

Risk Assessment for Covid-19 – updated 26/08/20

Contents

COVID-19 Operational risk assessment for Dance club Re-opening

COVID-19: Risk assessment

Please note: this risk assessment has been undertaken in conjunction with the guidance of Sports Scotland and the Scottish Government as follows:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-the-performing-arts-and-venues-sector/pages/where-we-are-now/>

<https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>

Assessment conducted by:	Natasha Stewart	Job title:	Principal	Covered by this assessment	Staff, Students, contractors, visitors, volunteers
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Date of assessment :	26 th August 2020	Review interval:	Fortnightly until further notice	Date of next review:	9 th September 2020
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Related documents	
Club documents: Safeguarding Policy	Government guidance:

Version	Updates Include
1.	Government updates on class numbers
2.	Update of sq footage of venue and how many students are allowed depending on size

Recognised Covid 19 Symptoms: a new continuous cough or fever or anosmia. Anosmia is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.



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Risk matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
		1	2	3	4	5		
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		LIKELIHOOD						

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1. Establishing a systematic process of partial opening, including social distancing					
1.1 Organisation of teaching spaces					
Gymhall sizes will not allow adequate social distancing	6	<ul style="list-style-type: none"> Class size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. ventilation guidance) Clear signage displayed in and around teaching area promoting social distancing. Rubber markers for students over 12 to dance in to comply with Social Distancing. 	yes	<ul style="list-style-type: none"> Sq footage of venue in meters squared will be calculated safely to cap the amount of kids in one class. children over 12 will have rubber spots to allocate their space 	6
1.2 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes	6	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of testing to inform staff deployment. 		<ul style="list-style-type: none"> Enough staff available to cover the number of Students 	6
1.3 The Dance Class					
The start and end of each dance class create risks of breaching social distancing guidelines	16	<ul style="list-style-type: none"> Students and parents will wait outside and students will be collected from / delivered to parents. Staff and Students are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Parents wait in their own cars or on the pavement outside 2m apart. 			8

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1.4 Planning movement around the premises					
Movement around the setting risks breaching social distancing guidelines	16	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Appropriate signage is • Movement of Students and staff is minimised as much as possible. • Walk ways are created for those using the Toilets. • Students are regularly briefed regarding observing social distancing guidance. 			8
1.5 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	12	<ul style="list-style-type: none"> • There will only be one staff member in larger classes and two in smaller classes who will adhere to the 2M Distancing guidance. 			8
1.6 Policy review					
Existing policies on safeguarding and other policies are no longer fit for purpose in the current circumstances	9	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the club. 		<ul style="list-style-type: none"> • Updated safeguarding policies and Insurance 	4

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1.7 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	12	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Students Parents 			6
1.8 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	12	<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Safeguarding 			8
New staff are not aware of policies and procedures prior to starting at the school when it reopens	12	<ul style="list-style-type: none"> Induction programmes are available for all staff. 			8
1.9 Risk assessments					
Risks are not comprehensively assessed in every area of the club in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	12	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the club reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the setting When Students enter and leave Children will no longer have breaks due to the class times being reduced. 			8

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2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Direct or indirect transfer of virus from external surfaces.	16	<ul style="list-style-type: none"> The setting will be cleaned prior to arrival. Additional to standard cleaning wipes will be used as necessary during the day. All surfaces, handles, toilets and shared equipment will be cleaned between every class by staff and at the end of the day. 'Touch points' to be cleaned regularly. Lidded bins will be available. Doors to be wedged open to reduce 'touch points'. Fire doors to be shut and cleaned at the end of the day. Doors open for fresh air ventilation 			8
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that Students and staff do not wash their hands with sufficient frequency	12	<ul style="list-style-type: none"> Extra soap and hand sanitiser ordered to ensure we do not run out. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 			8

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Students forget to wash their hands regularly and frequently	16	<ul style="list-style-type: none"> Staff will remind Students of the need to wash their hands regularly and frequently. Posters and regular communications reinforce the need to wash hands regularly and frequently. Club leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Respiratory hygiene taught- ‘Catch it, bin it. Kill it.’ Students and staff handwash or hand gel on entry to club, before leaving club, using the toilet and any time they cough or sneeze. Staff will wear PPE When collecting children from the front door and returning them to parents. 			8
2.3 Shared resources					
Sharing resources will increase the risk of the virus spreading	16	<ul style="list-style-type: none"> Students will not use any props during class. Students encouraged to wash hands / use hand gel before lessons. 			8
2.4 Clothing/fabric/equipment from home					
Not wearing clean clothes each day may increase the risk of the virus spreading	8	<ul style="list-style-type: none"> Expectations and guidance are communicated to parents. Parents to be reminded of washing expectations, to reduce the risk of the virus living on clothing. 	Yes		4
Items of equipment brought from home increase the risk of the virus spreading	12	<ul style="list-style-type: none"> Snacks will not be permitted for the time being and will be reviewed when we update the policies. Students will need a named water bottle. Coats, water bottles and cheer shoes will be kept in a marked box for each students. 	Yes	<ul style="list-style-type: none"> Communicated to parents 	8

