

Susan Pheby School of Dance COVID Risk Assessment

Notes:

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or risk	Serious injury or risk	Fatalities, major injury or risk
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

Risk Assessments is to be reviewed:

- Annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the task, process, procedure or committee
- Following the introduction of more vulnerable participants

Risk Rating = Likelihood x Consequence

** Risk ratings: red (serious issues and risk/interventions needed immediately); amber (some issues/being managed/needs monitoring); yellow (on track).*

Risk Assessment produced – 3rd September 2020

Review Date – 3rd September 2021 or when required due to changing guidance in relation to Covid 19

Risk/Hazard	Who is at Risk?	Risk Rating (No control)	Control Measures	Risk Rating (with control)	Additional Controls (Each Control Measure is to be specific and managed)	Person responsible	When
Parents NOT briefed on return to dance activity and/or have NOT given informed written consent to do activity with COVID safety guidelines	Dancer/ Parent	2 x 2 = 4	<ol style="list-style-type: none"> 1. COVID guidance issued to parents/carers and dancers 2. Parent/carer has provided written consent for their child to dance with new COVID guidelines in place 3. Anyone who has had COVID-19 should be clear of symptoms before returning to dance activity. 4. All dancers must not attend if they have any symptoms of COVID-19 	1 x 2 = 2	<ol style="list-style-type: none"> 1. Teacher will liaise with parent and dancer to ensure understanding of new procedures and safeguard the physical health and mental health & well-being of the dancer on return 	Teacher	Every dance activity
Data Privacy Policy NOT updated to cover handling of government Test & Trace	Dancer/ Parent	2 x 2 = 4	<ol style="list-style-type: none"> 1. A record of attendance data for minimum of 21 days for Test & Trace 2. Teacher (Susan Pheby) to ensure data is held appropriately and securely 	2 x 1 = 2	<ol style="list-style-type: none"> 1. Data which is no longer required to be deleted/removed after 1 month 	Teacher	Every dance activity
Covid-19 protocols NOT in place	All	3 x 2 = 6	<ol style="list-style-type: none"> 1. A COVID plan and risk assessment has been developed prior to the restart of dance activity 2. Insurance has been checked to ensure it covers return to activity during COVID 4. Plans and protocols will be communicated to parents/dancers and written agreement sought. 5. It must be clear to all participants that they are opting in to participating in dance activity and they must adhere to the COVID protocols for dance and government guidelines on COVID-19. 	1 x 2 = 2	<ol style="list-style-type: none"> 1. Details on new COVID safety guidelines for the dance will be sent to all parents/dancers. 2. Compliance must be reviewed and monitored. Breaches must be logged and kept for 21 days. 3. If a parent/dancers continues to breach the protocols or safety instructions, they will be asked to leave. 	Teacher/ Venue	Every dance activity

Covid-19 protocols NOT shared with dancers/parents	Dancer/ Parent	3 x 2 = 6	1. Simple and understandable COVID safety guidelines to be provided to each parent and dancer.	1 x 2 = 2	1. Dance teacher will provide a safety briefing before the start of every class to remind dancers of their responsibilities in complying with protocols and safety of the class.	Teacher	Every dance activity
Participants NOT trained to do self-screen checks before travelling to session	All	3 x 2 = 6	1. All participants should check for COVID symptoms prior to arrival at class. 2. If an individual is symptomatic or living in a household with possible COVID, they should remain at home	1 x 2 = 2	1. Anyone who has been asked by Test & Trace to self-isolate, should not exercise with others and must remain at home	Parent/ Dancer	Every dance activity
Poor travel and arrival procedures for activities	All	3 x 2 = 6	1. All participants should follow best practice for travel to classes as per government guidance, including not sharing lifts. 2. Arrival/departure times will be staggered to avoid large groups 3. All participants should socially distance during arrival and collection	1 x 2 = 2	1. Dancers should arrive at the venue changed and ready to dance 2. Dancers should bring named water bottle. Hand sanitiser must be used before starting any activity 3. Dancers must follow instruction on exit procedures	Parent/ Dancer	Every session
Arrival area at venue NOT managed appropriately e.g. must be clearly marked to support one-way traffic and social distancing	All	2 x 3 = 6	1. Arrival protocols discussed and planned ahead of restart with venue (Rivermead) 2. Arrival and exit procedures provided to parents/dancers prior to restart. 3. Arrival and exit pathways clearly marked. 4. No waiting at "drop-off". Parents must socially distance from other parents and dancers, moving quickly to leave their child for the class. 5. Hand sanitiser will be provided at strategic points at the venue, and before entering the dance studio. 6. No changing rooms will be open to avoid contamination and so dancers	1 x 2 = 2	1. During classes dancers must keep to their marked area and a minimum of 2m from other dancers and teacher. 2. The area available must allow for social distancing by all during breaks; before during and after classes. 3. In all times, before, after and in any breaks – all participants should practise social distancing 4. Dancers and parents must follow entrance and exit instructions.	Dancer/ Parent/ venue/ Teacher	Every session

