

DWL Autumn Term 2020 Risk Assessment – 13 pages – created 03.09.2020

COVID-19 SPECIFIC RISK ASSESSMENT

ACTIVITY	RISK	SEVERITY	PROBABILITY	HOW TO PROTECT	PROTECTED RISK	EXTRA MEASURES
Entrance and exit to childcare setting causing people to congregate	compromising social distancing	5	5	Staggered lesson times. Plan this and provide information to parents. Discourage parents from gathering together and implement social distancing outside the setting to minimise the adult to adult contact. Parents will not be allowed into the building and must adhere to strict social distancing measures outside the building, in line with the venue's procedures.	4 - LOW	
Inadequate social distancing measures leading to spread of the virus	compromising social distancing	5	1	No-one allowed into the building until 5 minutes before their class. Entrance and exits through different doors. If not possible, this will be staggered and be led by the Branch Manager to ensure collection is done safely. All teachers and pupils to remain at least 2 metres apart. 3 metres distance given between dance spaces.	3 - LOW	All bookings must be taken online and in advance. Temperature checks taken at front doors for all staff and pupils. EVERYONE must wear a mask in corridors. Masks are encouraged in class but are optional.
Changes to building use being safe for pupils and staff – e.g. storage, one-way systems, floor tape	cuts, bruises, falls due to being in a new environment	3	1	Review your settings risk assessment to ensure control measures remain suitable and in place. Update risk assessments to include corona-virus (COVID-19) and any changes that have been necessary (e.g. hand washing, one-way systems, allocation of specific	2 - LOW	Children never to be left unsupervised. One way system to be applied in venues as far as possible, clearly signed and Branch Manager to help ensure this is achieved.

				areas). Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).		
First aid procedures – reduced numbers of first aiders and paediatric first aider	lack of first aid training to administer first aid	5	1	Review First Aid procedures. Rota systems in place to ensure adequate numbers of PFA trained staff. Communication of first aid arrangements cascaded to staff.	5 - MEDIUM	Named first aider on site, several other first aid trainer members of staff available. Any doubt, staff are trained to call Hatzola 0300 999 4 999
Using and monitoring new practices to reduce risk of Covid-19 transmission	unconfident after training and unsure of procedures. Risk spreading the virus	5	1	Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases. Daily morning and end of the day briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions. Review Setting Policies and Procedures – including safeguarding – to include corona-virus (COVID-19).	2 - LOW	Staff to receiving training before classes commences and continual daily updates and support from DWL office
Ventilation to reduce spread	quick spread of virus in enclosed buildings	8	4	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air.	5 - MEDIUM	Staff to wear PPE if they feel more comfortable. PPE provided by the individual staff member. EVERYONE must wear a mask in corridors. Masks are encouraged

				If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational.		in class but are optional.
Management of waste	spread of germs	8	4	School maintenance to coordinate daily cleaning to Covid-19 school procedures	4 - LOW	
Using equipment – multiple-use	risk of spread of virus if carrying	8	4	Appropriately cleaned between each class with time to dry.	5 - MEDIUM	
Contaminated surfaces spreading virus	risk of spread of virus	8	4	Remove unnecessary items from rooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items that cannot be easily cleaned such as soft toys. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting	3 - LOW	low risk due to constant cleaning of surfaces and hands. Nothing to be bought into the classroom except water-bottle, dance shoes and a coat
Sufficient hand washing facilities for staff and children	not washing hands	8	4	Where a sink is not nearby, provide supervised access to hand sanitiser in the learning environments. Toilets to be monitored so only one class is using the facilities at any one time.	3 - LOW	sufficient sanitiser available. Staff to have access to staff-only facilities.
Toilets being overcrowded	not maintaining social distancing	4	1	Limit the number of children who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Where possible different toilets should be used by each class. Toilets should be cleaned after each use.	2 - LOW	Toilets can only be used with supervision.
Staff	not complying	6	2	Talk to and involve staff with the	2 - LOW	All staff receiving online

understanding of new changes – safe practice at the setting	with measures put in place			planning (for example, safety measures, timetable changes and staggered arrival and departure times).		training before class begins. Member of staff based in the office or with the mobile in case someone needs help/guidance. Fewer 'younger' helpers working at classes this term.
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff	risk of virus being caught by first aid provider	6	2	<p>If a child, becomes unwell with symptoms of corona-virus (COVID-19) while in the setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Ensuring that fluid resistant face masks are available and a supply is maintained.</p>	2 - LOW	All staff receiving online training before classes begins. Branch Manager available in case someone needs help/guidance.
Assessment of all staff, including high risk staff with vulnerable / shielding family member,	risk of taking virus home	5	2	<p>A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious.</p> <p>Government guidance on shielding and protecting extremely vulnerable</p>	5 - MEDIUM	Staff to complete questionnaire before term commences to confirm they are happy to work

underlying health conditions or other risk factors				persons and staying alert and safe social distancing clinically vulnerable people should also be followed when considering staffing arrangements.		
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DANCE ACTIVITY SPECIFIC RISK ASSESSMENT

