



## Coronavirus (COVID-19):

### Operational Risk Assessment for reopening of United Dance Studios

#### Introduction

The purpose of this document is to set out the decisions taken and the measures put in place to prepare for the reopening of United Dance Studios and ensuring we operate in a safe way.

This risk assessment is written from advice collated from the UK Government <https://www.gov.uk/coronavirus> the International Dance Teachers Association <https://www.idta.co.uk/covid-19> the Health & Safety Executive (HSE) <https://www.hse.gov.uk/coronavirus/> The British Dance Council <https://www.britishdancecouncil.info> and with the consent of the operating premises, The Springhouse <https://www.springhouse.co.uk>

This assessment will be shared with all staff and customers and reviewed as and when the UK Government advice changes, every 3 months or where there is a significant change in the operating of United Dance Studios.

#### Understanding the spread and control of COVID-19

Understanding how COVID-19 is spread and how control measures work is key to preventing infection from occurring. There are two main ways in which coronavirus can be spread:

- From contaminated surfaces, i.e. when an individual touches the surface with their hands and then touches their eyes, nose or mouth.
- From contaminated respiratory droplets released by individuals who are currently infectious. This mainly happens when someone coughs, sneezes or blows their nose but can also occur during normal respiration. Respiratory droplets are not airborne for long and is the reason for the government's emphasis on social distancing involving people not coming within 2 metres of each other.

By protecting the potential routes of entry into the body by social distancing, good personal hygiene practices and cleaning regimes we can effectively minimise any potential for infection, even when teaching in close proximity to someone who may be infected.

The government guidance on social distancing in the workplace sets out the guidelines on how this should be achieved. At the heart of the guidance is a 2m rule. The 2m rule means that:

- People cannot reach each other and therefore not spread infection by direct touching.
- Allows space for exhaled droplets to dissipate reducing the likelihood of inhaling them.

## Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5 Catastrophic	5 Almost certain to happen	16 OR MORE - RED
4 Major - likely to result in closure of school	4 Likely	12 to 15 - AMBER
3 Moderate	3 Possible	9 - 11 AMBER
2 Minor	2 Unlikely	BELOW 9 - GREEN
1 Negligible	1 negligible	

Risk assessment reference:	COVID 19	Activity/Location/Situation: Risk of staff / pupils / parents and others contracting COVID-19 disease while attending dance lessons
Version	0.1	
Risk assessment date:	23/7/2020	
Risk Assessment owned by:	D.Sayers / C.Jennings	
Planned review date:	as required	

Hazard / Risk	Who might be harmed or at risk	Impact score	Probability score	Risk Rating (a)x(b)	Control measures	Risk rating following controls	Person (s) responsible for action
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<p>Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred</p>	<p>Staff and customers</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>1 Continue following government action of self-isolation and only to leave house on the following circumstances: for medical reasons; to shop for necessary food supplies; for exercise; and for work where you cannot do this at home 2) Maintain contact with principal teachers and to follow procedures / guidance 3) Use private transportation, cycle or walk. As a last resort public transport to be used as a minimum and to implement social distancing where possible 4) To continue following ongoing government guidance 5) Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required 6) Follow good NHS hygiene measures at all times</p>	<p><b>Medium risk</b></p>	<p>Staff and customers</p>
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Working / teaching within 2 metres	Staff and customers	4	5	20	<p>1) Always consider the number of people in the studio. Can the lesson be performed differently without having to breach the 2m social distancing rule 2) Staff and Customers are to limit face to face working and physical contact work facing away from each other when possible 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic dances where exposure to this distance is less than 15 mins 4) Consider introducing an enhanced authorisation process (permit to contact) for customers where less than 2m distance is accepted 5) Provide additional supervision to monitor distancing 6) Continue to conduct dynamic risk assessments whilst completing the lessons and speak up if there is a safer way of working 7) All equipment to be thoroughly cleaned prior and after using it. 8) Increased ventilation will be provided within enclosed spaces 9) Consider face covering if individual feels safer and where 2 meters isn't possible 10) Consideration given to disposable gloves 11) Reusable PPE should be thoroughly cleaned after use and not shared between staff 12) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed) 13) Staff deemed clinically vulnerable should never work within 2m of persons and preference should be given to whether any change in lessons can allow an individual to work from a safer distance where possible</p>	Low risk	Staff /customers
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Poor Hygiene	Staff and customers	3	3	9	1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. hand washing technique to be adopted as directed by NHS. 2) To supply hand sanitiser and use at the start and end of every lesson. Ensure securely stored. 3) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.	Low risk	Staff and customers
Suspected case of COVID whilst in the dance hall	Staff and customers	4	4	16	If someone has or develops a high temperature or a persistent cough while in the studio, they should:  1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to dance classes until their period of self-isolation has been completed. 5) The area of contact should receive deep cleaning and social distancing maintained	Medium Risk	Staff and customers
Access /egress to the dance hall	Staff and customers	3	4	12	1) Ensure all extremely clinically vulnerable persons do not attend the studio 2) Stop all non-essential visitors 3) All possible class/lesson registration in advance and payment 4) Introduce staggered start and finish times to reduce congestion and contact at all times 5) Require everyone to wash or clean their hands as entering or leaving the hall 6) Allow plenty of space (two metres) between people waiting to enter site with the one way system 7) Regularly clean common contact surfaces 8) Reduce the number of people in attendance to classes and windows and door left open for air flow 9) Parents/Guardians should remain at a minimum 10) Designate walking routes and one way systems with signage to help maintain social distancing	Low Risk	Staff and customers

Food and Drink in the hall	Staff and customers	3	4	12	1) Removal of bins and reduced food waste and contamination 2) Hand cleaning facilities or hand sanitiser should be available at the entrance of any main entrance and less touch. 3) Tables should be cleaned between each use 4) All rubbish should be taken home and not left for someone else to clear up	Low Risk	Staff and customers
First aid	Staff and customers	3	3	9	1) First aid contents to be monitored to ensure adequate supplies remain 2) First aid and cover arrangements to be reviewed 3) Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19 4) Effective reporting system established in order to rectify any raised issues or incidents in a timely manner 5) to keep record of attendees and contact details within GDPR Guidelines 6) Gov.UK Track and trace – knowledge of system and reporting	Low Risk	Staff