



# **WELSH BUSHI-KAI KARATE ASSOCIATION**

WBK COVID-19 Policy & Procedures

January 2022

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**NOTE:**

**This is a working document and will be updated regularly to work in line with Welsh Government Guidelines.**

<https://gov.wales/coronavirus>

# 1. Introduction

*The Welsh Bushi-Kai (WBK) will maintain a safe and supporting environment for our students to learn karate. It is essential that the WBK instructors, students, families and friends adhere to the WBK COVID-19 Rules and Procedures that the association set out in this document. This document outlines how our clubs will reopen and how clubs will run going forward.*

**This is a live document that will be reviewed by the WBK COVID-19 Lead alongside Club Instructors and the WBK Executive Committee in conjunction with other Welsh Government (WG) Guidelines as the situation develops.**

The WBK Chairman, Jordan Hopkins, is the WBK COVID-19 Lead for the association.

1.1 It is essential that individuals including instructors, students, and parent/guardians of the WBK are to monitor themselves for any signs of the virus, as well as their general health.

1.2 Guidance is constantly changing regarding the Sport, Recreation and Leisure sector. We will publish updates via the WBK website and WBK social media platforms; keeping our community up to date.

1.3 The WBK appreciates that not everyone will have the ability to restart as the restrictions still make it too difficult to do so. Also, the WBK appreciates that individuals may not feel ready to return to the dojo yet and we will support each individual's decision. We hope that our in-depth planning and implementation of these plans will encourage all our members to return to training.

1.4 The WBK Clubs and Instructors will always adhere to the principles of safeguarding people's health and adhering to the very latest regulations set out by WG regarding health, social distancing, and hygiene.

1.5 Outline of Principles/Procedures to be implemented:

- Measures to maintain health, hygiene and safety
- Measures to minimise exposure
- Provision of guidance information
- Regard to Welsh Government Guidance
- Risk Assessments

1.6 WBK Admin Principles & Procedures:

- Licenses & Insurance
- Risk Assessment
- Duty of Care
- Good Record Keeping
- Safeguarding
- Follow GDPR protocols
- Reviewing & Updating

**The advice contained within this document is not definitive, as this is an ever-changing situation. The WBK will always refer to the most recent Welsh Government Guidelines.**

## 2. COVID-19 INFORMATION

### Key facts from the Government on COVID-19:

2.1 COVID-19 is a highly contagious virus that can spread from person to person easily.

2.2 COVID-19 most commonly spreads:

- through the air as an aerosol
- through the air by droplets
- by direct contact with an infected person
- by direct contact with a contaminated surface

2.3 Places where people come into close contact with others, and places where ventilation is poor meaning that stale air is not removed and fresh air is not introduced, giving coronavirus the opportunity to build up are particularly risky:

- indoor places where ventilation is poor
- indoor places where people are together for a long time
- any place, particularly indoors, where people have close contact with others
- any place, particularly indoors, where people are breathing heavily close to others or over extended periods, such as through strenuous exercise, loud singing, chanting, or shouting, coughing or sneezing (this is because an infected person can spread droplets over a larger area).

2.4 Vaccines have been developed and taken up by the vast majority of the population in the UK. WG continue to lower age ranges that are eligible for vaccinations. Booster vaccinations are being offered to all adults from December 2021.

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

- a high temperature: this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste: this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

2.6 Any Instructors, Students, and Parents/Guardians who has, or suspects they have any of the symptoms MUST not attend a WBK Club and try to participate in training. If a person has or suspects they have any of the symptoms, they must follow the most recent WG guidance – get tested and self-isolate.

2.7 It is vital that everyone follows the WG Guidelines on Track, Trace & Protect 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:

<https://gov.wales/get-tested-coronavirus-covid-19>

### 3. GOVERNMENT & GENERAL ADVICE

Welsh Government Coronavirus Guidelines <https://gov.wales/coronavirus>

There are several other websites you might find helpful, covering various aspects linking to COVID-19. Please find below some important links linked to COVID-19 within the Sport, Recreation and Leisure Sector (Click on the links to access).

