training times
Social Distancing measures	Maintain 2m distance in all directions when training and 1m+ minimum at all other times
Spectators bring additional risks to Members	Exclude all spectators from Class
Family Members	Can train together in household groups
Mats/Floors are infected	Cleaning of Mats/Floor before Classes and spot clean during sessions where sweat or other bodily fluids are apparent that could contain the virus.
Spillages on floor	Spillages are to be cleaned up immediately
Pads/Equipment are infected	Cleaning of all items before Class
Touching surfaces occurs	Have available Hand Sanitiser and/or schedule cleaning breaks when necessary
PPE is requested	Instructors & Members can use their own Masks and/or Gloves if they so wish
Members leaving increases contact risks	Each Member cleans their hands with Sanitiser on leaving and takes all their possessions with them. Members leave immediately
Member Pick Ups are late	Members wait in a quiet area with 2m social distancing where possible or 1m+ minimum. Under 18's to be supervised by Instructors until collected.
Safeguarding risk for under 18's if pick up late	Under 18's to be supervised by Instructors until collected.
Leaving behind contamination	Mats/Floors are cleaned, Pads/Equipment is wiped clean as per cleaning regime
Waste disposal	Separate bins for potentially affected material. Secure disposal
Instructor Test & Trace	Keep a list of Names and Tel Nos. in case of Instructor or Member infection
Post session Review	Monitor, review and discuss session H&S operation with Members to improve

The BT Taekwondo Activity Specific Risk Assessment

The following example Taekwondo Activity Specific Risk Assessment coupled with the appropriate measures from the above Club Controls Measures can be fitted into your overall Covid-19 Club Implementation Plan:

Taekwondo Specific Activities	Suggested Risk Control Measure
Warm Up/Cool Down	At least 2 metres between each member (unless from same household) A 3m x 3m block area is recommended for each participant to allow for movement and to mitigate against the risk of droplets of sweat passing between participants. Stretching and working singularly NOT in pairs/groups unless from same household. Use side by side or back to back in all cases when you can (rather than face to face)
Basic Techniques (on spot or up and down)	Maintain distancing as above except for people from same household
Poomsae	Maintain distancing as above except for people from same household
Free Sparring	Not currently permitted except from people from same household
Full Contact	Not currently permitted except from people from same household
Foot Technique/1-2-1 Kicking	Practice techniques (attack & defence) but only at a 2-metre distance unless with people from same household
1 or 3 Step Sparring	Practice techniques (attack & defence) but only at a 2-metre distance unless with people from same household
Self Defence	Practice techniques (attack & defence) but only at a 2-metre distance unless with people from same household
Breaking	2 people are usually needed for holding; therefore, this is not currently allowed.
Pad Kicking (e.g. Paddles/Bats, bobs, bags etc.)	Not currently permitted except from people from same household

Note:

a) These Covid-19 Control measures also apply to Club Grading scenarios.

7. TEMPLATE FOR A COVID-19 RISK ASSESSMENT

British Taekwondo have provided a template on the following pages to assist clubs in the preparation of the initial Covid-19 risk assessment.

This will help you think about the potential risks to clubs and all participants coming to your sessions.

THIS IS A COVID-19 SPECIFIC RISK ASSESSMENT

It does not replace your normal Taekwondo club Risk Assessment and clubs should still have this for every venue they use (including outdoor spaces)

Within the template – to help you get started – we have included the most common and well known risks as shown in section 6 and also included the minimum base line control measures you should be thinking about to protect everyone coming to your session location.

THIS IS NOT A DEFINITIVE OR COMPLETE LIST – as there may be things unique to your location, your user groups or club operation that might also have a risk attached and the need for additional control measures.

CLUBS MUST THINK ABOUT AND ADD TO THIS LIST OF RISKS AND IMPLEMENT ADDITIONAL CONTROL MEASURES THAT ARE NEEDED.

The current available government guidance for the leisure and gym industry states that facilities and providers of Sport and Physical activity should put measures in place so that all participants:

- Socially distance at 2 metres where possible when moving around the venue
- Stay at a minimum of 1 metre+ when this is not possible
- Follow Covid-19 hygiene instructions
- Occupy 100 square feet (10ft x 10ft) space when exercising

These basic rules, replicated through the Covid-19 Activity risk assessment template and Implementation Plan template are valid as at 9th July 2020 but may change as government rules relax or change further.

