

Risk assessment

Company name: Eduskate Ltd

Assessment carried out by: Joshua Ward-Brickett

Date of next review: 11/09/2020

Date assessment was carried out: 11/07/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Inadequate staff competence and experience	<ul style="list-style-type: none"> <li>Instructors</li> <li>Students</li> <li>Visitors</li> <li>Vulnerable groups – (those with existing underlying health conditions)</li> </ul>	<ul style="list-style-type: none"> <li>Specific skateboard instructor qualifications are not required (as no governing or skateboard instructing qualification body currently exists) but all instructors will have extensive experience leading and teaching group and 1-2-1 skateboard lessons.</li> <li>All instructors abide by the Eduskate high code of conduct for behavior and practices. All staff and instructors are recruited safely, ensuring all necessary checks are made. All employees have an enhanced DBS check and provide references.</li> <li>All instructors will have completed the Eduskate instructor training program, lesson shadowing hours, and equipment training</li> <li>All instructors will be First Aid and Child Protection in Education qualified</li> </ul>	Weekly team training sessions conducted online	Managing Director and Operations Manager	Per week	Per week
Insufficient risk assessment and management planning	See above	<ul style="list-style-type: none"> <li>All risk assessments are created especially for the activity being assessed and reviewed regularly.</li> </ul>	Review risk assessment	Managing Director and Operations Manager	11/09/2020	
Injury resulting from falling off the skateboard	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Adequate support and guidance are given to all participants, especially to beginner boarders.</li> <li>Group members skate in the correct direction and leave plenty of space between them and other participants.</li> <li>Group members skate at a speed which is safe and appropriate for their level of competence.</li> </ul>	Weekly team training sessions conducted online	Managing Director and Operations Manager	Per week	Per week

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		<ul style="list-style-type: none"> <li>Group members only try new skills which are safe and appropriate for their level of competence.</li> <li>Group members skate in a sensible, controlled manner and are respectful of other skaters around them.</li> <li>Group members wear adequate clothing and safety equipment.</li> <li>The area used for the skateboard lessons is checked prior to the lesson to identify any potential hazards.</li> <li>Appropriate action is taken to remove or avoid any hazards identified in the area check prior to the lesson.</li> </ul>				
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>Instructors</li> <li>Students</li> <li>Visitors</li> <li>Vulnerable groups – (those with existing underlying health conditions)</li> </ul>	<ul style="list-style-type: none"> <li>All bookings and payments are done online</li> <li>All lessons are taught outdoors</li> <li>Lessons are limited to 5 participants from different households per instructor</li> <li>Hand washing facilities with soap and water in place – School's toilet facilities</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> <li>Continuing to review work schedules including start and finish times/shift patterns to reduce number of instructors on site at any one time. Also relocating instructors to other lessons.</li> <li>Redesigning lesson process to ensure social distancing is in place – no physical contact.</li> <li>Ensuring sufficient rest breaks for instructors.</li> <li>Conference calls to be used instead of face to face meetings for staff and instructors.</li> <li>Management staff work from home full time.</li> <li>Our calendar system tracks all instructor lessons and customers (including names, phone numbers, postcodes and email addresses).</li> </ul>	<p>Weekly team training sessions conducted online</p> <p>An adequate supply of gloves and gel sanitisers will be provided.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on a lesson the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>If an instructor becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p>	<p>Managing Director and Operations Manager</p> <p>Managing Director and Operations Manager</p> <p>Managing Director and Operations Manager</p> <p>Managing Director, Booking coordinator and Operations Manager</p>	<p>Per week</p> <p>Assessed weekly in team meeting. Distributed where needed</p> <p>As soon as practically possible on discovery</p> <p>Immediately on discovery</p>	<p>Per week</p> <p>Per week</p>

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		<ul style="list-style-type: none"> <li>Instructors wear gloves and face coverings at all times while traveling to and from lessons.</li> <li>Instructors wear gloves at all times while conducting lessons.</li> <li>Where requested instructors wear face coverings at all times while conducting lessons.</li> <li>Instructors maintain social distancing on all lessons.</li> <li>Group members maintain social distancing at all times and are respectful of others around them.</li> <li>If anyone becomes unwell or displays symptoms (such as a cough or a high temperature) on a lesson, all participants will be sent home and advised to follow the stay at home guidance.</li> </ul>	<p>Instructors will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Adequate support and guidance are given to all participants regarding the social distancing rules.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff and instructors are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Staff and instructors to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Managing Director and Operations Manager</p> <p>Booking coordinator and instructor</p> <p>Booking coordinator and Operations Manager</p> <p>Operations Manager</p> <p>Operations Manager</p>	<p>Done</p> <p>At the time of booking and at the start of each lesson</p> <p>Per day</p> <p>Per day</p> <p>Per day</p>	<p>01/06/2020</p>
<p>Insufficient briefing of group members</p>	<ul style="list-style-type: none"> <li>Instructors</li> <li>Students</li> <li>Visitors</li> <li>Vulnerable groups – (those with existing underlying health conditions)</li> </ul>	<p>Instructors will ensure that all group members are briefed regarding:</p> <ul style="list-style-type: none"> <li>The rules and safety procedures set for lessons (e.g. maintain social distancing at all times, how to stop and step away from the skateboard safely, how to control their direction and avoid collisions and how to skateboard together in public safety).</li> <li>The behaviour expected and required (e.g. maintain social distancing at all times, no deliberate collisions, no bad language or disrespectful behaviour of any kind. Any</li> </ul>	<p>Adequate support and guidance are given to all participants regarding the social distancing rules.</p> <p>Adequate support and guidance are given to all participants regarding the equipment:</p> <ul style="list-style-type: none"> <li>- Use you your own equipment where possible</li> <li>- Encouraging people to buy their own equipment</li> </ul>	<p>Booking coordinator and instructor</p> <p>Booking coordinator and instructor</p>	<p>At the time of booking and at the start of each lesson</p> <p>At the time of booking and at the start of each lesson</p>	<p>At the time of booking and at the start of each lesson</p>

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		<p>disrespectful behaviour will result in immediate exclusion from the lesson)</p> <ul style="list-style-type: none"> <li>• How to improve their skills, learn new skills, and gain confidence and competence safely (e.g. do not try anything you not been shown how to do properly and safely, do not attempt to hold or support anyone)</li> </ul>	<p>(advising of instore discounts we have arranged with the local skateboard shop on Gloucester Road)</p>			