



# British Aikido Board

## CORONAVIRUS (COVID-19)

### GENERAL GUIDANCE TO ASSOCIATIONS, CLUBS & INDIVIDUAL MEMBERS.

The following Guidelines have now been prepared to enable Clubs and their members to safely return to a limited level of non-contact training.

The Board is working to a 4 Stage Strategy, set out below, and recognising that we are now in the holiday period and Clubs will take time to re-open are **proposing** moving to Stage 2 from the 15th of August 2020. **The final advice to move to stage 2 will be a separate document.**

#### Stage 1 – (No Training)

- Continue to monitor, on a daily basis, Government, Public Health England, Sport England and Sport & Recreation Alliance Guidelines and those being developed by other contact sports.
- Prepare documentation, including Guidelines to support the resumption of training.

#### Stage 2 – (Socially Distanced Training)

- Resumption of Training in compliance with Government safe distancing requirements which will allow non-contact activities such as; Exercises, Ukemi, Jo and Boken Kata and shadow/solo training.
- Resumption of BAB Membership Registrations (including Insurance) plus Venue Insurance.(see full details below)
- **Guidelines for Associations, Clubs and Individual Members** on the requirements for the resumption of training within BAB Clubs. (See Attached)
- **Risk Assessments** (See Attached) In addition to compliance with the BAB's own Risk Assessment Policy and practices an additional Risk Assessment needs to be undertaken to respond to the specific threat posed by the coronavirus. Any remedial action required is to be implemented before any return to training.
- **Club Declaration Form**- Clubs must also confirm their compliance, at all times, with Government and BAB Guidelines on health and hygiene and safe distancing, by completing and returning the Declaration Form to the BAB Secretary
- **Members Opt-In Club Declaration Form, (Attached)**. - Whilst Associations and Clubs are required to take all reasonable steps to minimise the risk of infection from the COVID-19 virus, during training sessions, individual members must recognise that an inherent risk remains for the potential to contract or pass on the virus.

In accordance with the practice being adopted throughout the sporting sector all individual members of the BAB are required to complete the Opt-In declaration Form which should be retained by the Association Registrar.





# British Aikido Board

## Stage 3 (Contact Training)

Building on the procedures implemented in Stage 2-

- Resumption of full contact training
- Continue to work through the Sport England Contact Sports Group, to achieve this.

## Stage 0 (Pause Training)

- Being prepared to suspend activities in the event of advice from the Government due to resurgence of the virus. This may be on a National or Regional level.

## BAB MEMBERSHIP

- BAB membership's, which include insurance, were not processed for March 2020, onwards, so those memberships which were due for renewal at that time now need to be renewed without delay. This should be done by the Registrars making the standard return, with payment, to the BAB Secretary. Similarly all Venue registrations must be up to date
- In order to treat all members the same it has been agreed that any member with a BAB membership renewal date from 1st April onwards should be credited with the appropriate number of months BAB membership they have paid for but missed before needing to renew.

This therefore applies to members whose membership was due for renewal between 1st Apr and 1st Feb. So for example if we started operation again on, say, 1st October (7 months after 1st March) then those with a normal renewal date of 1st Oct to 1st Feb would get the full 7 months credit before needing to renew their BAB membership. For those with a renewal date falling on 1st Apr to 1st Sep they would get a pro-rata month(s) credit. 1st Apr = 1 month; to 1st Sep = 6 months credit.

For these members there is no need to renew their blue membership sticker to cater for this. It will be sufficient for the Association Registrars to amend their databases and notify their member(s) of their extended renewal date. Similar arrangements will apply to the renewal of Venue registration. If you have difficulty in identifying some member's details then the Bab Secretary is happy to assist.