Please check the BT website for regular updates

The green guidance text within the templates will hopefully help you think about all these areas – please delete this green text when you are satisfied that you have addressed the points raised.

Covid-19 Activity Risk Assessment – Template

BT CLUB NAME:	
BT CLUB No:	
CLUB AFFILIATION EXPIRY DATE:	

CLUB VENUE:	
CLUB DAYS:	
CLUB TIMES:	

RISK ASSESSMENT COMPLETED BY (Name):	
DATE OF COMPLETION:	

- This Activity Risk Assessment will identify the risks associated with Covid-19 transmission within our club activity, and will list the Control Measures that this Club is putting in place to protect its Members and Instructors from the Covid-19 hazard.
- The control measures from this risk assessment should then form the basis of the Implementation plan that clubs should complete and share with their participants and supporters.
- This Assessment will be reviewed regularly to ensure the Control Measures are effective in use.
- We will also take note of any changes in UK Government advice that might change this risk and/or control measures required.

Review Dates & Signature		

Please complete the following information which applies specifically to Covid-19 risks to your BT Club training in a specific Venue

Consider and answer the points raised in the green text (and then remove the green text for your published version)

Once completed we recommend that you print these pages to carry to the Club and use to check effectiveness and changes.

Covid-19 Activity Risk Assessment – Template



This document identifies the risks posed by Covid-19 to our club activities and identifies the Control Measures this BT Club is putting in place to protect its Coaches, Members and Supporters from the Covid-19 hazard whilst attending our Taekwondo Activity.

PLAN EDITION DATE:	
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- The most common identified risks are listed in black and are only included to assist clubs as a base line starting point
- They may not be a complete set of risks
- The control measures listed in black are also suggested base lines that clubs should follow
- The guidance notes in green should be considered, addressed and the notes replaced with control measures
- **Add additional rows to identify additional risks & control measures unique to your location, people or club session operation that may pose a risk**

Identified Risks (Add more rows as needed)	Control Measures (Add more rows and detail as needed)	Check
Members unaware of new Virus controls	Pre-Class Communication of implementation plan Detail what you will do and say to all participants and supporters with instructions to maintain social distancing as they travel to and from training and within the venue (i.e.: 2m or 1m+ when not training and 2m at all times during training)	
Too many people attending the session for adequate social distancing requirements	Booking system or invitation only session system put in place Detail what you will do and say to all participants to ensure maximum numbers at any one session that maintains social distancing at ALL times	
Members risk infection travelling to/from the Class	Suggest walking, Bike, Private car rather than Public Transport People should only travel in household groups and maintain social distancing with everyone else	
Members Bags and Pads cause additional areas for transfer of virus	Minimise bags, reduce necessity for Pads Whenever possible – ensure anything brought to the club it is wiped down thoroughly before coming to training and kept away from everyone else whilst in the venue	

Members need Water	Members bring their own labelled Water Bottles	
Cash Payments spread contamination	Use online or contactless payments or ensure cash payments are in sealed envelopes Detail here how you will do this to avoid handling of items that may transmit the virus	
Members arrive with contaminated hands	All participants to be advised to wash hands at home prior to leaving and cleaned with Sanitiser on entry to Training Room. Provide Sanitiser (Sanitiser Gel to be over 60% Alcohol)	
Members are confused by new layouts	Provide Signage to assist Members and/or add Warning Tape to Floors Detail what you will do and what you will use	
Doors to Training Room spread contamination	Doors remain open to avoid touching – Also adding ventilation to the Room Open windows too	
Changing Rooms increase infection risk	Members come ready dressed to train Detail what the venue policy is what this will do to maintain social distancing	
Use of Toilets increases risk of infection	Limit number of users at one time, provide Wipes and ensure Members clean all surfaces touched and clean hands with Sanitiser on returning Detail what the venue policy is what this will do to maintain hygiene social distancing	
Venue size affects Social Distancing Detail the floor dimensions List the challenges you have to ensure hygiene and cleaning in relation to potential virus transmission	Review Class capacity and/or training times Detail how you will configure your sessions and space to ensure all participants, coaches and spectators are separated at all times to conform to social distancing rules	
Social Distancing measures	Maintain 2m in all directions when training (10ft x 10ft square per participant) and 1m+ minimum at all other times	
Members with higher risk and/ or with underlying health conditions	Detail additional risks and what you will do to provide additional social distancing and hygiene protection for specific cases if needed (Remember to protect people’s data or hide personal information when recording individual persons risks.)	
Spectators bring additional risks to Members	Exclude all spectators from Class Or detail here how you will keep spectators separate from each other and participants under social distancing rules	
Family Members	Can train together in household groups	
Mats/Floors are infected Detail the type of floor used for of your session and the challenges you have to ensure hygiene and cleaning in relation to potential virus transmission	Cleaning of Mats/Floor before Classes Detergent or disinfectant solutions containing 1000ppm Chlorine should be used and spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus.	

