

COVID-19 RISK ASSESSMENT

(IN ADDITION TO NORMAL OPERATING RISK ASSESSMENT)



VENUE: Avian Dance Studios
 NAME: Erin Madden
 DATE: 1st January 2022

SEVERITY: WORST CASE OUTCOME

5	4	3	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

LIKELIHOOD (OF WORST CASE OUTCOME)

5	4	3	2	1
Certain	Very likely	Likely	Unlikely	Remote

RISK RATING:
 OUTCOME X LIKELIHOOD

13-25	5-12	1-4
High	Med	Low

HAZARDS	RISK TO:	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES IN PLACE AND FURTHER ACTIONS NEEDED	UPDATED/COMPLETED (INITIAL/DATE)
CAPACITY MANAGEMENT						
Overcrowding meaning social distancing is not possible and therefore potential spread of virus to large number of people	All facility users	4	2	8	No legal limit on class numbers or number of people for the space, but usual British Gymnastics coaching ratios apply - see Normal Operating Assessment	EM 1/1/22
					All participants must book in advance to manage number of people in facility.	EM 1/1/22
					Reception now open to spectators as normal. Ask that they bring as few people as possible and only stay as long as needed/ leave swiftly after class. Parents wishing to drop at the door are still able to do so for independent classes.	EM 1/1/22
					Usually only one parent/carer per child to chaperone children in pre-school classes; any additional adults will spectate from side if coach deems this necessary due to number of attendees.	EM 1/1/22
					Cooperate with Avian staff to support smooth entrance/exit from building where classes start or end at same time.	EM 1/1/22
					Ensure adequate gap between own classes so that there is no cross-over between those arriving and those leaving. (Minimum 15 minutes)	EM 1/1/22
Spread of virus due to insufficient ventilation					Open doors where possible to improve ventilation (e.g. between classes) but consider closing them during classes to safeguard children e.g. from car park.	EM 1/1/22

INFECTION CONTROL: HAND HYGIENE

Risk of contamination via droplets carried on hands	All facility users	4	2	8	Hand sanitizer to be present at entrance to building and studio, every session; supply checked before every session.	EM 1/1/22
					Handwashing available in the toilets and soap carried in case of shortage.	EM 1/1/22
					Coach to prop open any doors where it is safe to do so, to minimise touch points.	EM 1/1/22
					Tissues to be available to use when coughing and sneezing.	EM 1/1/22
					Cash not usually taken for classes or merchandise. Payments to be made in advance via PayPal or BACS wherever possible.	EM 1/1/22
					Registers and paperwork to be completed online (rather than paper copies); access via Google Drive on personal (secure) phone wherever possible.	EM 1/1/22

INFECTION CONTROL: SURFACES

Risk of infection from contaminated surfaces	All facility users	4	2	8	Sufficient time allowed before, after and between classes to complete cleaning (min 15 minutes). All equipment surfaces and hand apparatus to be cleaned minimum twice a day.	EM 1/1/22
					Wherever possible, cover furnishings with wipe-clean material so they can more effectively be cleaned.	EM 1/1/22

INFECTION CONTROL: SOCIAL DISTANCING

Risk of person to person contamination via droplets, if people are too close to each other	All facility users	4	2	8	Social distancing no longer a legal requirement but people encouraged to give each other space.	EM 1/1/22
Arrival and departure/ moving around the facility:	All facility users	4	2	8	Parents asked to wait in Reception until invited into the studios.	EM 1/1/22
					Members asked to arrive in sports kit ready to train and bring as few belongings as possible. Encourage 'slip on' shoes or those which are easy and quick to take on and off to help to speed up the flow of people in and out of the building.	EM 1/1/22
					Face masks required at all times unless exercising or exempt. Coach will wear a face covering when moving around the facility e.g. Reception and corridors and when supporting gymnasts but may remove it if reasonably necessary at other times within class.	EM 1/1/22
Gymnastics sessions/activity:	All facility users	4	2	8	Ensure all equipment is set up prior to the start of sessions. Spots or markers to encourage some space between gymnasts although not a legal requirement.	EM 1/1/22
					Coach to provide hands on support where needed, and bearing in mind children may not be used to this. Use alternatives where possible e.g. progressions using built up equipment and sufficient matting to try things independently.	EM 1/1/22
					Some pair working may be introduced. Hand apparatus may be shared providing good hand hygiene is maintained.	EM 1/1/22

