

## INFECTIOUS DISEASES (INCLUDING COVID-19) RISK ASSESSMENT

<b>Name</b> (of activity/session etc): Dance for Life	<b>Location:</b> Trinity Church, Abingdon; The Clifton Centre, Bicester; Witney Congregational Church <b>Date &amp; times:</b> Tuesdays 10 am; Tuesdays 1.30 pm; Wednesdays 12.30 pm
<b>Date of Creation:</b> 7 <sup>th</sup> September 2021	<b>Date of Review:</b> August 2022 or before if changes to government guidelines
<b>Completed by:</b> Caroline Moss	<b>Contact Details:</b> 07815 120727 <a href="mailto:caroline@dance-creative.co.uk">caroline@dance-creative.co.uk</a>

What is the risk?	Who is at risk?	Risk level	Mitigating action(s)	Action by whom?	Action by when?	Date Compl.	Revised Risk level
Transmission of disease through the air or from surfaces in shared space	All participants, staff, volunteers & other centre users	L – 2 S – 5 R - 10	<p><b>General</b></p> <p><b>1. Inform participants, staff &amp; volunteers that they must:</b></p> <p><b>a) not attend class if</b> they are feeling unwell, have symptoms of infectious disease, tested positive for Covid 19, or had close contact with someone who has tested positive for Covid 19. If participants are unsure they should check with their GP before attending class and/or take an LFT/PCR test</p> <p><b>b) register a negative LFT/PCR test</b> before returning to class following a positive Covid 19 test result, foreign travel, or other circumstances outlined in current guidelines</p> <p><b>c) know, understand and follow current local guidelines for Covid 19</b>, including rules for self-isolation, contact with people who have tested positive, and foreign travel, at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><b>d) inform Dance Creative immediately</b> if they test positive for Covid 19</p> <p><b>e) inform Dance Creative if they miss a session.</b> Follow up welfare checks will be carried out for any participants who miss a session without informing Dance Creative, or for any participants where there are health concerns</p>	Project Manager (PM)	17/9/21		L – 1 S – 5 R - 5

		<p><b>f) discuss with Dance Creative</b> if they are not fully vaccinated against Covid 19 before attending class</p> <p><b>2.</b> Have a contingency plan if staff/volunteers cannot attend class – eg, back up volunteer/holding the class online/getting cover</p> <p><b>3.</b> Ask all participants to complete updated registration forms with current medical information, including whether participants have had full Covid 19 and flu vaccinations. Forms should also ensure that participants are not allergic to cleaning and handwashing products, and if so, alternatives should be provided</p> <p><b>4.</b> Ensure that all staff, volunteers and participants have access to this risk assessment through our website (individuals can request electronic or printed version if prefer) and know the procedures to take if they wish to raise concerns</p> <p><b>5.</b> In case of emergency such as accident or fire alarm, safety should be prioritised but procedures such a social distancing and face coverings should be re-instigated as soon as possible (eg, once participants have safely exited the building in case of fire alarm). Please refer to separate venue risk assessment for emergency procedures</p> <p><b>Set up</b></p> <p><b>1.</b> Before participants' arrival, ensure that all frequently touched surfaces are cleaned with 75% alcohol spray/paper towels, including door/window handles, taps, and kitchen areas, disposing of towels in bin provided</p> <p><b>2.</b> Ensure that doors into the venue, toilets, and hall are safely propped open to avoid participants needing to touch door handles</p> <p><b>3.</b> Ensure that there is adequate/appropriate handwashing supplies in toilets &amp; sanitisation area, incl. soap, paper towels, hand sanitizer &amp; bins</p> <p><b>4.</b> Ensure that chairs are set out in the designated dance space with a recommended space of 1m apart and clean the backs, arms, &amp; seats if appropriate with 75% alcohol spray/paper towels, disposing of towels in bin</p>	<p>PM</p> <p>PM</p> <p>PM</p> <p>PM/ Lead Dance Artist (LDA)</p> <p>LDA/ Assistant Dance Artist (ADA)/ volunteer (V)</p> <p>LDA/ ADA/V</p>	<p>17/9/21 /On- going 21/9/21 / On- going</p> <p>17/9/21 / On- going</p> <p>17/9/21 / On- going</p> <p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p>		
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		<p>provided. Ensure that chairs are also set out and cleaned around the edge of the room, with 1m spacing between them, to allow participants to safely store personal items</p> <p><b>5.</b> Ensure that there is sufficient cross-ventilation in the area by opening doors/windows into the hall from both sides. Doors may need to be closed again in winter months to prevent injury/illness from low temperatures but should be opened frequently to encourage air flow</p> <p><b>Arrival</b></p> <p><b>1.</b> Ensure that participants use hand sanitizer when entering the room, provided at the sanitization area</p> <p><b>2.</b> Ask participants to wear face coverings (unless exempt) on arrival and in all areas except designated dance space, including storage areas for personal belongings. Face coverings may be removed when participants are in their seats ready to start dancing, but this will be an individual choice</p> <p><b>3.</b> Direct participants to individual chairs to store personal items such as bags &amp; coats. Ask participants to respect social distancing &amp; the use of face coverings in this area. Ask participants to take seats as soon as possible in dancing space &amp; discourage socialising in this area. Inform participants that they may change into indoor shoes if they prefer</p> <p><b>During Class</b></p> <p><b>1.</b> Ask participants that they must maintain distance from others during class, unless participants have said they are happy to work more closely with others in creative tasks. In this case, ensure that tasks are planned with participants being side by side rather than face to face. Organise group work into 'bubbles' if appropriate &amp; ensure that these remain consistent</p> <p><b>2.</b> Closely monitor participants who have stated they would prefer to maintain distance from others at all times</p> <p><b>3.</b> Include creative activities that promote increased awareness of social distancing and spatial awareness if appropriate</p>	<p>LDA/ ADA/V</p> <p>LDA/ ADA/V</p> <p>LDA/ ADA/V</p> <p>LDA/ ADA/V</p> <p>LDA</p> <p>LDA</p> <p>LDA</p>	<p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p> <p>21/9/21 / Weekly</p>		
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			PM/LDA	01/11/ 21/ On-going		
			LDA	21/9/21 /	Weekly	
			LDA	21/9/21 /	Weekly	
			LDA/ ADA/V	21/9/21 /	Weekly	