	Detail anything else you might be doing to keep the floor clean	
Spillages on floor	Spillages are to be cleaned	
<p>Pads/Equipment are infected</p> <p>List the equipment you have in the club and potential transmission risks</p> <p>Detail all other possible transmission risks through sharing of equipment</p>	<p>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 session</p> <p>Detergent or disinfectant solutions containing 1000ppm Chlorine should be used</p> <p>Detail which equipment you would not use as it is too high a risk</p> <p>Detail which equipment you will clean</p> <p>Detail how you will clean</p> <p>Detail what you will clean with and who will do it</p> <p>Detail how often you will clean</p> <p>Detail anything else you will do to minimise the risk of virus transmission and to keep the equipment clean</p>	
Touching surfaces occurs	Have available Hand Sanitiser and/or schedule cleaning breaks when necessary	
<p>PPE is requested</p> <p>Detail any risks of necessary breaches of social distancing</p> <p>(e.g.: a first aid incident or participant with special risks)</p>	<p>Instructors & Members can use their own Masks and/or Gloves if they so wish</p> <p>Detail what measures should take place and PPE equipment that should be made available for staff, coaches and participants</p>	
Members leaving increases contact risks	Each Member cleans their hands with Sanitiser on leaving and takes all their possessions with them. Members leave immediately	
Member Pick Ups are late	Members wait in a quiet area with 2m social distancing if possible or 1m+ minimum	
Safeguarding risk for under 18's if pick up late	Under 18's to be supervised by Instructors until collected.	
Leaving behind contamination	Mats/Floors are cleaned, Pads/Equipment is wiped clean as per cleaning regime	
Waste disposal	<p>Separate bins provided for potentially infected material.</p> <p>Secure disposal at end of session.</p>	
Instructor Test & Trace	Keep a list of Names and Tel Nos. in case of Instructor or Member infection	
<p>Post session Review</p> <p>Detail any new risks and changes from previous assessment</p>	<p>Monitor, review and discuss session H&S operation with Members to improve</p> <p>Detail any changes from previous assessment</p>	
Add rows as needed for new risks	Add rows as needed for new control measures	

Taekwondo Specific Activity Identified Risks (Add more rows as needed)	Control Measures (Add more rows and detail as needed)	Check
Warm Up/Cool Down	At least 2 metres between each member (unless from same household) front, sides and behind (10ft x 10ft space per person average) Stretching and working singularly NOT in pairs/groups. Use side by side or Back to back when you can (rather than face to face)	
Basic Techniques (on spot or up and down)	Maintain 2 metre distancing as above except for people from same household	
Poomsae	Maintain 2 metre distancing as above except for people from same household	
Free Sparring	Not currently permitted within 2 metres except from people from same household	
Full Contact	Not currently permitted within 2 metres except from people from same household	
Foot Technique/1-2-1 Kicking	Practice techniques (attack & defence) but only at a 2-metre distance unless with people from same household	
1 or 3 Step Sparring	Practice techniques (attack & defence) but only at a 2-metre distance unless with people from same household	
Self Defence	Practice techniques (attack & defence) but only at a 2-metre distance unless with people from same household	
Breaking	2 people are usually needed for holding; therefore, this is not currently allowed.	
Pad Kicking (e.g. Paddles/Bats, bob, bags etc.)	Not currently permitted within 2 metres except from people from same household	
Add rows as needed for new risks	Add rows as needed for new control measures	

8. GUIDELINES TO PREPARE A COVID-19 IMPLEMENTATION PLAN

Completion of the suggested BT Covid-19 Club Implementation Plan will help you define and communicate the measures you have in place to control the spread of the Covid-19 virus.

