



Date: 22.07.20

Unit 17 – Risk Assessment for Reopening in September 2020

Managing Risk	Who	Measures taken:	Status/RAG Rating
To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	All teachers, students and parents	<ul style="list-style-type: none"> Increased handwashing to take place. Students, teachers and volunteers will need to ensure they have washed their hands on entry and before exit and frequently throughout their stay. Hand sanitiser will be available in all areas of the school New groups will be set up based on the space available in the studios Each group will have the same consistent teacher and student teacher (where needed) 	
Keeping your customers and user of sports and gym/leisure facilities safe	Who	Measures taken:	Status/RAG Rating
To minimise contact with surfaces, workers/volunteers, other customers and contractors within facilities or while participating in sport and physical activity.		<ul style="list-style-type: none"> Increased handwashing to take place. Students, teachers and volunteers will need to ensure they have washed their hands on entry and before exit and frequently throughout their stay. Hand sanitiser will be available in all areas of the school New groups will be set up based on the space available in the studios Each group will have the same consistent teacher and student teacher (where needed) All lessons will be paid for prior to the term starting, ensuring no cash to be handled in the building Paperwork will be shared online, either via the website, phone or social media to avoid passing paperwork. Registers will remain online, with teachers being responsible for their own registers Signage to be displayed to ensure all stakeholders are aware of the need to avoid contact Doors will remain open where possible to avoid people needing to touch them Doors will remain open to also ensure ventilation throughout the building 	
To ensure distancing is possible by limiting the number of customers able to access the facilities		<ul style="list-style-type: none"> Maximum capacity will be based on government guidance around social distancing and 100sq ft per person No more than 15 students in a group Markings will be used to socially distance students in queues and studios No spectators or visitors will be allowed to stay in the building to reduce amount of people inside Students and teachers need to arrive in dance kit Member of staff/volunteer will be supervising the reception area to ensure social distancing and remind customers of the procedures 	



		<ul style="list-style-type: none"> • Timetable will be altered to ensure class size, swap overs etc are managed and that there is time in between lessons for students to leave and arrive safely. • Studios will be wiped down in between lessons (See Teacher's Checklists) • No students will be able to join in a lesson without pre paying/booking in • Parents/carers will be reminded of the need for punctuality for drop off and collection 	
To ensure distancing among workers/volunteers, customers and contractors when moving within and through sports and leisure facilities		<ul style="list-style-type: none"> • Signage will be used to mark out areas and ensure flow of people safely through the building • Process for entry and exit will be clear and support social distancing • Queues inside the building will be marked out • Studios will be marked out for pupils and teachers 	
To ensure distancing among workers/volunteers and customers when using sports and leisure facilities.		<ul style="list-style-type: none"> • Use of space markings on the floor – including in waiting areas and in the studio • Designated area for teachers – whilst maintaining social distance • Avoid any shared equipment – must be cleaned and/or sanitised between use • Drink stations only for refilling bottles – must be managed 	
To support Test and Trace.		<ul style="list-style-type: none"> • A robust record will be kept of people who have used the facilities. These will include <ul style="list-style-type: none"> - Name - Telephone Number - Dates and Times of Entry and Exit • This will all be kept via registers or record of visits 	
To ensure distancing of spectators and children within sporting and leisure facilities		<ul style="list-style-type: none"> • Attendance by spectators and children not involved should be avoided. • Only one parent/carer should collect their child from their lesson and this will occur outside of the building. 	
To minimise the contact among workers/volunteers, customers and contractors resulting from visits to the sports or gym/leisure facility or venue.		<ul style="list-style-type: none"> • Clear guidance on social distancing and hygiene to people both before and on arrival. • Written and/or spoken communication regularly as guidance changes – on website and via Clubs Buddy • Disseminate changes in timetables via electronic methods 	
Who should go to work or volunteer	Who	Measures taken:	Status/RAG Rating
To protect those who are at higher risk		<ul style="list-style-type: none"> • Staff and students who are classed as clinically extremely vulnerable due to pre-existing medical conditions are not to attend lessons at this time as we are unable to ensure their safety at all times, due to the nature of the activity. • Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few, if any children will fall into this category, but parents will be advised to follow medical advice if their child is in this category. Staff in this 	