#### 3.1 Government Cleaning Advice

<https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

#### 3.2 Sport Wales - [www.sport.wales](http://www.sport.wales)

#### 3.3 Welsh Sports Association - <https://wsa.wales/>

#### 3.3 Mental Health Advice from MIND

<https://www.mind.org.uk/coronavirus-we-are-here-for-you/>

### 4. SAFEGUARDING HEALTH

The WBK recommends the following principles to combat the COVID-19 pandemic. All WBK Clubs and Instructors should adhere to these principles in all matters relating to the operation of clubs and training sessions.

4.1 WBK Clubs must ensure all activity adheres to the WG Guidelines regarding health, travel, social distancing, and hygiene.

4.2 WBK Clubs must always put safety first, minimising the risk of infection/transmission.

4.3 Thorough risk assessments must be undertaken, and appropriate implementation plans put in place to ensure participants, instructors, and visitors to the WBK Clubs are protected and informed.

4.4 The WBK and our Clubs must communicate clearly and regularly with our community in advance of returning to training, setting out what we are doing to manage risk and what advice we are giving to our instructors, students, families and friends.

4.5 WBK Clubs must put in place measures that can adapt to changing guidance and possible further restrictions.

4.6 The WBK COVID-19 Policy and Procedures are working documentation to allow for change, ensuring we continue to meet WG Guidelines.

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

**The WBK COVID-19 Lead, has the responsibility to close any WBK Club if they are failing to adhere to any of the WBK COVID-19 Policies, Rules & Procedures.**

## 5. WBK CLUBS – Alert Level 2

The Welsh Government has published guidance of Alert Level 0 for Business, Employers and Organisations. Please find more information via the link below:  
<https://gov.wales/alert-level-0-guidance-employers-businesses-and-organisations.html>

### **Steps WBK Clubs will implement for Alert Level 2:**

5.1 All venue owners or tenants are obliged to conduct a full COVID-19 Risk Assessment on their premises and from that assessment, implement plans, procedures and measures to protect their facility users.

5.2 A COVID-19 Risk Assessment should be completed by the venue, updating their procedures for Alert Level 2.

5.3 The venue owners/staff must share their plans with all facility users in advance.

5.4 WBK Clubs will conduct their own COVID-19 Risk Assessment on the premises, using the WBK COVID-19 Risk Assessment. Each Club may slightly differ in details included in each Risk Assessment to suite their sessions and venue restrictions.

5.5 Each Club instructor must share their Risk Assessment with the venue owners/staff. Ensuring that our procedures and measures are consistent with their planning, procedures and measures. Each Club Instructor must share all Risk Assessments and Implementation Plans with the WBK COVID-19 Lead.

5.6 WBK Clubs are follow the WG Guidelines for Sporting Activities indoors and outdoors.

**WBK Instructors must have all WBK COVID-19 Documents and Procedures in place prior to opening. Failure to adhere the WBK COVID-19 Policy will put the Club and its community in risk.**

**The WBK COVID-19 Lead, has the responsibility to close any WBK Club if they are failing to adhere to any of the WBK COVID-19 Policies, Rules & Procedures.**

## **6. CONDUCTING THE WBK COVID-19 RISK ASSESSEMENT**

### **WBK Aims:**

- 6.1 Identify significant risks.
- 6.2 Identify controls required to comply with most recent WG Guidelines.
- 6.3 Ensure that the WBK Rules, Procedures and Measures remain appropriate and meeting most recent WG Guidelines.

### **WBK Risk Assessment Methodology:**

- 6.4 Recognise that the hazard is COVID-19 related.
- 6.5 Assess the person's potential exposure to the hazard.
- 6.6 Put in place Risk Controls/Measures.

### **WBK Risk Assessment recognises:**

- 6.7 The virus is spread in minute droplets that are expelled from the body through sneezing, coughing, talking, and breathing.
- 6.8 The virus can be transferred to the hands and from there to surfaces/objects.
- 6.9 It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).
- 6.10 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.

