

Risk Assessment Form

Risk Assessment Title:	COVID-19/Infectious Diseases	Risk Assessment Date:	20/07/2020
Location(s):	Victoria Hall, Fortescue Road	Risk Assessor:	Ed Hill
Last Reviewed:	20/07/2020	Reviewed By:	Sue Hill

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 Sever - 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	<p>Building is cleaned on a daily basis, utilising disinfectant products, prior to usage.</p> <p>Any 'touch' surfaces are wiped down before and after each use, this includes ballet barres, floors, piano and music systems.</p> <p>One way system utilised to reduce risk of crossing of people, where possible.</p> <p>Staggered timetable, reducing risk of person to person contact.</p> <p>Government Guidance followed regarding cleaning of non-healthcare settings.</p>	4	1	5	

					<p>Any items not required during teaching session to be removed.</p> <p>Any soft furnishing items to be removed from teaching spaces.</p> <p>Doors not identified as fire doors to remain open.</p> <p>Air conditioning will be avoided and fresh air ventilation utilised where possible.</p> <p>Till area in Bath Dancewear to have perspex screen, cleaned daily or when visibly contaminated.</p>				
First Aid	All users	4	2	6	<p>Allocated First Aiders are aware of the management of suspected COVID-19 cases.</p> <p>First Aiders advised to avoid contact with patient's where possible to reduce risk of transmission, whilst maintaining their duty of care.</p> <p>PPE available for first aiders, including gloves/ face masks as required.</p> <p>All staff and students to be made aware of Public Health England guidance, regarding symptoms either from themselves or within their household.</p>	4	1	5	

<p>Vulnerable Staff/Student Groups</p>	<p>Vulnerable Users</p>	<p>4</p>	<p>2</p>	<p>6</p>	<p>All staff are expected to be able to work from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. School will follow the government guidelines.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p>	<p>4</p>	<p>1</p>	<p>5</p>	
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<p>Hygiene</p>	<p>All users</p>	<p>4</p>	<p>2</p>	<p>6</p>	<p>Hand washing facilities in place in high risk areas, eg. Toileting areas.</p> <p>Alcohol Gel available in any area where hand washing facilities are not available and utilised prior to and after any activity.</p> <p>Hand washing guidance displayed in bathrooms.</p> <p>Staff encourage customers to utilise hand gel on arrival and upon leaving the building.</p> <p>Toilets are available, but will operate on a 'one in, one out' basis. Toilets will be subject to enhanced cleaning.</p> <p>Hand washing encouraged at every available opportunity.</p>	<p>4</p>	<p>1</p>	<p>5</p>	
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<p>Social Distancing</p>	<p>All users</p>	<p>4</p>	<p>2</p>	<p>6</p>	<p>All staff and students to abide by 2 metre social distancing rule as a minimum as per recommendations from Public Health England.</p> <p>Marked out areas on floor to allow students to visually conform to social distancing.</p> <p>Students separated into smaller class sizes, resulting in 'bubbles'.</p> <p>Staff to confirm student's have not been suffering symptoms or family have been suffering symptoms before start of session.</p> <p>Any vocal classes to be conducted at a minimum of 10 metres to reduce risk of droplet formation and transmission. This is in excess of the recommended guidance.</p> <p>Any handouts, such as sheet music or crib sheets to be emailed digitally to students prior to sessions with students providing either own hard copy or digital format.</p> <p>Communal areas closed to staff and students. Any meeting to take place will take place via digital or telephony format.</p> <p>Students participating in one to one sessions will remain in designated 'box' with social distancing being adhered to at all times.</p> <p>Any customers visiting Bath Dancewear are made aware of social distancing and staff encouraged to promote this at all times.</p> <p>Any specialist shoe fittings, are pre-booked, and asked to confirm if they are isolating due to symptoms.</p> <p>Staff will wear visors when conducting shoe fittings, customers will be asked to wear masks also.</p>	<p>4</p>	<p>1</p>	<p>5</p>	<p>Any theoretical work will be allocated via Google Classroom for foreseeable future.</p> <p>Staggered starting and finishing times of sessions.</p> <p>All rooms, have been assessed for capacity and is displayed in a prominent place.</p>
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Movement around building	All users	4	2	6	<p>One way system utilised with each teaching area to have a designated entrance and exit that does not interact with another teaching space.</p> <p>Student's to arrive ready to participate in session. Changing room space not available.</p> <p>Communal space not available.</p>	4	1	5	
PPE: Face Masks/Gloves	All users	4	2	6	<p>The routine use of gloves is not recommend as per the Public Health England guidance.</p> <p>Gloves should only be utilised if there is a risk of exposure to bodily fluids, for example first aid/cleaning.</p> <p>Face masks are not recommend for routine use.</p> <p>However, masks will be available if a student or staff member displays symptoms.</p> <p>Guidance remains focused on social distancing and good hand hygiene.</p>	4	1	5	

<p>Users demonstrating symptoms of COVID-19</p>	<p>All users</p>	<p>4</p>	<p>2</p>	<p>6</p>	<p>If anyone 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 and get tested.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If a test is positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>There is no identified area at the Victoria Hall or Fortescue Road to allow for isolation room, any student identified as developing symptoms during a session should be asked to leave immediately and return home via someone in their household, avoiding public transport.</p> <p>Prior to submissions of RIDDOR, advice will be sought.</p>	<p>4</p>	<p>1</p>	<p>5</p>	<p>The teaching space with affected staff/student should have an enhanced clean following this prior to any other use.</p>
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Transport Arrangements	All users	4	2	6	<p>Students/Staff are encourage to cycle/walk where possible.</p> <p>Students/Staff should avoid public transport if possible, if not possible they should follow PHE guidance surrounding this.</p> <p>Lift sharing with students or staff from different households should not occur under any circumstances.</p>	4	1	5	
Communication	All users	4	2	6	<p>Local arrangements are communicated on a regular basis via email/social media platforms to parents/students.</p> <p>Regular contact made with students to ensure theoretical work is being completed as required and conduct welfare checks.</p> <p>FAQ document made available regarding arrangements.</p>	4	1	5	
Mental Health	All users	4	2	6	<p>Sue Hill Dance Limited recognise the impact this pandemic may have upon students and staff.</p> <p>Any students or staff identified as suffering symptoms of Mental Health crisis/anxiety/depression will be signposted either to GP or local MH services.</p>	4	1	5	