The Club Implementation Plan builds on the following documents:

- **The BT Generic Risk Assessment (see Section 6)**
- **The BT Activity Specific Risk Assessment (see Section 6)**
- **The Venue Risk Assessment e.g. the Leisure Centre (from the Venue)**
- **Your own Club Risk Assessment (see Section 7)**

The Club Implementation Plan will help you to:

- Implement the correct Risk Control Measures
- To communicate them in advance, to your Members and Instructors
- Provide documentary evidence should you be asked to provide proof of your ability to run a BT Taekwondo Club, safely, at this current time.

Note: You should also keep yourselves aware of the changing advice given by UK Government which may well affect your Implementation Plan over time.

9. TEMPLATE FOR A COVID-19 IMPLEMENTATION PLAN

British Taekwondo have provided a template on the following pages to assist clubs in the preparation of the Implementation plan.

This template is based on the control measures contained within the risk assessment and is the document clubs must share with all participants, parents, spectators or supporters. Basically, anyone coming to your sessions to drop off, take part or watch.

Included within this template are the most common and well-known questions you might get asked as shown in section 6. Also included are the suggested minimum base line control measures you should be thinking about to protect everyone coming to your session location.

THIS IS NOT A DEFINITIVE OR COMPLETE LIST – as there may be things unique to your location, your user groups or club operation that might also have a risk attached and additional control measures.

CLUBS MUST THINK ABOUT AND ADD TO THE LIST OF QUESTIONS AND CONTROL MEASURES THAT NEED COMMUNICATING.

The green guidance text within the template will hopefully help you think about these other areas – please delete this green text when you are satisfied that you have addressed the points raised.

Covid-19 Activity Implementation Plan – Template



BT CLUB NAME:	
BT CLUB No:	
CLUB AFFILIATION EXPIRY DATE:	

CLUB VENUE:	
CLUB DAYS:	
CLUB TIMES:	

PLAN COMPLETED BY (Name):	
DATE OF COMPLETION:	

- This Covid-19 Activity Implementation Plan forms the basis of the Control Measures this BT 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		

Please complete the following information which applies specifically to your BT Club training in a specific Venue:

Address and answer the points raised in the green text (and then remove the green text for your published version)

The information you enter below must be communicated to your Coaches, club leaders, participants and supporters and Members in advance of their arrival at the Venue. This is to enable them to come prepared and safely to the Club at the appropriate time.

BT suggests that you print these pages to carry to the Club to demonstrate your compliance.

Things you may need to buy or prepare		
Product	Specification	Check
BT 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	
Member Briefing	Copy of this completed Implementation Plan	

Covid-19 Activity Implementation Plan – Template



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

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

PLAN EDITION DATE:	
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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?	Detail here	
Any changes to Session Times?	Detail here	
Any changes to who can train?	Detail here how you are ensuring only a fixed number of participants can attend at any one session and what you want your participants to do to book onto a session or reserve a place etc	
Any extra measures for members with higher risk and/ or with underlying health conditions?	Detail any additional social distancing and hygiene measures that are in place for specific members with underlying health conditions (Remember to protect people’s data and hide personal information unless you have specific permission to share and it is relevant)	
What if my BT Membership has expired?	Members must renew membership before attempting to train. Contact the club in advance and arrange via the hub	
What should/can I wear?	Arrive at the venue in your training kit so use of changing rooms is not needed and contact minimised	