Please note that these are Guidelines and it is the responsibility of Clubs and individual members to ensure that these are read in conjunction with advice from the following agencies-

- Central Government – England and overarching guidance [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)
- Welsh Government – [www.gov.wales](http://www.gov.wales)
- Scottish Government-[www.gov.scot](http://www.gov.scot)
- Northern Ireland Government-[www.nidirect.gov.uk](http://www.nidirect.gov.uk)
- NHS Coronavirus Advice – [www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)



It is also important to note that Associations and Clubs may need to issue further guidance to meet their individual environments, training regimes, venue requirements etc., but always in compliance with Government and BAB guidelines.

## 1. Associations & Clubs (See Attachment 1 for more details)

### Overview.

- Ensure that all BAB membership and Venue requirements are up to date
- Carry out Standard Risk Assessment (Attachment 3)
- Carry out COVID-19 Risk Assessment (Attachment 4)
- Appoint a “COVID-19” Officer (Attachment 5) to monitor the Dojo to ensure Guidelines set out are adhered to including.
  - Maintaining current track and trace contact details of those attending each training session ( current mobile number) example form (Attachment 6)
  - Check that no one trains who is showing symptoms of coronavirus or has been in contact with someone suffering from the illness ( Clubs should purchase an infra-red thermometer) Log that it has been done the track and trace form (Attachment 6)
  - Ensure maintenance of current safe distancing requirements. At the present time this will require as minimum -
    - The allocation of 2mtres squared per person
    - A separate location being identified for the Instructor to teach from a static position.
    - Maximum of 15 people in one training pod
  - Ensure no sharing of weapons
  - Spectators/Parents access only to be permitted when safe distancing from tatami can be maintained and masks are worn.
- Instructors are to be aware that they will need to bear a responsibility for ensuring best practice.
- Ascertain whether particular venue(s) whilst possibly re-opening, are accepting outside lettings or those involving contact sports.
- Develop Advice to members on how they might safely access the Venue where training takes place.
- Ensure that all Guidelines are applied to Spectators/Parents.
- Complete and return the Club Declaration Form to the BAB Secretary by post or email. (Attachment 7)
- Ensure First Aiders have read the latest guidance (Attachment 8)
- Remember that the Government Guidance may vary between the 4 Nations.



# British Aikido Board

## 2. Guidance for Individual Members (See Attachment 2 for more details)

### Overview

- Do not attend a Dojo if you are having any symptoms or have been in contact with someone who has tested positive for Covid-19
- Recognise that individuals must also accept a level of responsibility towards others and themselves.
- Complete the Opt-In form, recognising the element of risk (Attachment 9)
- Only handle your own weapons, sanitising them before and after use.
- Use Hand Hygiene (Hand Sanitiser) or thoroughly wash hands on entering /leaving the Dojo
- Use of Changing Rooms to be avoided.
- Agree in advance to follow guidance provided
- Follow Government guidelines on the wearing of masks

Those Associations/Clubs responsible for their own venue, should also follow the Governments Guidelines on cleaning and safe distancing.

**Members are reminded that all those training are required to hold current BAB Member Registration, which includes insurance and Clubs must also hold current Venue Registration**



### Guidance to Associations and Clubs

- Ensure that all BAB membership and Venue memberships are up to date.
- Appoint a “COVID-19” Officer (Attachment 5).
- Carry out Standard Risk Assessment (Attachment 3).
- Carry out COVID-19 Risk Assessment (Attachment 4).
- Complete and return the Club Declaration Form to the BAB Secretary by post or email. (Attachment 7)
- Check that no one trains who is showing symptoms of coronavirus or has been in contact with someone suffering from the illness ( Clubs should purchase an infra-red thermometer) Log that it has been done on the track and trace form (Attachment 6)
- Instructors are to be aware that they will need to bear a responsibility for ensuring best practice.
- Ascertain whether your venue(s) whilst possibly re-opening, are accepting outside lettings or those involving contact sports.
  - A key issue is the possible reluctance of venues to re-let their facilities because of the need to maintain control over cleaning/hygiene standards, particularly schools.
  - Explain what Stage we are in 2,3 and whether contact is taking place.
  - Also be aware that some venues may charge a premium for say hygienically treating an area used for contact activity before letting it to another group?
- Develop Advice to members on how they might safely access the Venue where training takes place.
- Spectators / Parents access only to be permitted when safe distancing from the mat can be maintained and masks are worn in line with Government Guidelines. Note the spectators are included in you maximum numbers if they stay.
- Ensure that all Guidelines are applied to Spectators / Parents / Carers including the track and trace forms.
- Ensure all first aiders have read the latest guideline (Attachment 8)
- Ensure no sharing of weapons
- Members to wash hands or use hand sanitiser before and after training
- Ensure mats are cleaned, after training using a suitable agent, ( mats should also be cleaned prior to training for those sharing mats with other groups)