## 7. WBK COVID-19 RISK ASSESSMENT TEMPLATE



# Welsh Bushi-Kai Karate Association

## COVID-19 Risk Assessment

<b>WBK CLUB NAME:</b>	
<b>WBK CLUB INSTRUCTORS:</b>	

<b>CLUB VENUE:</b>	
<b>CLUB DAYS:</b>	
<b>CLUB TIMES:</b>	

<b>RISK ASSESSMENT COMPLETION</b>	
<b>SIGNATURE:</b>	
<b>COMPLETED BY:</b>	
<b>DATE OF COMPLETION:</b>	

- The WBK COVID-19 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 students and instructors from the COVID-19 hazard.
- The control measures from this risk assessment should then form the basis of the WBK COVID-19 Implementation Plan that clubs should complete and share with their instructors, students and parents/guardians.
- Each Risk Assessment will be reviewed regularly to ensure the Risk Controls/Measures are effective in use.
- We will also take note of any changes in Welsh Government Advice/Guidelines that might change this risk and/or controls/measures required.

### Review Dates & Signature

Review Date	Signature	Comments



## WBK COVID-19 Risk Assessment

The WBK COVID-19 Risk Assessment identifies the risks posed by COVID-19 to our club activities and identifies the Controls/Measures this WBK Club is putting in place to protect its Instructors, Students and Parents/Guardians from the COVID-19 hazards whilst attending our Karate Training.

Identified Risks	Control Measures (Add more rows and detail as needed)	Check
Members unaware of new Covid-19 risks and procedures.	Pre-Class Communication – via Social Media Platforms, Website and Messaging Groups.  Instructors to ensure all members and parents/guardians understand and follow the new rules and procedures. A designated person will be sitting outside the dojo helping to implement the changes. If Instructors speak with members/parents/guardians, they must wear PPE to hold any conversations, especially in public areas of the facility/premise.	
Too many people attending the session.	Students will attend specific session times. Each session will be divided into age groups and/or grades. To avoid overcrowding, spectators will not be permitted to attend training sessions (this includes parents/guardians). Maximum number of students per session will be 30 indoors and 50 outdoors. 5 to 10 Minute period allocated between sessions to allow exiting and entrance to avoid overcrowding.	
Members risk infection travelling to/from the Class	Suggest walking, cycling, private car rather than public transport. People should only travel in household groups. If using public transport, PPE must be worn.	
Members Bags and Pads cause additional areas for transfer of virus	Students are allowed to bring their Bags and pads. Students are not share bags or personal equipment with anyone else (unless from the same household). Whenever possible – ensure anything brought to the club it is wiped down thoroughly before coming into the venue and the dojo.	
Members need water	Members bring their own labelled Water Bottles. Ensure there is no sharing of bottles (unless from the same household).	
Members arrive with contaminated hands	All participants to be advised to wash hands at home prior to leaving. Instructors, Students and Parents/Guardians will be instructed upon arrival to use hand sanitiser before they can further enter the venue and the dojo. Provide Hand Sanitiser Gel; on entry, within the dojo and on exit (Sanitiser Gel to be over 60% Alcohol).	
Members are confused by new layouts	Provide Signage to assist instructors, students and parents/guardians, and/or add Warning tape to floors. In the dojo, a clear format will be arranged using mats to indicate individual areas for instructors and students.	
Ventilation	Windows are to open during training sessions. Venue staff to ensure facility is ready prior to entry. Instructors to check windows are open to ensure training area is ventilated.	
Doors to the Dojo spread contamination	Doors remain open to avoid touching. Also, adding ventilation to the dojo.	
Changing rooms and toilet facilities increase infection risk	Members come ready dressed to train. Instructors will control the number of students entering changing rooms/toilet facilities.	
Social Distancing measures	Instructors, Students and Parents/Guardians are to maintain safe distance where possible. WG Advices to maintain a 2-metre distance as much as possible, with those outside of your household. Instructors are implemented social distancing as much as possible within each session and ensure it adhered to in public areas of the venue/premise.	

