

# Risk Assessment

Risk assessment template based on the Health and Safety Executive model.

<b>Activity/Person/Location</b>	Dance classes – Covid 19 assessment
<b>Service Area</b>	
<b>Manager</b>	Nadim Mea
<b>Assessor(s) including employee representative</b>	Nadim Mea
<b>Date of assessment</b>	29 <sup>th</sup> September 2020
<b>Review date</b>	30 <sup>th</sup> October 2020

Resultant Risk Rating Please tick	
High	
Medium	
Low (normal)	X

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Catching the virus through airborne	Staff Members Visitors	Posters, social media and web information, instructing users that show signs of the virus not to use the site. Catch it, Kill it, Bin it posters across site and outside studio. Sanitising spray, hand towels and pedal bins in studio. Toilets, one in and one out system. No use of areas out of bounds. Lift out of use. No shouting, instructor the use of a MIC. <b>Use of mask when walking through building.</b>	Continue to follow Government guidelines for advice.			
Virus through touching items	Staff Members Visitors	Posters, social media and web information, instructing users that show signs of the virus not to use the site. Catch it, Kill it, Bin it posters across site. Sanitising spray, hand towels and pedal bins in studio.	Continue to follow Government guidelines for advice.			

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		<p>Safety measures in place when handling equipment.  Poster on display with general guidelines.  Maximum of 25 people in studio when exercising based on Government guidelines.  Deep cleans, daily in the morning.  Showers and changing rooms out of use. Those taking part to come already changed.  Poster encouraging washing hands regularly.  Encouraging users to spray down with anti bac spray after using equipment.  Sanitise hands before using the equipment.  Lockers out of use.</p>				
Physical contact	Staff Members Visitors	<p>No close contact work.  No facing each other whilst training under 2 metres.  Physical contact with anyone outside your household (a support bubble counts as one household) is not permitted.  Stay 2 metres apart from people.</p>	Instructors to manage.			
Arriving and leaving	Participants and Staff	<p>Arrive through reception, using socially distance measures, use sports corridor, ensuring to sanitise hands before pressing entrance buzzer.  Use stairs staying on the left hand side following directional arrows up. When leaving the exit using stairs staying on the</p>	Continue to follow Government guidelines for advice.			

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		<p>right hand side following directional arrows down.</p> <p>No congregating in foyer or car park or other parts of the building.</p> <p>Use hand sanitisers before entering and when leaving.</p> <p>Parents to drop off children and wait in cars or leave and pick up children later.</p>				
Track and Trace	Users	Parents to use NHS covid 19 app.	CG to check periodically.			
Taking part in activity	Staff Members Visitors	<p>To stay socially distanced whist dancing.</p> <p>Adapt routines to reduce heavy breathing and perspiration.</p>				
Ventilation	Staff Members Visitors	<p>Ventilation systems should provide 100% fresh air and not recirculate air from one space to another.</p> <p>Doors left open for allow further ventilation.</p> <p>Fans inside studio to help with air flow.</p>	Continue to follow Government guidelines for advice.			
Symptoms	Staff Members Visitors	<p>Poster on display outlining Government guidelines on symptoms.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> <li>•A high temperature</li> <li>•A new, continuous cough</li> <li>•A loss of or change in your sense of smell or taste</li> </ul> <p>There are temperature checks when using the site.</p>	Display posters			

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		<p>Anyone that develops symptoms of Covid-19 whilst at the site to go straight home, to self-isolate and order a test; if they need to be collected, they can wait somewhere away from others; if they are having difficulty breathing to call 999 and tell the operator that they are having difficulty breathing and have Covid like symptoms)</p> <p>NHS Covid-19 testing is available via the NHS testing and tracing webpage or by dialling 119 (or dial111 if they show signs.</p>				
Checking for temperature	Participants and staff	Use of temperature camera at reception.	On loan from Bouygues.			
Adequate cleaning	Staff and users	<p>Members encouraged to wipe down equipment after use and bin in pedal bin.</p> <p>Cleaners to clean floor empty bins and clean toilets daily.</p> <p>High areas of use and touch points to be cleaned straight after use,</p>	Continue to follow Government guidelines for advice.			

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.