# British Aikido Board

## Attachment 1

- Avoid taking cash payments where possible.
- Avoid “Shouting Excessively” when instructing to reduce droplet transmission.
- Consider whether those Over 70 years. can/should/will want to practice
- Those clubs facing financial hardship should contact the BAB Secretary, via the website, for advice on possible sources of grants/funding.
- Remember that the Government Guidance may vary between the 4 Nations.
- Stage 2 enables clubs to provide training in pods of up to 15 within the 2 meter social distancing guidance.
  - This is solely for the use of handheld aikido weapons (of a length greater than 1 meter)
  - During this Stage 2 there should be no direct personal contact or contact to clothing (Gi).
  - Coaches are considered part of the pod and should teach from a single specified location.
  - Individuals must only be part of a single pod at a venue. Individuals cannot be part of multiple pods

### Stage 3

An updated guideline will be issued when it is considered safe to move to Full Contact Training



### Guidance to Aikidoka Members

- Ensure that your BAB membership is up to date.
- Do not attend a Dojo if you are having any symptoms or have been in contact with someone who has tested positive for Covid-19.
- Recognise that individuals must also accept a level of responsibility towards others and themselves.
- Complete the Opt-In form, recognising the element of risk (Attachment 9).
- Agree in advance to follow guidance provided.
- Only use your own gi and weapons.
- Keep towels and water bottles and all personal possessions in your own kit bag.
- Only handle your own weapons, sanitising them before and after use.
- Use Hand Hygiene (Hand Sanitiser) or thoroughly wash hands on entering /leaving the Dojo.
- Aikido gi to be washed after each practice.
- Use of changing rooms to be avoided and showers not to be used. Where possible members should arrive wearing gi.
- Follow Government guidelines on the wearing of masks
- Complete the club track and trace form and agree to have your temperature taken. (Attachment 6). Comply with the decision of the club COVID-19 Officer if they decide you should not train.
- Follow the club venue access safety rules.
- Spectators / Parents / Carers; access only to be permitted when safe distancing from the mat can be maintained and masks are worn in line with Government Guidelines.  
*Note: the spectators are included in the maximum numbers if they stay.*
- Avoid paying for the class with cash where possible.
- If you are over 70 years you are in the high risk vulnerable category consider carefully if you should practice? You do so at your own risk

**If you display any symptoms after training  
contact your club COVID-19 Officer immediately.**

Your logo here

### RISK ASSESSMENT PROFORMA

Name of Club .....

Signature of Risk Assessor .....

Name of Risk Assessor .....

Date Risk Assessment carried out .....

Item No	Description	Yes	No	Action to be taken
1	Is the Ceiling an adequate height for safe practice?			
2	Are windows safe?			
3	Are there any doors opening onto the mat area?			
4	Do doors or windows have any projecting parts?			
5	Are any items around the Dojo securely held?			
6	Is the area around the mat free of obstacles?			
7	Is there a one metre clear area around the mat?			
8	Is there adequate lighting?			
9	Are the mats dense enough to absorb a breakfall?			
10	Are the mats secure and free of tripping hazards?			
11	Are the mats free of tears?			
12	Are the mats clean?			