Venue Capacity	Instructors are to ensure that session capacities are sensible and avoid overcrowding. Sessions are to allow students to safely distance from each other as much as possible and have as little contact as possible.	
Contact Training	Students are permitted to take part in contact training. Blocks, Pad work and Kumite (Sparring) will be included as contact training. Instructors should limit the amount of contact training per session.	
Members with higher risk and/ or with underlying health conditions	Instructors, Students and Parent/Guardians that are vulnerable or have underlying health issues will be asked to inform the Club Instructor of the vaccination status, are maintain social distancing and wear PPE (if appropriate).	
Spectators bring additional risks to students/instructors	Exclude all spectators from classes.	
Family Members	Family members can train together in household groups but will not be able to spectate.	
Mats/Floors are infected	Floors are cleaned by venue staff, before and after every class. Instructors will also spray and disinfect mats on a regular basis.	
Spillages on floor	Spillages are to be cleaned immediately.	
Use of Pads/Equipment	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission. Equipment must not be shared between different household groups during session.	
Touching surfaces occurs	Hand Sanitiser Gel will be available before, during and after a class. Scheduled cleaning breaks when can be implemented if necessary.	
PPE is requested	Instructors & Members can wear masks and/or gloves if they choose to but it is advised that they provide their own. Disposable masks and gloves will available if requested.	
Members leaving increases contact risks	Each Instructor and Student to use hand sanitiser on leaving the dojo and venue. Students must take all of their possessions with them. Students to leave immediately.	
Student's parent/guardian is late picking up	Students awaiting to be collected will remain inside the dojo with the instructors. Following safeguarding procedures.	
Leaving behind contamination	Mats/Floors are cleaned. Pads/Equipment are wiped clean as per cleaning regime. Any water bottles left behind will be disposed of by the instructor/venue staff.	
Waste disposal	Separate bins provided for potentially infected material. Secure disposal at end of session.	
Instructor Track & Trace	Keep a list of names and contact details, in case of Instructor or Student infection.	
First Aid	First Aider to wear full PPE prior to attending to a person in need of aid. First aid incidents include accidents and injuries.	
Dojo Fees	Payments to be made via a contactless device/system. Cash payments will be accepted and hands to be sanitised on a regular basis.	
Face Masks/ Face Coverings	Students aged 11 years and over are to wear a face mask/face covering in any public area of the venue, for example entrances, exits, corridors, toilets etc. Parents bringing their child to karate must also wear a face mask/face covering. Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.	

## **8. COVID-19 FIRST AID PROCEDURES**

### **8.1 Introduction**

All WBK clubs have a duty of care to all participants taking part in Karate.

This responsibility does not disappear due to social distancing measures. WBK Clubs should adopt the following additional COVID-19 procedures for dealing with injuries in the training setting and that abide by WG social distancing and hygiene rules.

The WBK COVID-19 Implementation Plan contains these controls/measures to ensure the risk of COVID-19 being transmitted is reduced.

### **8.2 First Aiders**

WBK Clubs must have a qualified first aider at each training session.

### **8.3 Personal Protection Equipment (PPE)**

WBK Clubs must ensure they have face masks and disposable gloves available for anyone who is going to administer first aid. Once used these should be handled in a safe and hygienic manner to prevent any possible transmission and disposed of in a designated bin indicated by the venue staff.

PPE is to be worn when entering and exiting any facility. PPE can worn during training and it is up to each individual as to when they want to wear or remove their PPE.

**WBK Clubs will ensure they have numerous disposable masks and gloves available at every session.**

The club must ensure they have an up to date, well stocked first aid kit at all sessions (as normal practice).

### **8.4 Reporting an Injury:**

All injuries and treatment, however minor must be recorded in the club accident book/accident report form.