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 should also 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, anti-septic wipes, disposable rubber gloves and a face mask.) The club will also have one at the session as a last resort	
Do we need to wear Masks?	The latest government guidance regarding the wearing of masks should be followed Remove this text and detail here what rules and measures the club is putting in place and tell your participants	
Can I bring my own Water Bottle?	Members must bring their own drinks and must not share	
Do I need to bring my own Pads/Protectors?	Yes- equipment must not be shared between different household groups unless thoroughly cleaned before and after to minimise the risk of transmission	
Can I Change at the Venue?	Check if changing rooms are closed? If open – detail here what social distancing measures you are putting in place for this space and what you want your participants to do	
Can I Shower at the Venue?	Unless social distancing measures and cleaning measures are in place after every user – then it is advisable not to use shared facilities Remove this text and detail here what rules and measures the venue has in place the venue and tell your participants	
Can I pay in Cash?	Remove this text and detail here what measures you will put in place to avoid potential transmission of the virus through handling of cash and need your participants to action	
Is there anything else I need to know or prepare before I come to the session?	Remove this text and detail here any further changes that the club has introduced that affect the participants of your club- so they know beforehand what to expect and what to bring with them	
	Add additional rows as needed	

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?	Remove this text and detail here new drop off and pick up measures put in place by the venue to maintain social distancing at all times	
Where do we Park if we are driving?	Remove this text and detail here parking and arrival measures put in place by the venue to maintain social distancing at all times	
What if my lift is late?	Remove this text and detail here where people should wait for pick up that meets social distancing rules	
What if I am Under 18 and left alone at the venue?	Remove this text and detail here what safeguarding, supervision measures you will put in place to ensure the safety and social distancing of younger and vulnerable participants	
Is there anything else I need to know about getting to/from the venue	Remove this text and add anything extra, unique to this venue that people should know about – add extra rows as needed	

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?	Remove this text and detail here what measures the venue have put in place to ensure social distancing at the main entrance to the venue including what signage, safety barriers and other items (such as hand sanitiser) that might be different from what the participant is used to seeing at this venue - so they know what to expect on arrival and what to do	
Are there any Control Measures inside the Venue layout?	Remove this text and detail here what measures the venue have put in place to ensure social distancing within the venue - including what signage, safety barriers and other items that might be different from what the participant is used to seeing at this venue - so they know what to expect and what to do to reach your class location	
Can the changing rooms be used? Are there any Control Measures inside the Venue Changing Rooms?	Remove this text and detail here what measures the venue have put in place to ensure social distancing in changing rooms that might be different from what the participant is used to seeing at this venue - so they know what to expect on arrival and what to do. Are the changing rooms closed? – If so, detail this here	
Is there a special process for Emergency Evacuation?	Remove this text and detail here	

Are there any Control Measures inside the Venue Toilets?	Members are advised to go to the toilet before they leave home Remove this text and also detail here what measures the venue have put in place to ensure social distancing and hygiene in the toilet areas - so they know what to expect and what to do	
Can the Venue Showers be used? Are there any Control Measures for the Showers?	Unless social distancing measures and cleaning measures are in place after every user – then it is advisable not to use shared facilities Remove this text and detail here what rules and measures the venue has in place the venue and tell your participants - so they know what to expect and what to do	
Are Refreshments available in the Venue?	Remove this text and detail here what is available at the venue (if anything) - so participants and supporters know what to expect	
Is Water available in the Venue?	Remove this text and detail here what is available at the venue (if anything) - so participants and supporters know what to expect	
What happens when we leave the Venue? Is there a separate exit to the way I came in?	Remove this text and detail here what measures the venue have put in place to ensure social distancing at the exit to the venue including what signage, safety barriers and other items (such as hand sanitiser) that might be different from what the participant is used to seeing at this venue - so they know what to expect on leaving and what to do	
What other changes to the venue affect my Taekwondo club?	Remove this text and detail here any further changes that they venue has introduced that affect the participants of your club- so they know what to expect and what to do	
	Add additional rows as needed	

TAEKWONDO GYM MEASURES

Control Measures we will use in the Taekwondo 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 Remove this text and detail how you will ensure your coaching and club leadership team is fully aware of all the measures in place within this plan and their roll in implementing the measures	
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 Taekwondo specific Signs in place?	Yes – clubs should display the BT advisory signs within the class setting	
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 – the club should provide hand sanitiser, and everyone should sanitise their hands as they enter the Taekwondo gym space. Its better if you can bring your own to minimise risk Remove this text and detail what you are providing to participants, where it is located and what they should do	
Are the Mats/Floor clean? How often will the Mats/Floors be cleaned?	The mats or floor should be mopped between sessions The mats or floor should be spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus. Remove this text and detail what you will do to minimise the risk of virus transmission and to keep the floor clean and detail what you expect your participants to do to help with this measure	