Your logo here

**RISK ASSESSMENT PROFORMA**

<b>Item No</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Action to be taken</b>
13	Are blood spills cleaned with an appropriate cleaner?			
14	Are students advised to wear sport-safe glasses?			
15	Is all jewellery removed or covered?			
16	Are emergency exits clearly marked and free of obstructions?			
17	Do students know where the emergency assembly point is?			
18	Is a fire extinguisher available?			
19	Is First Aid equipment available?			
20	Are there fire and bomb procedures?			
21	Do all Instructors know the accident reporting procedures?			
22	Is the mat area large enough for the practising students? A guide is 2 sq. m. per person.			
23	Is there a procedure to monitor accidents?			
24	Is the class taught by qualified BAB Instructors?			
25	Are all weapons kept in a good and safe condition?			

**Have there been any accidents this year?** (Tick box)  YES  NO

If yes, please complete the following sheet.

Your logo here

**RISK ASSESSMENT PROFORMA**

<b>Reference Numbers from working sheet</b>			
<b>No</b>	<b>Date and details of follow-up action</b>		<b>Follow-up action signed off</b>
<b>Date</b>	<b>Accident Details</b>	<b>Avoidable?</b>	<b>Follow-up action</b>



# British Aikido Board

## Attachment 4

### COVID-19 RISK ASSESSMENT

N.B. This document is to be applied in compliance with the current BAB Risk Assessment Guidelines and Safeguarding Policy.

Travel	Ensure all members are aware of safe distancing requirements applicable to the various forms of transportation.	
Venue	Ensure safe distancing is provided, particularly in shared areas ( e.g. Sports Centres)	
	Ensure adequate signage/posters on <ul style="list-style-type: none"> <li>• Direction Signs ( possible one way routing)</li> <li>• Safe Distancing</li> <li>• Washing of Hands</li> </ul>	Inform members of possible one way working.
	Check Venue Guidelines, with particular reference to any cleaning requirements by Venue, Ventilation etc.	
	Avoid use of Changing Rooms and Showers	Where possible arrive wearing gi, covered by tracksuit. Shower when back home.
Dojo/Club	Ensure Club Leaders understand and will comply with Guidelines set by Government and the BAB	
	Also comply with any Guidelines issued by Member Associations	Some Associations may have additional requirements based on their form of practice e.g. some clubs incorporate an element of groundwork.
	Club COVID-19 Declaration Form to be completed and returned to BAB Secretary before resumption of training	
	Appoint a Coronavirus Officer to be responsible for ensuring compliance with all Guidelines and particularly safe distancing.	
	Ensure notification to members of resumption of training draws specific attention to all safeguarding requirements  Particular emphasis to be placed on members not training if they are displaying COVID-19 symptoms or who have been in contact, over the preceding 2 weeks with someone identified as having the virus.	



	Contact details to be recorded of all those practicing or visiting the Dojo to assist in tracing in the event of a participant proving COVID-19 positive.	Ensure latest mobile phone number
	Ensure Tatami are clean	If shared with other users, tatami to be cleaned before use
	Identify layout of Tatami area to provide for individual safe distancing	To ensure 2 metre spacing at all times a 4sq metre would be required per person. If members wishing to train exceeds spacing, consider running 2 reduced period sessions.
	Ensure Instructor, holding current BAB coaching qualification available to lead training.	List of Instructors available on BAB website
	Identify area for Instructor to demonstrate and monitor class from a static position.	
	Ensure Spectators/Parent are located at safe distancing from tatami. This means a minimum of 2 metres from the edge of the tatami.	If not possible then advise them to wait elsewhere
	Tatami to be cleaned at end of training session. In the case of clubs sharing tatami with other clubs, the tatami are also to be cleaned before training	
	Implement procedure to avoid Cash Handling	Where bank transfers or Standing Orders are not appropriate leave basket out for members to place enveloped mat fees etc.
	Ensure qualified First Aider is present and the first aid kit fully stocked.	IF not available within the Club then ensure that the Venue has a qualified first aider present.
	Consider using an infra-red, non-contact thermometer to check members wishing to train	
	Be ready to modify arrangements in the light of guidelines issued by Government and BAB	In extreme circumstances this might require the suspension of training.
Individual Members	All members to- Hold current BAB registration ( including insurance)	BAB normal monthly returns will operate.
	All members to complete a COVID-19, Acceptance of Risk, Opt-In Form before practicing	To be retained by Club
	Ensure no one practices who is displaying coronavirus symptoms or has been in contact with an infected person.	

