



Coronavirus (COVID-19) is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.

During the COVID-19 pandemic it is essential that the Students & Dojo is protected to minimise the risk of the infection spreading. This monitoring checklist is designed to be used to ensure on-going compliance with current guidance on protecting your school in the Dojo during the COVID-19 pandemic.

- Reviewing health and safety performance is an important part of the process of continual improvement.
- It will help organisations establish whether their health and safety principles are embedded as a natural part of day to-day operations.
- It is of vital importance that all personnel are clearly informed and following the site-specific procedures with reference to COVID-19.
- The monitoring checklist can be amended with additional comments to ensure it aligns with your own Dojo policy.

Dojo Name		System/s			
Location		Instructor		Date	

Overview

During the Coronavirus (COVID-19) pandemic it is essential to protect the students/instructor at the dojo to minimise the risk of the infection spreading. The points below identify the significant areas that should be regularly monitored.

What needs to be done?

Work through the checklist, ensuring that each point is actioned, where appropriate, in order to ensure on-going compliance with both established and additional procedures

When Traveling to the Dojo		Yes	No	N/A
1	Are all students being regularly briefed on the criteria for deciding whether to travel to the dojo or not (for example, if someone falls ill, social distancing or self-isolation)?			
2	Are records being kept up-to-date, where students have fallen ill or are in self-isolation?			
Travel for Training		Yes	No	N/A
3	Are students being informed of the recommended ways of travelling to and from the dojo on an on-going basis?			
4	Are the additional arrangements for vehicle and bicycle parking adequate?			
Dojo access and egress		Yes	No	N/A
5	Are all non-essential visitors being stopped?			
6	Are the staggered start and finish times reducing congestion at access and egress points to acceptable levels?			
7	Are the additional dojo access and egress points reducing congestion to acceptable levels?			
8	Are students being briefed regularly on the importance of social distancing when entering and leaving the site?			
9	Are the facilities for hand washing when entering and leaving the dojo being used?			
10	Is enhanced cleaning at touch points in access and egress areas being completed?			
11	Building owners - Are site deliveries being managed properly in order to ensure social distancing measures are being complied with?			
General measures		Yes	No	N/A
12	Are there now restricted numbers of students attending class, and do classes comply with social distancing measures?			
13	Is the class being updated on a regular basis to ensure it meets current site operating procedures?			
14	Are the enhanced, site-wide cleaning procedures being completed as planned?			
15	Are the enhanced cleaning procedures for equipment being used by more than one person being completed as planned?			
16	In order to comply with social distancing measures, are areas with marked flooring still in place and legible?			
17	Are all students being briefed on site-specific social distancing measures on a regular basis?			
18	Have all applicable lessons been rearranged to enable and maintaining social distancing measures of two metres?			
19	Are all lessons where paired training is necessary be supplemented or set training partners for the foreseeable future being risk assessed?			
Hand Washing		Yes	No	N/A
20	Are students taking additional breaks to facilitate hand washing			
21	Are the additional hand washing facilities able to be put in place or are used?			
22	Are hand washing facilities being checked, cleaned and topped up on a regular basis?			

23	Are all students following hand washing procedures (for example, a minimum 20 second duration)?			
Toilet facilities		Yes	No	N/A
24	Are the restrictions on the number of students using the toilet facilities at any one time?			
25	In order to comply with social distancing measures, are areas with marked flooring still in place and legible?			
26	Are the enhanced toilet cleaning measures being completed as planned?			
27	Are personnel washing or sanitising their hands both before and after using the facilities?			
Building Owners only - Canteens and rest areas		Yes	No	N/A
28	Are the restrictions on the number of students using the canteen and rest areas at any one time training?			
29	Is capacity of all canteen and rest area facilities being displayed?			
30	Are the staggered break times reducing congestion in the canteen and rest areas to acceptable levels?			
31	Are students bringing in their own food in order to reduce canteen staffing levels?			
32	Is the canteen providing pre-prepared or wrapped food in order to promote social distancing?			
33	Are the enhanced toilet cleaning measures being completed as planned (with particular focus on touch points, tables, kettles, refrigerators and microwave ovens)?			
34	Are the facilities for the disposal of rubbish being emptied on a regular basis?			
35	Are students washing or sanitising their hands when entering and leaving these areas?			
Changing facilities, showers and drying rooms		Yes	No	N/A
36	Are the restrictions on numbers of students using the facilities at any one time working?			
37	Is the capacity of the facilities being displayed?			
38	Are the enhanced cleaning measures being completed as planned? He staggered start and finish times reducing congestion at access and egress points to acceptable levels?			
39	Are the enhanced cleaning measures being completed as planned?			
First Aid and emergency response		Yes	No	N/A
40	Are there additional resources in place (for example, first aiders and trauma equipment)?			
41	Are there suitable first-aid risk assessments in place that cover the potential breach of social distancing guidelines?			
42	Do the muster (assembly) areas comply with social distancing guidelines?			
Communication, documentation and monitoring		Yes	No	N/A
43	Are all relevant systems and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?			
44	Are all relevant contractor systems and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?			
45	Are all students being briefed on site wide areas of change?			
46	Are all relevant personnel, affected by changes to specific activity risk assessments and method statements, being briefed?			
47	Are all Dojo briefing records up-to-date and correct?			
48	Are all training procedures being followed?			
Comments				
IMAS Health & Safety / Compliance Officer		Form Approved on :		
Dave Baker FAMAS, PCQJ		June 2020		