			<p>should arrive ready to dance, with appropriate shoes in a small bag.</p> <p>7. For dancers attending multiple classes, one set of clothing must be worn throughout.</p> <p>8. Masks to be worn through venue by all except those under six years old.</p>				
Dance studio/area NOT managed appropriately e.g. must be clearly marked to support social distancing	All	2 x 3 = 6	<p>1. Dance area must be clearly marked to designate for parent/dancer arrival with the requirement for social distancing during arrival and dance activity</p> <p>2. Dancer must be left at the bottom of staircase of the studio promptly by parent/carer.</p> <p>3. Outdoor footwear must be left outside of the dance studio in the marked bays to avoid contamination of the area.</p> <p>4. Teacher to clearly explain to the dancers their obligation to abide by the government guidelines during any activity, helping younger dancers to fully understand.</p> <p>5. Teacher to advise parents of young dancers to keep to discrete groups of six if staying during classes. Parents must wear a facemask.</p> <p>6. No entry after class has started.</p>	1 x 2 = 2	<p>1. During classes dancers must keep to their marked area and a minimum of 2m from other dancers and teacher.</p> <p>2. Specific arrangements to be advised in advance of arrival at the venue to ensure compliance.</p> <p>3. The dance area available must allow for social distancing by all during classes and breaks; before, during and after classes.</p> <p>4. Parents and dancers should make use of hand sanitiser during arrival process.</p>	Teacher/ Venue	Every dance activity
Equipment NOT cleaned regularly	All	3 x 2 = 6	<p>1. The dance studio will be deep cleaned every day by the venue (Rivermead) and between hirers.</p> <p>2. All touch points (such as the barre) will be wiped prior to use and between classes by the teacher.</p> <p>3. During classes, dancers should minimise touching any surfaces (including floor and walls) and use</p>	1 x 2 = 2	<p>1. When planning dance sessions, teacher should limit any use of touch point areas.</p> <p>2. During classes, teacher should encourage hand-hygiene i.e. regular washing or sanitising of hands</p> <p>3. Dancers should not wear outdoor shoes in the studio.</p>	Teacher/ Venue	Every dance activity

