

RISK ASSESSMENT FORM

Risk Assessment Title	Covid-19/Infectious Diseases	Risk Assessment Date:	18/07/2020
Location	Armley Dance Studios, LS12 2QG	Risk Assessor	Miss Fay George
Last Reviewed	18/7/20	Reviewed By	Miss June Wilkison

Severity	Likelihood	Risk Factor	
1 - Negligible - First Aid adequate	1 - Very Unlikely	<4 - Risk may need to be controlled	LOW
2 - Minor - Minor injury with short term effect	2 - Unlikely	5-8 - Risk must be controlled	MEDIUM
3 - Moderate - "Three day injury"	3 - Likely	<9 - Hazard must be avoided	HIGH
4 - Severe - Major reportable injury	4 - Very Likely		
5 - Extreme - Fatality or Disabling Injury	5 - Near Certain		

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Action/Comments
		S	L	R		S	L	R	
Building Safety/Cleaning	All users	4	2	6	Building is cleaned on a daily basis, utilising disinfectant products before usage. Any "touch" surfaces are wiped down before and after each use, this includes ballet barres, mats and music systems. One way system in place to reduce risk of crossing people. Staggered timetable, reducing risk of person to person contact. Government guidance followed regarding cleaning of non-healthcare settings.	4	1	5	
					Any items not required during teaching session to be removed. Doors to remain open. Windows in main studio to remain open for fresh air ventilation.				
First Aid	All users	4	2	6	Allocated first aiders aware of the management of Covid-19 cases. First aiders advised to avoid contact with patients where possible to reduce the risk of transmission, whilst maintaining duty of care. PPE available for first aiders - gloves, face shield and face mask as required. All staff and dancers/parents/guardians to be made aware of Public Health England guidance, regarding symptoms either from themselves or within their household.	4	1	5	
Vulnerable Student Groups	Vulnerable Users	4	2	6	Those students who have been advised by medical professionals of bring at risk are to avoid any contact. Option of staying on Zoom for Summer Term. Those in an at risk group should identify themselves to teachers to discuss individual arrangements.	4	1	5	
Hygiene	All users	4	2	6	Had washing facilities in place in toilets. Hand sanitiser stations throughout the building - entry and exit points - entry to studios and exit of studios. Hygiene guidance displayed throughout the building.	4	1	5	
Social Distancing	All users	4	1	5	All staff and students to abide by social distancing rules 2m as per recommendations from Public Health England. One to one sessions available. Staff to confirm students have not been suffering symptoms or family have symptoms before starting session. No vocal classes available on site, song and dances to be spoken to reduce transmission. Music is not to be brought to private lessons, teacher will provide this. Staggered start and finish times of sessions. Communal areas open but to be used only when absolutely necessary. Meetings to take place via email or text messages, please do not come into any sessions to ask questions.	4	1	5	
Movement around building	All users	4	2	6	One way system utilised with each teaching area to have a designated entrance and exit that does not interact with another teaching space. Students/dancers to arrive ready to sessions as changing space very limited.	4	1	5	
PPE/Face Masks/Sheilds/Gloves	All users	4	2	6	The routine use of gloves is not recommended by Public Health England. Gloves only to be used if there is a risk of exposure to bodily fluids, for example - first aid/cleaning. Students/Parents may arrive and move around the buildings in masks and any other chosen PPE - however it is not recommended that your dancer wears a mask to exercise in. If parents want their child to do so - they do this at their own risk. Guidance remains focused on hygiene and social distancing measures.	4	1	5	
Users demonstrating symptoms of COVID-19	All users	4	2	6	If any users become unwell either with a high temperature, a continuous cough or loss of taste and smell they should be sent home immediately and advised to follow guidance as per government website. Temperature gun is available on site. Any students isolating will be contacted on a mutually agreed basis. If a student has to leave due to showing symptoms an enhanced clean will take place straight away. If an isolated space is needed for a dancer showing symptoms and parent is not nearby we will use the singing room.	4	1	5	
Communication	All users	4	2	6	All contact with students/parents/dancers will be made via email/text/facebook group. If a parent/guardian needs to speak to us urgently please do not come into any lesson, please wait at the reception area and adhere to social distancing markers.	4	1	5	
Mental Health	All users	4	2	6	Armley Dance Studios recognise the impact this pandemic may have had upon students and staff. Any students or staff identified as suffering symptoms of mental health crisis/anxiety/ depression will be signposted to their GP or local MH services.	4	1	5	