			<p>seated again with refreshments but participants will be asked to respect social distancing</p> <p><b>2.</b> Ask participants, staff and volunteers to bring their own cups for tea/coffee. Any spares will be washed previously in a dishwasher and then stored in an airtight plastic bag, then taken home and washed in a dishwasher again once used</p> <p><b>3.</b> Ensure that only designated people in charge of refreshments are in the kitchen. Inform participants, staff &amp; volunteers about the procedures for getting refreshments – ie, they should place their individual cup down for the designated volunteer to fill it with tea, coffee, milk and sugar if required, remove their own tea bags &amp; dispose of them in the bin provided, &amp; take away their cups/spoons to wash at home. Provide individual portions of snacks</p> <p>4. Ask participants to limit numbers in toilets to 2 people at one time</p> <p><b>Clearing up</b></p> <p><b>1.</b> Check with the venue what the procedures are for wiping down chairs, doors, &amp; windows before leaving, and ensure doors &amp; windows are closed/secured</p> <p><b>2.</b> Ensure that the kitchen area is wiped down with 75% alcohol spray and paper towels &amp; check venue procedures for cleaning the floor</p>	LDA	21/9/21 / Weekly		
				LDA/ ADA/V	21/9/21 / Weekly		
				LDA	21/9/21 / Weekly		
				PM/LDA	21/9/21 / Weekly		
				LDA/ ADA/V	21/9/21 / Weekly		
Transmission of disease from participants to staff/volunteers	All staff and volunteers	L – 2 S – 2 R - 4	<p><b>1.</b> Ask participants to pay for classes through online/phone banking to avoid handling cash. If participants prefer to pay by cheque, ensure that one member of staff is responsible for collecting cheques, stores them safely, and uses the hand sanitizer provided after handling</p> <p><b>2.</b> Ask one person to sign people in on the register when they arrive to avoid sharing pens</p>	PM/LDA	17/9/21 / On-going		L – 1 S – 2 R - 2
				LDA	21/9/21 / Weekly		

			<p>3. Ask staff &amp; volunteers to respect social distancing from each other &amp; from participants, and to wear face coverings in all shared areas, including when supporting individuals within class</p>	LDA	17/9/21 / On-going		
Transmission of disease from staff/volunteers to participants	All participants, other staff and volunteers	L – 2 S – 5 R - 10	<p>1. Request proof that all staff &amp; volunteers working with the group are fully vaccinated against Covid 19/flu</p> <p>2. Ask that all staff &amp; volunteers wear face coverings &amp; maintain social distancing when supporting individual participants, and use disposable gloves/hand sanitizer before and after handling participants' equipment or kitchen equipment</p> <p>3. Ensure that all staff &amp; volunteers carry out frequent LFT tests before class and register the results. Inform all staff/volunteers that they must follow the guidelines about attending class and current restrictions outlined in the 'General' section above</p> <p>4. Ensure that all staff &amp; volunteers use the hand sanitizer provided on arrival, and each time they enter the room</p> <p>5. Advise staff &amp; volunteers that they can change into indoor shoes if they prefer, and change clothes when arriving back home after class</p>	PM PM/LDA PM LDA LDA	17/9/21 / On-going 17/9/21 / On-going 17/9/21 / On-going 17/9/21 / On-going		L – 1 S – 5 R - 5
Transmission of disease from infected participant, staff or volunteers	Members of the public	L – 2 S – 5 R - 10	<p>1. Keep a weekly register of attendance</p> <p>2. Inform participants that they must inform Dance Creative immediately if they test positive for Covid 19</p> <p>3. Inform venue immediately if any participants, staff, or volunteer test positive for Covid 19</p>	LDA/ADA PM PM	21/9/21 / On-going 17/9/21 / On-going		L – 1 S – 5 R - 5

## Medium or High Level Risk Continuation Assessment

Name of Risk	Original Risk Rating	Further Action taken to reduce risk rating	Revised Risk Rating
Transmission of disease through the air or from surfaces in shared space to participants, staff, volunteers & other centre users	5	<ul style="list-style-type: none"> <li>Offer the option of an online class so that highly clinically vulnerable participants or participants who have close contact with someone who is highly clinically vulnerable can choose to stay at home rather than returning to a face to face class</li> <li>Discuss on a case by case basis participants who have not been double vaccinated but who wish to attend class. Assess the individual risk and the risk to the group, and the additional measures to put in place to mitigate the risk. If the risk is felt to be too high, advise participating in the online class instead</li> </ul>	L – 1 S – 2 R – 2  L – 1 S – 2 R – 2
Transmission of disease from staff/volunteers to participants	5	As above	L – 1 S – 2 R – 2
Transmission of disease from infected participant, staff or volunteers to members of the public	5	<ul style="list-style-type: none"> <li>Offer the option of an online class so that participants who have close contact with someone who is highly clinically vulnerable can choose to stay at home rather than returning to a face to face class</li> </ul>	L – 1 S – 2 R – 2