

# Risk Assessment

<b>Date:</b>	July 2020
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<b>Assessors Name:</b>	E Harrison	<b>Reference Number:</b>	Kellen 001	<b>Review Date:</b>	Annual or if government guidance indicates
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<b>Endorsed By:</b>		<b>Signature:</b>		<b>Position:</b>		<b>Date:</b>	July 2020
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<b>Description of assessment</b>	Coronavirus (COVID-19)
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<b>Location Details</b>	Cockerton Residents' Community Association, Community Hall
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Identified Hazards	Who may be affected	Controls Required	Additional Control measures required	To be actioned by	Completion date
<b>Catching / spreading Coronavirus (COVID-19).</b>	Dance teachers, participants attending lessons, parents bringing children to class	<ul style="list-style-type: none"> <li>Hand sanitiser to be used when entering and leaving the hall.</li> <li>All participants to use welfare facilities at home before attending class to reduce the number of people using the facilities at the hall. Welfare facilities will be available at the hall for use if needed on a one in only basis.</li> <li>All those attending class will be reminded to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li> <li>Tissues will be provided for those attending class to catch coughs and sneezes.</li> <li>Each participant will have their temperature checked upon arrival at the hall.</li> <li>Anyone with suspected COVID symptoms or living with those that have symptoms will be asked to remain at</li> </ul>	<p>To be communicated to all those attending classes.</p> <p>Tissues to be purchased</p> <p>To be communicated to all those attending classes.</p>		

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		<p>home and follow government guidance on self isolating.</p> <ul style="list-style-type: none"> <li>• 2 metre social distancing will remain in place between all participants and teachers.</li> </ul>			
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<p><b>Catching / spreading Coronavirus (COVID-19).</b> (continued)</p>	<p>Dance teachers, participants attending lessons, parents bringing children to class</p>	<ul style="list-style-type: none"> <li>• Teachers and participants are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>• All surfaces used during lessons to be cleaned at the end of each session.</li> <li>• Teachers and participants will be told to obtain a test and self-isolate for 7 days and 14 days for people living in their household as per government guidance should they find they have a new, persistent cough and/or a high temperature.</li> <li>• Should teachers or participants disclose that anyone living with them is self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</li> </ul>	<p>Teachers and participants are required to inform principles immediately if they develop symptoms. Principles will inform committee to ensure hall is thoroughly cleaned before the next use.</p>		

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<b>Access/egress to the hall.</b>	Dance teachers, participants attending lessons, parents bringing children to class	<ul style="list-style-type: none"> <li>• One-way system, entry through the main door exit through the fire doors in the main hall.</li> <li>• Sufficient time between sessions to ensure participants leave the building before next lesson begins.</li> <li>• Participants and parents will be encouraged to arrive no earlier than 5 minutes before their lesson time then wait in their cars or outside until their class time begins observing social distancing.</li> <li>• Parents will be advised that only one parent/carer is permitted to drop off/pick up their child and the need to adhere to social distancing.</li> </ul>	<p>Details of the one-way system will be communicated to all teachers and participants.</p> <p>Revised time table of lessons and classes in place.</p> <p>All participants and parents to be advised of arrival procedures.</p>		
<b>Transport to and from lessons.</b>	Dance teachers, participants attending lessons, parents bringing children to class.	<ul style="list-style-type: none"> <li>• Vehicles entering the car park will be limited to those attending lessons/sessions only.</li> <li>• Participants will be required not to share cars with others outside their families.</li> <li>• Those arriving by public transport should be reminded to adhere to social distancing and the wearing of face coverings.</li> </ul>	To be communicated to all parents.		
<b>Vulnerable people may put themselves at increased risk by attending lessons /sessions.</b>	Over 70's, anybody with underlying health conditions, pregnant women, anybody with a suppressed immune system	<ul style="list-style-type: none"> <li>• People identified in the vulnerable group will be reminded to not to attend group lessons.</li> <li>• Lessons for over 70s will be limited to 1 or 2 adults from the same household/support bubble with teacher.</li> </ul>	To be communicated to all dancers.		