		<p>category should work on-site, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</p> <ul style="list-style-type: none"> • A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their lessons. • If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, they should only attend if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This decision will be left to staff and parents to make. 	
To ensure self-isolation can take place		<ul style="list-style-type: none"> • If a member of staff has to self-isolate, cover for their class will be planned. Where this is not possible, the class may need to be cancelled and parents will gain a refund in the next terms fees. • Children and families self-isolating cannot attend Unit 17 and must inform the school that this is the reason for their absence. 	
Social Distancing in the building	Who	Measures taken:	Status/RAG Rating
To have workers/volunteers and customers maintain government guided social distancing wherever possible, including while arriving at and departing from the gym/leisure facility, while in the gym/leisure facility and when travelling between venues		<ul style="list-style-type: none"> • Minimising contact and social distancing will be managed as above. • No performances will take place at this time • Those who arrive via public transport must dispose of their face coverings in a safe way. Reusable face coverings must be put in their bags before entering the building and disposable ones must be placed inside a lidded bin. Hands must be washed following the removal of a face covering. • Handwashing facilities and hand sanitisation stations will be available at entry and exit points. • Use of remote communication around the building should be used – emails/whatsapp messages/walkie talkies, to avoid walking around the building and between studios • A flow of traffic through the building will be planned for • Staff meetings will be held in a way to ensure social distancing can be in place • Furniture in the waiting area will be removed and markings will be in place to ensure social distancing • Each class will have the same teacher (unless absent) • Unit 17 Principles will have clear information about teachers who are also teaching in other venues • If an emergency takes place, social distancing may not happen due to providing care for the student or member of staff 	
Ventilation of Indoor facilities	Who	Measures taken:	Status/RAG Rating



To ensure studios and waiting areas are well ventilated.		<ul style="list-style-type: none"> • Ventilation into the building will be optimised • Maximum occupancy of each indoor facility will be limited by providing a minimum of 100sqft per person – the area is the net useable indoor facility including toilets etc • Ventilation systems will use 100% fresh air and not recirculate air from one space to another • Increase existing ventilation by fulling opening dampers and having fans on full speed • Increase filter changes of ventilation systems 	
Cleaning the workplace	Who	Measures taken:	Status/RAG Rating
To make sure that any site or location that has been closed or partially operated is clean and ready to restart.		<ul style="list-style-type: none"> • Assessment must take place before the building is reopened • Cleaning procedures and providing hand sanitisers before restarting work • Seek advice from air conditioning professionals around the use of it and if a service is required 	
To keep the workplace clean and prevent transmission by touching contaminated surfaces.		<ul style="list-style-type: none"> • Good ventilation will be maintained • Frequent cleaning of work areas and equipment • Frequent cleaning of objects that are touched regularly • Rigorous cleaning procedures including frequently used areas – toilets, corridors etc • Clearing work spaces and removing waste and belongings at the end of a shift • If equipment cannot be cleaned between uses it should not be used • Ensure enhanced cleaning follows guidance after a known or suspected case of COVID-19. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning checklists will be completed and stored as a record 	
To help everyone keep good hygiene through the working day.		<ul style="list-style-type: none"> • Handrails, bars and door handles will be cleaned regularly • Frequent cleaning of work areas and equipment • Signage will be up to remind staff and visitors • Hand sanitiser will be available in multiple places • Signage and visual cleaning schedules will be in toilets • Use disposable paper towels where possible 	
To reduce transmission through contact with objects in the gym/leisure facility.		<p>In the Dance Shop</p> <ul style="list-style-type: none"> • Increased handwashing for customers and staff • Use of hand sanitiser before handling goods 	



		<ul style="list-style-type: none"> No trying on of uniform Collection points put in place to avoid more movement and visitors around the building Pre-paying and ordering will be enforced 	
PPE	Who	Measures taken:	Status/RAG Rating
To ensure the correct use and disposal of PPE		<ul style="list-style-type: none"> PPE – disposable aprons, masks and gloves will be placed in a lidded bin and then stored at the premises but only for the use of looking after someone who is displaying symptoms of COVID-19 Face coverings will not be allowed whilst in lessons due to the health and safety risks linked to wearing face coverings whilst carrying out exercise Face coverings need to be removed safely if being worn on arrival Those who arrive via public transport must dispose of their face coverings in a safe way. Reusable face coverings must be put in their bags before entering the building and disposable ones must be placed inside a lidded bin. Hands must be washed following the removal of a face covering. 	

Guidance used to create risk assessment

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>