			<p>hand sanitiser afterwards if using barre or completing floor work.</p> <p>4. Sessions should be planned to minimise touching of surfaces and discourage dancers from touching the floor/walls. Where this happens, dancers should take hygiene breaks to wash/sanitise hands.</p> <p>5. Risk assessments will be reviewed regularly to update from any lessons learned.</p>		<p>4. Dancers should leave drinks/kit outside the studio in the marked bays.</p> <p>5. The dancers should ensure they only use their allocated bay and not share any personal equipment.</p>		
Physical contact and proximity NOT limited between dancers/teacher during classes	All	$3 \times 2 = 6$	<p>1. Discussions/teaching must take place socially distanced</p> <p>2. All dance sessions including warm-up/cool-down must be socially distanced</p> <p>3. For younger ages groups where bunching is more common, teaching must be planned carefully with this in mind, and clear guidance given verbally throughout the session as reminders</p>	$1 \times 2 = 2$	<p>1. All participants must remain socially distant during any breaks, with spaced areas for equipment and refreshments storage for each individual.</p>	Teacher/Dancer	Every dance activity
Dance fees	Parent/Teacher	$2 \times 2 = 4$	<p>1. All payments should be made via BACS to avoid use of cheques/cash.</p> <p>2. Invoices to be sent via email to parent/carer/dancer.</p>	$1 \times 1 = 1$		Parent/Teacher	Termly
Poor Hygiene Protocol	All	$2 \times 2 = 4$	<p>1. Instruction for classes will be given by the teacher in a socially distanced environment, and with music off.</p> <p>2. Whilst music is playing, dancers will not shout to be heard.</p> <p>3. Everyone should avoid shouting or raising their voice when facing each other, during classes.</p> <p>4. There should be no chewing gum</p> <p>5. There should be no sharing of water bottles.</p>	$1 \times 2 = 2$		All	Every dance activity

Insufficient or poorly managed First Aid Personal Protective Equipment (PPE)	First Aider/ Dancer	2 x 3 = 6	<ol style="list-style-type: none"> 1. First Aid supplied by venue. First Aiders should protect dancers from contamination with COVID-19. 2. This should be reflected in the First Aider wearing PPE to ensure safety during this Covid-19 pandemic (minimum of gloves and facemask). 3. The use of PPE is both to protect the responder from the dancer, but also protect the dancer from the responder. 4. Dancer should wear facemask for treatment (if able). 	2 x 1 = 2	<ol style="list-style-type: none"> 1. The teacher will wear PPE to assess the situation and call a First Aider as required. 2. The teacher will ensure First Aider is wearing PPE if attending to a dancer. 3. After any contact with the injured person, the First Aider/teacher should wash their hands/sanitise as soon as possible. 4. The teacher will provide a face mask for the dancer if she/he does not have one. 	Teacher/ First Aider/ Dancer	Every dance activity
Poor Management of COVID symptoms	Teacher/ Dancer/ Parent	3 x 2 = 6	<ol style="list-style-type: none"> 1. Everyone should self-assess for COVID symptoms prior to attending class, and if anyone in the household is displaying any of the COVID symptoms, they should not attend a class and should self-isolate. 2. If a participant becomes symptomatic during dance activity, they should immediately remove themselves from the session and go home as soon as possible with someone of their own household. 3. Anyone who has had COVID-19 should be clear of symptoms for 14 days before returning to dance activity. 4. If no one is available to take the dancer home, the dancer will be put into an isolation room at the venue until the parent arrives (First Aid room at venue). 	3 x 1 = 3	<ol style="list-style-type: none"> 1. Teacher will take temperature of each dancer before entry to class and if temperature is over 37.8C, entry will be denied. 2. If contact with the symptomatic person, those involved should wash their hands/sanitise as soon as possible. 	Teacher/ Parent/ Dancer/ venue employee	Every session
Potential contamination of studio	Teacher/ Dancer	3 x 2 = 6	<ol style="list-style-type: none"> 1. If a dancer shows symptoms, the dance studio should be thoroughly deep cleaned before any return to dance activity. 	3 x 1 = 3	<ol style="list-style-type: none"> 1. Agreement with venue on cleaning routines between hirers 2. Venue responsible for deep clean if required 	Teacher/ Venue	Every activity

			<p>2. Teacher will disinfect/clean touch points between classes to avoid any cross-contamination.</p> <p>3. Teacher will clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE to carry out cleaning.</p> <p>2. In all circumstances where some form of PPE is used, the safe removal, discarding and disposal of the PPE is a critical consideration to avoid self-contamination.</p> <p>3. Remove all single use, contaminated PPE and store in a sealed bag for disposal.</p> <p>4. Disinfect any multi-use PPE such as visors with disinfectant.</p>				
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