<p>Will there be any Taped/Marked off areas I should know about?</p>	<p>All participants, coaches and spectators should be a minimum of 2 metres away from anyone else whilst training who is not from their household.</p> <p>Remove this text and detail what you will do to minimise the risk of virus transmission and maintain social distancing rules (e.g.: mark out 10ft x 10 ft participant zones on the floor)</p> <p>Detail what you expect your participants to do to help with this measure</p>	
<p>Is the Training equipment clean?</p> <p>How often will equipment be cleaned?</p> <p>Will you provide Disinfectant Wipes to clean equipment etc?</p>	<p>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.</p> <p>Remove this text and detail what you will do to minimise the risk of virus transmission and to keep the equipment clean. Also detail what you expect your participants to do to help with this measure</p>	
<p>What about waste materials that might be infected? (e.g.: tissues, PPE etc)</p>	<p>A separate bin should be provided</p> <p>Secure disposal at the end of a session should be arranged</p>	
<p>Will Track & Trace apply to the Class?</p>	<p>The club should keep a record of everyone attending each class. 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 contact with and inform the local authorities</p>	
<p>What if things change before the next Class?</p>	<p>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.</p>	
<p>Are there any other measures relating to the Taekwondo gym that I need to know about</p>	<p>Remove this text and add details and extra rows as needed</p>	
	<p>Add additional rows as needed</p>	

TAEKWONDO TRAINING

Information on how we will practise Taekwondo during the Class

Control Measures	Effect on Club participants	Check
Warm Up/Cool Down/Stretching	This will be carried out at 2m distance from other training participants There will be no working in pairs or groups unless they are from the same household	
Basic Techniques (Up and Down or On the Spot)	This will be carried out at 2m distance from other Members (as above)	
Poomsae	This will be carried out at 2m distance from other Members (as above)	
Foot Technique/1-1 Kicking / 3 Step /1 Step Sparring and Self Defence	Simulated Practice at distance allowed as long as a 2m distance is maintained between Members unless from the same household	
Pad Kicking (e.g. Paddles/Bats/Targets etc.)	Not currently permitted unless working within a household group. Pads should be thoroughly cleaned before use and never shared between household groups All equipment should be cleaned between sessions or if wanting to be shared with a different household group	
Breaking	Not currently permitted unless working within a household group and qualified / suitable age to hold Plastic board targets should also be thoroughly cleaned before use and never shared between household groups All equipment should be cleaned between sessions or if wanting to be shared with a different household group	
Sparring / Full Contact Sparring	Not currently permitted unless between members of the same household	
Poomsae	This will be carried out strictly in accordance with social distance rules from other Members (in front/behind and to the sides)	
Club Gradings and other Assessments	Only in accordance with all the above restrictions	

10. COVID-19 FIRST AID PROTOCOL

Introduction

All clubs have a duty of care to participants taking part in a Taekwondo activity.

This responsibility does not disappear due to social distancing measures. Clubs should adopt the following additional Covid-19 protocols for dealing with injuries in the class setting and that abide by government social distancing and hygiene rules.

Clubs should ensure that these measures are part of the implementation plan and reducing the risk of Covid-19 being transmitted.

First Aid

First Aid Qualifications

The club must ensure anyone administering first aid has up to date minimum qualifications.

Personal Protection Equipment (PPE)

The club must ensure they have face masks and disposable gloves available for anyone who is going to administer first aid. Once used these should be disposed of within a second skin sealed bag and in a safe and hygienic manner to prevent any possible transmission.

Clubs should ensure they have a few masks and gloves available at every session

Club First Aid Kit

The club must ensure they have an up to date, well stocked first aid kit at all sessions. (regardless of Covid-19 measures)

Individuals or Household groups:

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, anti-septic wipes, disposable rubber gloves and a face mask).