	Agree to complete track and trace contact details for each practiced session	Check to ensure current mobile number
	Agree action to be taken in the event of someone becoming unwell during training	Isolate the person, If possible call for someone to collect them Prepare to advice on all those who have been in contact with him/her
	Ensure those training wash hands or use sanitiser before and after training	
	All Gi to be washed after training	
	Ensure all Zori are clean and are worn to the edge of the tatami	
	All weapons to be cleaned with antibacterial wipes before and after training and NOT to be shared	
	Drinking Water and Towels are not to be shared and should be kept in members bags	
	Use tissues and rather than handkerchiefs and dispose of them in waste bins. Do NOT keep a used tissue inside your gi.	
	Face Masks to be worn in compliance with any government requirements and direction from the CCOV-id-19 Officer	
	Whilst some participants may be families or friends sharing accommodation, they are required to comply with the safe distancing guidelines applicable to all members.	



# British Aikido Board

Attachment 5

## COVID-19 – Club Officer

To ensure that our return to aikido is as safe as possible, it will be a requirement for all clubs and associations to nominate a COVID-19 Officer.

### For clubs, the COVID-19 Officer must:

- Be a member of the BAB
- Be clearly named on any club website and communicated to all participants.

It is expected that most club committees will appoint an existing committee member or coach to act in this role. If the COVID-19 officer is not present during a club session it is expected that another club official will be appointed to fulfil these responsibilities for the duration of the club session. For example, this can be the coach or the welfare officer.

### Key Responsibilities of the COVID-19 Officer should include:

#### Guidelines

- Keeping up to date with changes in local government guidance and BAB / Home Nation guidelines.
- Ensuring that the measures within the published guidelines and any subsequent updates are implemented and communicated to all participants as appropriate.
- Working with facility/venue operators to support the implementation of any additional guidelines specific to the facility/venue.

#### Risk Assessments

- Working with the coaches, welfare officer and club committee members to create the “Cronavirus Risk Assessment”
- Signing off the elements of the “Cronavirus Risk Assessment” which relate to COVID-19 measures.
- Regularly reviewing the Cronavirus Risk Assessment – minimum on a monthly basis and in response to any change in guidelines issued by Home Nation Government/BAB.
- Ensuring that there are protocols for signing-off individual session risk assessments and that these are retained for insurance purposes.

#### Communications

Be the first point of communication with BAB/Home Nations, facility operators and club members in relation to COVID-19 issues and risks.





# British Aikido Board

## Attachment 5

### Club Protocols: establishing, communicating and executing club/session-specific protocols for:

- hygiene
- the use/management of equipment
- the monitoring of social distancing practices in the club – including movement/flow of people and use of changing and toilet facilities
- Maintaining current contact details of those attending each training session ( current mobile number)
- Check that no one trains who is showing symptoms of coronavirus or has been in contact with someone suffering from the illness, Clubs should purchase an infra-red thermometer and record the temperature on Club COVI-19 Trace Form.
- Ensure maintenance of current safe distancing requirements. At the present time this will require as minimum -
  - The allocation of 2 metres squared per person
  - A separate location being identified for the Instructor to teach from a static position.
  - Ensure individuals are training in a suitable pod number of 15
- Ensure no sharing of weapons
- Members to wash hands or use hand sanitiser before and after training
- Ensure mats are cleaned, after training using a suitable agent, ( mats should also be cleaned prior to training for those sharing mats with other groups)
- Spectators/Parents access only to be permitted when safe distancing from the mat can be maintained and masks are worn and number are considered at part of the pod.