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2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	12	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. 			4
Infection transmission within RN due to staff/ Students (or members of their household) displaying symptoms	12	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking of absence is in place. Procedures are in place to deal with any student or staff displaying symptoms at the club. Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. 		•	8
Staff, Students and parents are not aware of the school's procedures (Including on self-isolation and testing) should anyone display symptoms of COVID-19	12	<ul style="list-style-type: none"> Staff, Students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and parents at the start of Term. Any updates or changes to this guidance are communicated in a timely and effective way to all members of the school including staff, parents and building owners. 			8

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Staff, Students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	12	<ul style="list-style-type: none"> Staff, Students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and Students. Any updates or changes to this guidance are communicated in a timely and effective way to all. 			8
2.5 First Aid/Designated Safeguarding Leads					
Providing first aid to Students / staff displaying symptoms of Covid-19 increases the risk of infection	16	<ul style="list-style-type: none"> PPE is available for staff trained to administer first aid. Staff have been trained to use PPE when delivering first aid to Students displaying signs of Covid-19 			12
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	8	<ul style="list-style-type: none"> First Aid certificates in date. Adequate numbers of staff on site have first aid training. 			8
2.6 Medical rooms					

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Medical rooms are not adequately equipped or configured to maintain infection control	12	<ul style="list-style-type: none"> Social distancing provisions are in place for medical space outside. Additional spaces are designated for Students with suspected COVID-19 whilst collection is arranged. Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Any used PPE should be binned before leaving the room. 			8
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the club	12	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.7, parents are kept up to date with information, guidance and the club's expectations on a weekly basis using a range of communication tools. 	Yes		8
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	12	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes		8
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	12	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 			8
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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Students' behaviour on return to club does not comply with social distancing guidance	16	<ul style="list-style-type: none"> • Clear messaging to Students on the importance and reasons for social distancing is reinforced throughout the day by staff and through posters and floor markings. • Whilst children under 12 do not need to distance we still have stations for them to stand. • Staff model social distancing consistently. • The movement of Students around the setting is minimised. • Large gatherings are avoided. • Toilet Break times are structured to support social distancing and are closely supervised. • Messages to parents reinforce the importance of social distancing. • Wilful disobeying of rules relating to social distancing and hygiene will be sanctioned appropriately and proportionately, by exclusion where necessary. 			8
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	12	<ul style="list-style-type: none"> • Classes have been reduced • Arrangements are reviewed regularly. • Nearly all classes have been split into Group A and Group B 	Yes		8
3.3 Movement in corridors					

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Social distancing guidance is breached when Students circulate in corridors	16	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • One child going to the toilet at a time • When Students are arriving and leaving the building the older ones will be reminded of the 2M distancing. • The movement of Students around setting is minimised as much as possible. • Students are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 			8
3.4 Break times					
Students may not observe social distancing at break times	16	<ul style="list-style-type: none"> • Class Times have been reduced so children do not need break times. • Children will keep their own water bottles in their own space and have a drink when needed. 	Yes		8
3.6 Toilets					

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Areas for concern	Risk rating prior to action	Control measures	In place? (Yes/No)	Further action/ comments	Residual risk rating
Queues for toilets and handwashing risk non-compliance with social distancing measures	16	<ul style="list-style-type: none"> Send one child at a time to the toilet. Hand gel used after toilet use as well as washing hands. Extra signs in toilet re washing hands Wedges for the toilet external toilet doors if not fire doors, to reduce 'touch points'. Extra soap and hand sanitiser ordered to ensure we do not run out. Students are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Bins are emptied regularly. Students are reminded regularly on how to wash hands and young children are supervised in doing so. 			8
3.7 Medical Assistance					
The configuration of medical Help may compromise social distancing measures	12	<ul style="list-style-type: none"> Social distancing provisions are in place for medical space. Procedures are in place for medical spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 			8
3.9 Arrival and departure from class					
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	16	<ul style="list-style-type: none"> Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Messages to parents stress the need for social distancing at arrival and departure times. Class numbers have been reduced to reduce the footfall at drop off and pick up. 			8
3.10 Transport					

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The use of public transport by Students poses risks in terms of social distancing	8	<ul style="list-style-type: none"> Guidance is in place for Students and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings. Advised to walk and not to car share. 			8
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Students with underlying health issues					
Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	8	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the club aware of Students' underlying health conditions and the club has sought to ensure that the appropriate guidance has been acted upon. 			8
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	8	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the club. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/ midwife or current government advice. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. 			8
10. Additional site-specific issues and risks					



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Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					