

<b>COVID-19 Risk Assessment</b>	Review Date	16/08/2020	Next Review	16/12/2020
	Risk Assessment for;	<b>Infection Control - Covid-19</b> NB usual work activities not covered by this assessment, see separate assessments		
	Risk Assessor name	TP		

### Working Risk Evaluation Matrix

Likelihood/ severity	Category
Highly Unlikely	1
Unlikely	2
Possible	3
Probable	4
Certain	5

### Risk Factor

Risk Factor	Category	Action
1	Acceptable	None necessary
2	Acceptable	Basic control systems
3	Marginal	Specific controls
4	Not Acceptable	Extreme control
5	Not Acceptable	Not allowed

### \*\* Risk Evaluation Outcome

**A:** The risk is **acceptable**

**R:** Despite all reasonable controls being in place, **a significant residual risk exists**, of which people should be informed

**N:** The risk is **not acceptable** and further controls should be considered, as detailed in the last column of the table.

Activity/ Location	Hazards	Existing controls	People affected	Assessment of Risk (1-5)			Further risk controls required (A, R, N)	
				Likelihood	Severity	Risk factor	If "N", Further Control/ Emergency/ Contingency Measures to be considered	
<b>Booking classes</b>	Those have contracted the virus + those vulnerable to COVID risks being able to attend classes	<ul style="list-style-type: none"> <li>Those who are tested positive, display symptoms and/ or have exposed to confirmed cases are not allowed to book classes</li> <li>Those with underlying health conditions are strongly discouraged to book classes</li> <li>Booking and class rules are visibly displayed on the booking site</li> </ul>	All	3	4	3	R	<ul style="list-style-type: none"> <li>Daily reminders sent to attendees for 3 days in advance of class to reconfirm no change in health conditions since booking</li> </ul>
<b>Entering the studio</b>	Transmitting virus via contact (e.g., doors, surfaces, people, etc.) or when registering or paying	<ul style="list-style-type: none"> <li>Hand sanitisers kept by the door to use when entering the studio and during session</li> <li>Notices to remind to sanitise /wash hand before and after class</li> <li>Advance booking online only, no cash drop-in</li> <li>Contactless loyalty stamps</li> </ul>	All	1	2	2	A	<ul style="list-style-type: none"> <li>Doors to studio will be hold opened all the time</li> <li>Instructors to remind students to clean/ sanitise hands on arrival and during session</li> </ul>
<b>Entering the studio</b>	Transmitting virus via airborne particles		All	1	2	1	A	<ul style="list-style-type: none"> <li>One-way entry system</li> <li>Students required to arrive early for registration and temperature check</li> </ul>
<b>During the dance session</b>	Transmitting virus via contact surfaces inside the studio (e.g., floor, mirror)	<ul style="list-style-type: none"> <li>Floor and mirrors are cleaned before sessions</li> <li>Reminders to wash hands placed in studio and made by instructors during session</li> <li>Hand sanitisers available in the studio</li> </ul>	All	3	4	3	A	<ul style="list-style-type: none"> <li>Instructors to limit or modify movements required contacting surfaces (e.g., floor work)</li> <li>2m spacing marks between students will be implemented</li> </ul>

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				Likelihood	Severity	Risk factor	If "N", Further Control/ Emergency/ Contingency Measures to be considered	
<b>During the dance session</b>	Transmitting virus via airborne particles	<ul style="list-style-type: none"> <li>Students to stand 2 meters apart</li> <li>Limit class capacity</li> <li>Instructors are to face away from students at all time</li> <li>Reminders to wash hands placed in studio and made by instructors during session</li> </ul>	All	3	4	3	A	<ul style="list-style-type: none"> <li>Limit class capacity when booking</li> <li>Floor markings with tapes</li> <li>Face coverings is required for all students</li> </ul>
<b>Changing room/ Toilet</b>	Transmitting virus when changing via contact surfaces and airbornes particles	<ul style="list-style-type: none"> <li>Notices to remind to sanitize/wash hand</li> </ul>	All	1	3	2	A	<ul style="list-style-type: none"> <li>Students and instructors are required to arrive in appropriate clothes</li> <li>Changing facilities will not be made available</li> <li>Reminders to students to wash hands after using toilets</li> </ul>
<b>Group gathering in corridor/ outside studio</b>	Transmitting virus via contact and airbornes particles when waiting outside the studio	<ul style="list-style-type: none"> <li>One way entry and exit system for students</li> </ul>	All	1	2	2	A	<ul style="list-style-type: none"> <li>Parents and students are not allowed to wait outside the studio</li> </ul>
<b>Exiting the studio</b>	Transmitting virus from airbornes particle	<ul style="list-style-type: none"> <li>One way exit only</li> <li>Hand sanitisers available</li> </ul>	All	1	2	2	A	<ul style="list-style-type: none"> <li>Student to be reminded of exiting the studio promptly and wash/ sanitise hands after class</li> </ul>
<b>Students or instructors with the virus coming into class with symptoms or when symptoms are not cleared</b>	Transmitting virus via contact surfaces and airborne particles	<ul style="list-style-type: none"> <li>Instructors, staff, students and parents are made aware of to not attend class if they display symptoms, have tested positive, and/ or contracted with confirm cases in the last 7 days when booking</li> <li>Those displaying symptoms or having temperate higher than allowed (i.e. 37.5 C degree) on the day will be sent home</li> <li>Collect track and trace information when booking</li> </ul>	All	2	4	4	R	<ul style="list-style-type: none"> <li>Use NHS Track and Trace system if needed</li> <li>Reminders to send out to all students and instructors about notifying K ARC <b>immediately</b> if they come in contact with infected person(s) or tested positive for the virus</li> </ul>

**Revisions and Amendments**

<b>Date</b>	<b>Reviewed by</b>	<b>Revision and Amendment Detail</b>