## 9. COVID-19 INCIDENT RESPONSE

If a WBK Club suspects somebody at their session may have the virus, or possibly starts to display symptoms, or in the event that a Club is informed that a previous attendee has received a positive test result – WBK Clubs will follow the steps below:

### 9.1 Keep Attendance Registers ensure all students have completed the WBK Track & Trace System:

- Easily identify who attended each session and ensure that contact details are up to date and easily accessible.
- WBK Clubs keep personal details secure in line with GDPR.
- In the case of children or vulnerable adults, the contact details are for a parent/guardian.

### 9.2 In the unlikely event that a student or anyone else within our training environment displays symptoms during a session:

- They are to stop immediately, leave the venue, self-isolate and book a PCR Test.
- All surfaces and equipment that the individual may have come into contact are to be thoroughly cleaned immediately.
- Club Instructors to make a note of the individual and the date/time of the incident.

### 9.3 Student that tests positive of COVID-19:

If the PCR result is positive, you must self-isolate from the day your symptoms started and for at least 7 full days. If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 7 full days. If you get symptoms while you're self-isolating, the 7 days restarts from the day after your symptoms started.

The NHS Wales Test, Trace, Protect service will contact you to give you advice on self-isolation. They will need to find out who you have been in close contact with recently. Read more information about [contact tracing](#).

You can leave self-isolation after 7 full days (on day 8 of your self-isolation period). On day 6 of your self-isolation period you should take a LFT and another test 24 hours later.

#### **9.4 Students that are deemed a close contact to a positive case of COVID-19:**

If you are a fully vaccinated adult or aged between 5 and 17 you do not need to self-isolate if identified as a close contact but you are strongly advised to:

- take an LFT every day for 7 days or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier
- take this daily test before you leave the house for the first time that day
- upload all tests results on GOV.UK even if negative or void. This helps improve our understanding of infection rates across the UK and helps inform how we manage the pandemic to keep people safe whilst keeping life as normal as possible

If you are 18 and over, and not fully vaccinated, you must self-isolate from the day you were last in contact with the person who tested positive for COVID-19 and for the next 10 days.

- You should also take a PCR test on day 2 and day 8. It is important that you take the tests even if you feel well as you may have COVID-19 even if you do not have symptoms.
- Even if these tests are negative, you should complete the isolation period. This is because if you have been infected, it can take time for symptoms to develop or to become infectious to others.
- If you are not able to be vaccinated for a clinical reason, you must self-isolate for 10 days, even if you get a negative PCR or lateral flow test result.

# 10. WHAT A COVID-19 SECURE KARATE SESSION COULD LOOK LIKE?

The WBK have adapted training sessions to ensure we operate safely under the WG COVID-19 Guidelines. Club Instructors will ensure that required measures will remain in place until latest guidelines state otherwise.

All measures are aimed to mitigate the possibility of transmitting the virus. WBK COVID-19 Control Measures are split into four categories, Prior WBK Training, During WBK Training, Post WBK Training and Review WBK Training.

## 10.1 Prior WBK Training:

- WBK Students are informed of COVID-19 Measures and Procedures prior to training.
- Session Times are adjusted to ensure there is efficient time between classes (if necessary). It would be advised to allocate 5 to 10 minutes between two classes, ensuring the first class can exit, cleaning procedures can take place and the next class can enter. Club Instructors must be strict on time management to avoid people entering the dojo at different times.
- Students are to book on to each session to monitor session numbers. 30 students indoors and 50 students outdoors per session (Instructors and assistant instructors are not included).
- Dojo Mats have been cleaned with disinfectant.
- Pads/Equipment have been cleaned with anti-bacterial spray/wipes.
- Signage erected (Venues should have signage in place). Club Instructors may want to add additional signage.
- Warning Tape/Floor Markings/Cones/ Barriers/ Safety Screens can be used.
- Students are to register their details via the WBK Track & Trace Form. The form is to be completed once and will be referred to through the COVID-19 Pandemic. Students details will not be made public and are stored on a secure document. The details will only be used by Club Instructors and the WBK Chairman/COVID-19 Lead.
- Students will be added to a session register for each training session, aiding to our Track and Trace procedures.
- Students aged 11 years and over are to wear a face mask/face covering in any public area of the venue, for example entrances, exits, corridors, toilets etc.
- Parents bringing their child to karate must also wear a face mask/face covering. Parents must keep face mask/face covering on when walking through the dojo to exit.
- Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.