Reporting an Injury:

- All injuries and treatment, however minor must be recorded in the club accident book.
- All accidents, requiring medical attention or hospitalisation must be reported to British Taekwondo on the official accident forms as soon as possible after the accident has occurred.
- The accident reporting form can be requested by contacting:
membershipservices@britishtaekwondo.org or by calling the main office on **0161 697 5330**

11. SIGNAGE TEMPLATES

British Taekwondo has developed a small range of useful signs that are print ready for clubs to use in and around their session areas. These can act as visual prompts, behavioural nudges and reminders to participants to keep their social distance.

They can be printed in either A4 or A3 and we recommend you use them to compliment the signage provided by the venue.

These signs accompany this return to guidance pack or can be downloaded from the British Taekwondo website.

12. WHAT COULD A GOOD COVID-19 SECURE SESSION LOOK LIKE?

Taekwondo coaching, like everything else, will need to adapt to operate safely under the Covid-19 pandemic restrictions. These measures may be with us for some time so clubs should think about new ways to deliver their Taekwondo content to members, that adhere to the most recent government social distancing rules (and as applied at the time by each Home Nation as they might be a little different!). All measures are aimed at mitigating against the possible transmission of the virus.

Delivering a Covid-19 Secure Taekwondo Session

Pre-Class

- Members have been advised of Covid-19 arrangements before they arrive
- Class times and sizes adjusted to meet current social distancing needs (10ft x 10ft per participant)
- Mats have been cleaned with disinfectant (1000ppm Chlorine)
- Pads/Equipment has been cleaned with 60% Alcohol wipes
- Signage erected if needed
- Warning Tape laid if needed
- Members travel to Class by the method giving least risk of contracting the virus (Walking/Cycling/Private Car)

On arrival

- Members arrive on time at the pre-agreed session time
- Members come ready dressed for the Class (i.e. in Doboks)
- Members do bring their own labelled Water Bottle
- Members do bring their own first aid kit if possible
- Members keep a 2m distance when possible or 1m+ minimum from all other users when moving around the venue
- Members clean their hands with Sanitiser on entering the Training Room
- Doors are kept open to maintain ventilation and stop further touch points
- Payments are contactless or delivered in sealed and labelled envelopes
- Spectators are not allowed in the Training Room if social distancing space is tight
- Members may wear Masks and/or Gloves if they so wish

Training

- Class sizes are adjusted to allow 2m distance in all directions (10ft x 10ft square per participant)
- Members from the same household may distance as normal
- Class Activity follows the BT Taekwondo Specific Activity Risk assessment
 - No contact unless same household group
 - Always more than a minimum 2m distance from others (unless same household)
 - No Contact Sparring or step sparring
- Equipment is cleaned after each use by a person or group
- Any spillages are cleaned
- Use of Toilets allowed only in accordance with Venue instructions
- Members to minimise contact with all surfaces as much as possible and use wipes to clean

On Leaving

- Members must take all their possessions with them
- Members clean their hands with Sanitiser on leaving Training Hall
- Members leave the Venue immediately
- Members whose lift is late wait in a safe place at 2m where possible or 1m+ minimum distance
- Members under 18 will wait with the Instructor until collected (at a 2m metre distance)

After Session

- Mats/Floor is cleaned
- Pads/Equipment is wiped clean
- Session is reviewed and any modifications for next session advised to Members

13. THE “NEW NORMAL”

Delivering Taekwondo core learning differently

An innovative way to approach this, as class sizes need to be smaller to conform to current social distancing rules, could be to deliver some core learning remotely and **in advance**, maybe on a weekly or fortnightly basis, thereby freeing up the valuable “in person” live sessions for review, feedback and any assessment work clubs might want to do.

For example – coaches could:

- Hold more weekly “**online sessions** and deliver the core learning content that way
- And/or create weekly **pre-recorded learning content** videos to share with your members
- Set members weekly / fortnightly **self-training tasks and goals**
- **Prepare your members for the live sessions** – give them notice of what you will be doing at the live sessions, what they will be expected to show you, and encourage them to practise these elements in advance (almost like a mini-test every week*)

Using the live sessions only for review, feedback & assessment

Plan your smaller / shorter live sessions better and focus on:

- **Recapping** on the key elements of the **core learning** delivered in advance
- Spend time getting **feedback from members** on the advance learning - what worked well / what could have been done differently (this is easier in the smaller groups and provides opportunities for the social interaction people crave)
- **Testing members on their advance learning*** (check they have done and understood it - and ask them to demonstrate)

This format can be extended to include formal assessments such as reaching milestones or even for gradings at intervals.