FIRST AID PROVISION						
Risk of contamination when administering first aid	All facility users	4	1	4	Coach to familiarise self with symptoms of Covid.	EM 1/1/22
					Updated First Aid qualification including considerations for Covid.	EM 1/1/22
					First aid contents to be checked (including sanitiser & gloves) and all dates checked regularly.	EM 1/1/22
SUSPECTED INFECTED PERSON						
Risk of contamination to others if an individual is displaying Covid symptoms or has been in touch with someone who is confirmed to have Covid	All facility users	4	1	4	Reminder to parents about government test and trace strategy: anyone with Covid symptoms must self isolate and get tested, they must not attend sessions. If they receive a positive test they should inform the club.	EM 1/1/22
					Parents to be encouraged to make use of twice weekly Covid tests offered for free by the government. Coaches are now double vaccinated and will use LFT regularly. If positive - isolate and book a full Covid test.	EM 1/1/22
					If a case is confirmed within the Studios, inform all parents present at that time (without naming individuals) and follow self-isolation procedures if aged over 18 without double vaccination.	EM 1/1/22
					Accurate register of all attendees to be kept in case require by NHS Test and Trace: <ul style="list-style-type: none"> - Gymnast attendance to be kept on registers. Contact details for gymnasts stored as part of registration and parents reminder to update with any changes. - Chaperoning parents for pre-school classes to be noted on register and stored for 2 weeks then deleted. - QR posters displayed for spectators to check in to NHS App. 	EM 1/1/22
CLEANING PROCESSES/COSHH						
Risks to those completing increased cleaning duties or a deep clean	Coach/staff	4	2	8	Identify any knowledge gaps and where relevant complete training to increase awareness of risks when working with cleaning products and in effective cleaning methods. Training record to be updated.	Ongoing
					Cleaning products selected based on knowledge provided by Cleaning Company (Seed Brothers). Suitable levels of disinfectant to kill Covid and other viruses; all products to dry before use. Not to be sprayed whilst children are still using the equipment; wait until end of each class when they leave.	EM 1/1/22
					Familiarise with cleaning products before use and read information provided on the packaging regarding safe use, what to do in case of contact with skin, eyes etc. Retain packaging. Record as part of Cleaning Log.	EM 1/1/22
FIRE/EMERGENCIES						
Injury or death caused by emergency situation e.g. fire	All facility users	5	1	5	In event of an emergency, such as a fire evacuation, the priority is the immediate danger posed to all users and social distancing may not be possible until safely at the meeting point.	EM 1/1/22

UNDERSTANDING/COMPLIANCE OF GUIDELINES

Risk of contamination due to non-compliance or lack of understanding of Covid safety steps from any participant	All facility users	4	2	8	Clear and concise communication with parents upon booking/ in advance of opening, to update them on Covid specific Policies and Procedures .	EM 1/1/22
					Booking forms and member data to be checked regarding disabilities and additional needs. Where relevant, communicate with parents to individually assess whether participant will have any difficulty maintaining social distance, working independently, understanding instructions, what additional support is required.	EM 1/1/22
					Complete Government Covid Secure Risk Assessment and display certificate on website to reassure parents of the steps being taken.	EM 1/1/22

SAFEGUARDING AND WELFARE

Increased risk of welfare issues at home following a difficult period of Lockdown	Children and young people	4	1	4	Be aware of the additional stress and difficulties that families may have experienced over the last few months and be alert to what children are communicating in case concerns need to be raised with a Welfare Officer. Look out for signs which may indicate a child is at risk of harm: <ul style="list-style-type: none"> - unusual injuries inc. bruises, burns, fractures, bite marks, self harm - communicating aggressively or using sexual language - appearing withdrawn, anxious or frightened 	GP Ongoing
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DATA PROTECTION

Risk of having personal or sensitive data shared	Participants	2	2	4	Where it is necessary to collect sensitive data which is additional to normal joining/membership data collection (e.g. regarding whether someone has previously shown Covid symptoms or tested positive, and providing consent for attendance details to be shared with NHS Test and Trace) ensure there is sound legal reason for doing so and consent is provided.	EM 1/1/22
					If it is necessary to inform members that another participant has tested positive for Covid, ensure this is done confidentially and that people will not be able to identify the individual from information provided.	EM 1/1/22