

# RISK ASSESSMENT FORM

<b>Assessment No: 19</b>	<b>Locations/ Dept</b> Main Centre	<b>Persons Involved in or affected by task:</b>	
<b>Assessment Date</b> 21.5.20	<b>Assessor's Name:</b> Matt Crane		
<b>Task/ Activity/ Area Assessed</b>  <b>Dance Studio</b>		<b>Employees</b>	<b>X</b>
		<b>Visitors</b>	<b>X</b>
		<b>Contractors</b>	
		<b>Members of the public</b>	<b>X</b>
		<b>Others</b>	

<b>What are the hazards?</b>	<b>Who might be harmed, and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
COVID-19	Staff, members, hirers contractors by becoming contaminated from equipment, touchpoints and surfaces and via droplets from sneezing, coughing, sweating, and exhaling while exercising by someone who has COVID-19	<p>3m zoned areas to be implemented to provide clear guidance on social distancing.</p> <p>Floor and wall signage to be fixed in agreed locations to enforce one-way system and queueing system implemented to maintain 2m social distancing.</p> <p>Controlled access to the room to maintain social distancing</p> <p>Hand Sanitizer dispensers positioned at each entry/exit point for both users and staff.</p> <p>Antibacterial spray and tissue to be provided and bins placed in the room for disposal</p>	<p>Member communication advising of the new design and requirements upon re-opening</p> <p>Send regular communications to staff, members, hirers, and contractors of COVID-19 guidelines.</p> <p>Staff training for cleaners, duty staff and receptionists to understand the COVID -19 policies and procedures and where necessary to implement such procedures.</p> <p>All staff will be trained on the cleaning of reusable PPE clothing following government guidance.</p>	<p>MR</p> <p>MR</p> <p>Management</p> <p>Cleaning Supervisor/ Management</p>	<p>July 2020</p> <p>July/August 2020</p> <p>July/August 2020</p> <p>July/August 2020</p>	<p>v</p> <p>Ongoing</p> <p>v</p> <p>Ongoing</p>

		<p>Signage to be placed at all entrances and exits re-enforcing the COVID-19 procedures.</p> <p>Booking system used to reduce capacity per hour to help sustain social distancing during opening hours.</p> <p>Class timetable to be adapted to avoid back to back classes. This will provide time to ensure the cleaning process has been maintained.</p> <p>Opening of windows to allow natural air. Air Conditioning Units are not used.</p> <p>Following government guidance on cleaning methods. Fogging machines will be used when and where necessary to disinfect large areas.</p> <p>PPE items to be provided to all cleaners, including disposable head caps, face masks, gloves, apron and show covers. Each cleaner to be given their own shield.</p> <p>Monitor Government guidance and make necessary changes as the situation changes.</p>	<p>All training provided will be documented and staff assessed on compliance</p> <p>Staff training on the cleaning requirement of the studio and the equipment</p>	<p>Management</p> <p>Group Exercise Co-Ordinator</p>	<p>July/August 2020</p> <p>22 July 2020</p>	<p>Ongoing</p> <p>v</p>
Slips and trips	Staff and members of the public may be injured if they trip over objects.	Staff clean up spillages immediately and leave the floor dry				
Physical Activity	Risk of injury through inadequate teaching and accident.	<p>Qualified 1<sup>st</sup> Aider on site always. All injured reported.</p> <p>Controlled and organized sessions. Coaching staff fully trained.</p> <p>Notices state that members and their guests are reminded that it is their responsibility to ensure that their medical condition is satisfactory for the activity they wish to pursue. Activities limited on</p>				

		numbers, providing adequate individual space. Room is locked when not being used by the instructor.				
Manual Handling	Staff and members of the public risk injuries or back pain from handling heavy/bulky objects, eg weights	Staff trained in manual handling techniques. Instructors to advise users of the correct techniques throughout the class.				
Electrical Equipment	Staff could get shocks or burns from faulty electrical equipment.  Electrical faults can also lead to fires.	Staff are encouraged to spot and report any defective equipment.  Faulty equipment is promptly taken out of use Yearly safety checks of the electrical equipment are carried out to ensure that it to be safe.				
Gym Equipment	Staff and members of the public risk injuries.	Staff complete regular checks of equipment, any faulty equipment is taken out of use and reported.				

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date

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Assessment Review Date (as required): 20/05/2021	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature:

Signature: <i>Matt Crane</i>	Date: 21/05/2020
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