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<b>Seating.</b>	Dance teachers, participants attending lessons, parents bringing children to class	<ul style="list-style-type: none"> <li>Participants and parents to be encouraged not to use seating in the hall.</li> <li>If parents need to remain nearby for their children, they are asked to wait in the car or outside.</li> </ul>			
<b>Teaching in the annex room.</b>	Dance teachers, participants attending lessons, parents bringing children to class	<ul style="list-style-type: none"> <li>Small room/annex to be used by no more than 4 participants plus teacher.</li> <li>Entrance by the main hall door and exit through the annex.</li> </ul>			
<b>Use of kitchen and refreshments.</b>	Dance teachers, participants attending lessons, parents bringing children to class	<ul style="list-style-type: none"> <li>Kitchen area to be restricted.</li> <li>If kitchen use is required to get a drink of water, all surfaces, taps and sink to be cleaned after use.</li> <li>All participants to bring their own water bottles for personal use only.</li> </ul>	To be communicated to all class participants and parents.		
<b>Use of toilet facilities</b>	Dance teachers, participants attending lessons, parents bringing children to class	<ul style="list-style-type: none"> <li>All participants and parents requested to use welfare facilities at home before attending classes and to use hall facilities only if necessary.</li> <li>Participants will be required to use the facilities one at a time.</li> </ul>			

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<p><b>First Aid provision</b></p>	<p>Dance teachers, participants attending lessons, parents bringing children to class</p>	<ul style="list-style-type: none"> <li>• First aid box available in the hall and also in the Kellen Dance Academy cupboard.</li> <li>• All teachers and participants to wash their hands prior to administering first aid and to wear disposable gloves when providing first aid support.</li> <li>• All teachers and participants to wash their hands after providing first aid support.</li> <li>• Gloves and first aid items used to be double bagged and placed in the clinical waste bin within the ladies' toilet.</li> <li>• Waste bins to be emptied throughout the hall after each session use.</li> </ul>	<p>If the hall first aid box is used, committee to be informed so resources can be replenished. Also any accidents are to be recorded in the accident book.</p>		
<p><b>Maintaining infection control during lessons in the large hall</b></p>	<p>Dance teachers, participants attending lessons, parents bringing children to class</p>	<ul style="list-style-type: none"> <li>• Private lessons will be with a limited number of people and kept within the current guidelines.</li> <li>• Classes will be limited to a maximum of 14 participants with a 100 square feet distance for each participant.</li> <li>• Participants will be taught facing the front side by side. No partner work to be undertaken unless participants come from the same household ie a married couple.</li> <li>• Music to be played at a lower volume in order for participants to hear instruction, without voices being raised.</li> <li>• Reduced timetable of lessons in place to accommodate current guidance.</li> <li>• Windows and doors to be open during lessons to allow ventilation</li> <li>• All surfaces used in the hall to be cleaned at the end of each session</li> </ul>			

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		<ul style="list-style-type: none"> <li>Waste bins to be emptied at the end of each session</li> </ul>			
<p><b>Showing possible symptoms of the coronavirus</b></p>	<p>Dance teachers, participants attending lessons, parents bringing children to class</p>	<ul style="list-style-type: none"> <li>All class participants to give up to date contact details to principals before commencing first lesson.</li> <li>Register of all lessons to be taken with clearly marked dates and times.</li> <li>Any person who displays symptoms during a lesson will be asked to leave the lesson immediately along with all other participants.</li> <li>If a person is unable to leave immediately, they will be taken to the isolation room (annex room) until transportation arrives to take them home. If they are unable to be left alone, they should be accompanied by an adult who will maintain a 2 metre distance. PPE equipment must be worn immediately and is available from the Kellen Dance Academy First Aid Kit. If a lesson is running concurrently in the annex room this lesson will also stop immediately to allow isolation to take place if required.</li> <li>If a person in isolation requires the toilet these will be taken out of use once used to allow for cleaning.</li> </ul>	<p>In the event of a confirmed case of the Coronavirus participants to be contacted immediately to follow the government Track and Trace Scheme. Principles to inform hall committee to ensure the hall is deep cleaned.</p>		

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<p><b>Use of equipment</b></p>	<p>Dance teachers, participants attending lessons, parents bringing children to class</p>	<ul style="list-style-type: none"> <li>• All class participants to arrive dressed for the lesson.</li> <li>• Participants to attend lessons with a maximum of one bag.</li> <li>• No Poms are required at the moment for Cheer.</li> </ul>	<p>All Parents to be informed.</p>		
<p><b>Class payment</b></p>	<p>Dance teachers, participants attending lessons, parents bringing children to class</p>	<ul style="list-style-type: none"> <li>• Preferred method of payment via bank transfer prior to the lesson.</li> <li>• Anybody paying in cash must do so in a sealed envelope clearly stating name and amount.</li> </ul>	<p>New payment methods to be communicated to all participants and parents</p>		