# British Aikido Board

Attachment 6

## COVID-19 Club Session Track & Trace Form

*A new form should be used at each session to ensure up to date.  
( fever temperature for COVID-19 is 37.8C or greater )*

Club Name:

Date:

Number	Name	Mobile/Home	Temp Check	No COVID Symptoms
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				







# British Aikido Board

Attachment 7

## Coronavirus (COVID-19)

### CLUB DECLARATION FORM

To ensure the safety of all those practicing Aikido within the BAB all member Clubs are required to comply with Guidelines issued by the following in respect of safe distancing, health and hygiene-

- Government Guidance( including those issued by the UK and 3 Devolved Administrations)
- Public Health Guidance
- BAB Guidance

On behalf of the .....(Club Name),  
I confirm that we will comply with all Guidelines issued in respect of coronavirus, by the above bodies.

.....  
(Name)

.....  
(Signature)

.....  
(Club Position)

.....  
(Association)

.....  
(Date)

**Completed form to be returned to; BAB Secretary, 6 Halkingcroft, Langley, Slough, Berks, SL3 7AT**  
**Email Address [babsecretary@bab.org.uk](mailto:babsecretary@bab.org.uk)**



## COVID-19 - Guidance for Club First Aiders

*New guidance from the Health and Safety Executive (HSE) has been introduced to help ensure the safety of first aiders and their patients, from using additional Personal Protective Equipment (PPE) and changes in guidance surrounding rescue breaths.*

### **Review your club's first aid needs assessment:**

You'll know your club/venue's first aid needs best and you should start by talking to your venue manager and your designated first aiders. It may be necessary to refresh training (where applicable). Review your equipment and ensure that you have what you need to help treat casualties on your site, as well as what you may need to consider to minimise the risk of infection transmission.

### **Implement guidance for first aiders:**

The 3P model is crucial when treating a patient; preserve life, prevent worsening and promote recovery.

Social distancing is now key in reducing the rate of transmission and this should also be followed when treating a casualty (where applicable) however, treating the casualty properly should be your main concern.

If you can, try to assist at a safe distance from the casualty to minimise the time sharing the same breathing zone.

Where possible, ask the casualty to do things for you, such as bandaging or elevating a limb to reduce swelling – ensuring you maintain a safe distance.

When preserving life, one of the most notable changes to the HSE guidance includes changes to the way in which CPR is administered.

These include; using a covering such as a cloth or a towel to cover the casualty's mouth and nose before starting CPR and, where possible, to use the following pieces of PPE to reduce the transmission of potential virus particles:

- A fluid-repellent surgical mask
- Disposable gloves
- Eye protection
- An apron or other suitable covering



# British Aikido Board

## Attachment 8

You must not give rescue breaths and should instead focus on chest compressions only.

When preventing the casualty from getting worse, you should call 999 immediately if you suspect a serious illness or injury. It's important to tell the call handler if you suspect the patient has any symptoms of Covid-19.

Remember to use PPE when treating the patient and minimise the time you share a breathing zone where possible.

After delivering first aid, all items should be disposed of or cleaned thoroughly as appropriate. First aiders should wash their hands for a minimum of 20 seconds with soap and water or an alcohol-based hand sanitiser (minimum 60% alcohol content) as soon as possible after aiding of the patient has ceased.

Please note: Guidance is being updated regularly and you should always check HSE advice on this topic: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>





# British Aikido Board

Attachment 9

## COVID-19 Acceptance of Risk - Opt In

I recognise that as a participant in aikido training I am fully aware and accept the inherent risks involved in undertaking contact activities such as aikido including the potential to contract or pass on coronavirus/COVID-19 and will comply with safety measures as directed by my coach/club/association.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Club)

\_\_\_\_\_  
(Association)

\_\_\_\_\_  
(Date)