Delivering Taekwondo Outdoors

If the lockdown measures mean it is very difficult to hold viable sessions indoors, think about taking your sessions outdoors where space is less of an issue.

Whilst this presents challenges, namely the weather!.....you might be able to innovate and come up with local outdoor spaces that allow you to run sessions.

Remember though that you must conduct a standard risk assessment on the space you plan to use and ensure it is fit for purpose, safe from obstacles and fall hazards and meets the needs of the participants.

Your BT insurance is valid as long as clubs do this – but is not valid if you don’t risk assess the space as you would do for any training location.

AND ANY OUTDOOR SESSION MUST FOLLOW THE COVID-19 SAFETY RULES TOO!

14. COVID-19 INCIDENT RESPONSE

So clubs are prepared and know what to do if they suspect somebody at their session may have the virus, or possibly starts to display symptoms at a class, or in the event that the club is informed that a previous attendee has received a positive test result – clubs should have a simple virus response plan in place.

Clubs should ensure they follow these 3 simple steps:

- **Keep a detailed record of all people attending each session along with contact details.**
 - It is important to know which people attended each particular session, so a detailed attendance register is important in case a track & trace process is needed.
(Clubs must keep these personal details secure in line with GDPR policies)
 - In the case of children or vulnerable adults, the contact details of a parent or guardian should be collected.

- **In the unlikely event that a participant or anyone else within your training environment displays symptoms during a session**
 - They should immediately stop, leave the venue and isolate at home
 - All surfaces and equipment that the individual may have come into contact with should be thoroughly cleaned immediately
 - They should be given a strong recommendation to contact the local Covid-19 testing agency and arrange a test (usually done online).
 - Clubs should make a note of the individual and the date / time of the incident
 - Clubs should follow up with the individual and check the test result. If positive, ascertain if the local track and trace team require details of the other people attending the specific session.
(It is almost certain that the virus was contracted much earlier at another location but it's important to have details ready for track & trace officials)

- **If a previous attendee contacts the club to notify that they have tested positive**
 - Clubs should ask the individual if track & trace officials require details of other session attendees that were at the club at the same time most recently.
 - Personal details should not be released unless for this purpose and with the permission of the people involved.
(Sharing of phone numbers and other personal information should always be considered against the backdrop of Safeguarding children and vulnerable adults. Clubs can only share information when proportionate and safe to do so and for a specific urgent reason.
(Children's personal phone details should never be shared))

15. SUMMMARY

Until a vaccine is found or the government relaxes the lockdown rules further and to a point where normal training can resume, we all have a responsibility to follow the advice coming from health authorities designed to prevent transmission of the virus.

Especially for those from vulnerable groups or with underlying health conditions.

It is human nature to try and second guess or interpret advice, to suit individual needs but we would stress that this is government guidance and not something we can pick and choose to follow. Club leaders should:

- 1) **Always place the safety of all members and club supporters first**
- 2) **Adhere to the measures contained within your venues Covid-19 plan**
- 3) **Conduct your Covid-19 Taekwondo activity Risk Assessment**
(Remember, this is in addition to your normal club Risk Assessment you should already have)
- 4) **Put together your clubs Covid-19 Implementation plan**
- 5) **Give everyone connected to your club a copy of your latest version of your implementation plan**
Ensure everyone knows what to do from the moment they leave home, arrive at the venue and leave for home again.
- 6) **Review and improve the plan regularly, especially when a control measure isn't working as it should or new advice comes out that change's things**

Finally, but very importantly, please also consider the psychological impact that the extended lockdown might have had on members and the changes clubs have had to make, particularly children, who may be anxious about the return to training or environment in general.

- **Keep checking the latest government rules**
- **Remember there may be differences in your Home Nation so check your government and sporting body websites.**
- **Check the BT website for updates as the guidance in this pack will change as government measures change**

Keep Active

Keep Safe