ACTIVITY	RISK	SEVERITY	PROBABILITY	HOW TO PROTECT	PROTECTED RISK	EXTRA MEASURES
Gymnastics	risk of spread of virus	5	2	One Gym Mat to be used per person and time to be given to wipe down and disinfect mats between classes. Higher risk due to airborne virus transfer due to sweating and higher levels of activity. All participants to be socially distanced at 2 metres apart with a further metre space around them. When dancing in any indoor rooms, doors and windows to be left open.	4 - LOW	no partner work or face to face work. Instructor to remain socially distant
Hiphop/Street/ Breakdancing/ Tap	risk of spread of virus	6	2	Higher risk due to airborne virus transfer due to sweating and higher levels of activity. All participants to be socially distanced at 2 metres apart with a further metre space around them. When dancing in any indoor rooms, doors and windows to be left open.	4 - LOW	no partner work or face to face work. Instructor to remain socially distant
Dance Fitness with Zumba	risk of spread of virus	6	2	Higher risk due to airborne virus transfer due to sweating and higher levels of activity. All participants to be socially distanced at 2 metres apart with a further metre space around them. When dancing in any indoor rooms, doors and	4 - LOW	no partner work or face to face work. Instructor to remain socially distant

				windows to be left open.		
Ballet	risk of spread of virus	6	2	<p>Each pupil assigned their own chair for a barre within their 2 metre space with a further metre space around them.</p> <p>Younger classes who don't need a barre will be given a dance spot to help them maintain social distancing Higher risk due to airborne virus transfer due to sweating and higher levels of activity. All participants to be socially distanced at 2 metres apart with a further metre space around them. When dancing in any indoor rooms, doors and windows to be left open.</p>	4 - LOW	no partner work or face to face work. Instructor to remain socially distant
Dance/Movement related injury	Injury of the body	6	2	<p>Teachers will be advised as to the competence level of the participants in advance.</p> <p>Experienced teachers allowing for a thorough warm up and cool down for every session.</p> <p>Dancers will be encouraged to ask questions and stop if they do not understand the task or feel anything is uncomfortable.</p> <p>Parents agree to terms and conditions which includes them not being allowed in the same room observing</p>	3-LOW	Gym classes to be re-planned as no support work will be currently allowed. Ballet partnering and props not currently allowed. (Props at the discretion of the teacher providing they are sanitised in between classes).
Participants wearing unsuitable footwear	Trips or slips	6	2	<p>Participants will be aware of uniform requirements, including appropriate footwear.</p> <p>Participants must show what footwear they are wearing so that the teacher and staff member can assess before the lesson begins</p>	3-LOW	All dancers must wear appropriate shoes – no bare feet due to Covid-19 regulations

GENERAL RISK ASSESSMENT

ACTIVITY	RISK	SEVERITY	PROBABILITY	HOW TO PROTECT	PROTECTED RISK	EXTRA MEASURES
Trip Hazards on Stairs	Cuts, grazes, bruises	1	3	Stairs marked to highlight risk. Safety briefing. First Aid on site.	3 - LOW	Supervision provided at all times for younger students.
Fire	Fire Death, serious injury	5	1	Fire alarm system, operational sprinkler system, fire evacuation briefing	5 - MEDIUM	Highly unlikely. Emergency plan will be put into operation.
Trip Hazard on wires/cords	Cuts, grazes, bruise, carpet burns	2	4	All cords and wires will be taped down to minimize hazards. First Aid on site	8 - HIGH	No unnecessary movement though the room. No running. Safety briefing that tripping hazards are present at the front of the room. Highlight awareness.
Electricity outlets, plugging in electrical equipment	Electrocution	5	1	Ongoing maintenance of electrical equipment. All equipment approved by Operations Manager. Electrical systems maintained and upgraded.	5 - MEDIUM	First Aid. Security and emergency 999. School Maintenance team on site
Slipping on concrete floors	cuts, grazes, bruises	3	1	First aid on site. If wet clear signage use to notify of hazard	4 - LOW	students /employees asked to wear appropriate foot wear.
Bumping into furniture	Bruises	1	3	First aid on site.	3 - LOW	
Organisation	Overlooking an individual or group of individuals due to a confusion over responsibilities	2	3	Nominate the Leader in Charge <ul style="list-style-type: none"> •Define the roles required on the •Define who is responsible for each of the roles •Ensure there are an appropriate number of leaders •Define when the young people come under the Organisation's responsibility and when do they 	6 - MEDIUM	Branch manager or assistant to direct children from car to line up outside and from building to cars/parents at end of lesson. Branch manager and teachers to hold copy of register for each lesson. Car make, model,

				cease to be under the Organisation's responsibility? Clear timetable to follow.		colour, license plate taken to ensure safe collection.
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