## 10.2 During WBK Training:

- Students to arrive on time to each training session.
- Students to attend their training session ready dressed in their Gi and Obi (Karate Suit and Belt). For new starters/beginners appropriate sportswear to be worn.
- Students to bring own Water Bottle, preferably labelled.
- Instructors, Students and Parents/Guardians to adhere to the venue/dojo any one-way system and/or other systems within each venue.
- Hand Sanitising (upon entry and exit – and where possible available during a session).
- Everyone to maintain a safe distance where possible.
- Doors and windows (where possible) are to be kept open to maintain ventilation and to eliminate further touch points/surfaces.

- Dojo fees to be received via a contactless system (where possible) or Cash (hand sanitising completed regularly when handing money).
- Spectators are not allowed in WBK Dojo's.
- Students may choose to wear PPE; face masks and/or gloves. Students are to use their own PPE equipment. Disposable PPE (Face masks and gloves) are to be available at all training sessions.
- Session activity follows the WBK COVID-19 Risk Assessment.
- Contact Training is permitted – limited period during each training session.
- If any equipment is used, strict cleaning procedures are to be conducted after each person.
- Any spillages to be cleaned immediately.
- Use of toilets are allowed in accordance with venue procedures.
- Students are to minimise their contact with all surfaces as much as possible, if contact is made, students can use anti-bacterial wipes (supplied by the Club and/or venue).
- Where possible students are to clean their hands/sanitise their hands. Especially upon entry and exiting the dojo.
- Instructors and students are not required to wear face mask/face coverings once entering the dojo.
- Instructors and students may remain wearing their face mask for the duration of training, however may remove the facemask when/if training becomes intense.
- Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.

### **10.3 Post WBK Training:**

- Students must take all their possessions with them.
- Students are to use hand sanitiser upon exiting the dojo and venue.
- Students must leave the dojo and venue immediately once a session ends. Instructors must ensure that this is conducted in an orderly manner.
- Students who are awaiting a lift due to their transport being late are to wait at a designated area specified within the view of club instructors. Safeguarding procedures are followed.
- Mats/Floor are to be cleaned with a disinfectant prior to storing.
- Instructors, Students and Parents must wear face masks/face coverings when exiting the dojo.
- Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.

### **10.4 Review WBK Training:**

- Each WBK training session is to be reviewed to ensure best practise is achieved and to consistently adhere with WG Guidelines. If any modifications are made, they are to be implemented prior to the next training sessions, WBK COVID-19 documentation/WBK Clubs documentation are to be updated and instructors/students/parents/guardians are to be informed of the changes made prior to the next training session.
- If changes are made to specific WBK Clubs, Club Instructors must update the WBK COVID-19 Lead, and pass on any updated documentation.
- The WBK COVID-19 will constantly monitor the situation and will advise WBK Clubs on changes to WG Guidelines.

### **UPDATED INFORMATION – 01/01/2022**

**Policy, Procedures and Documentation updated to incorporate the new WG Guidelines and legal requirements that come in to force from 26/12/2021.**

## 11. SUMMARY

The Welsh Bushi-Kai will continue to monitor the ever-changing situation, advice and guidelines on the COVID-19 pandemic. The Welsh Bushi-Kai will consistently adapt and change its COVID-19 Policy, Rules, Procedures and Documentation in line with the most recent WG Advice and Guidelines.

The Welsh Bushi-Kai Community must work together to ensure we keep training environments safe, supportive and enjoyable. All instructors, students, family members and friends of the WBK can help us achieve this by understanding and following the details stated throughout this document.

**If anyone from the WBK Community have any queries/concerns regarding COVID-19 within our association, please contact the WBK Chairman/COVID-19 Lead, Jordan Hopkins.**