

INFECTIOUS DISEASES (INCLUDING COVID-19) RISK ASSESSMENT

Name (of activity/session etc): Dance for Life weekly classes followed by social time			Locations: Trinity Church, Abingdon; The Clifton Centre, Bicester; Witney Congregational Church			
Updated: 29 th September 2023			Date & times: Tuesdays 10 am; Tuesdays 1.30 pm; Wednesdays 12.30 pm			
Completed by: Caroline Moss			Date of Review: 8 th September 2023 or before if there are changes to government guidelines/updated information about new variant			
			Contact Details: 07815 120727 caroline@dance-creative.co.uk			
What is the risk?	Who is at risk?	Risk level	Mitigating action(s)	Action by whom?	Action by when?	Revised Risk level
Transmission of infectious disease through the air or from surfaces in shared space	All participants, staff, volunteers & other centre users	L – 2 S – 3 R - 5	<p>General</p> <p>1. Inform participants, staff & volunteers that they must:</p> <p>a) not attend class if they are feeling unwell, have symptoms of infectious disease, have tested positive for Covid 19, or have had close contact with someone who has tested positive for Covid 19.</p> <p>b) know, understand and follow current local guidelines for Covid 19, including rules for self-isolation and foreign travel, at https://www.gov.uk/coronavirus</p> <p>c) inform Dance Creative immediately if they test positive for Covid 19</p> <p>d) keep Dance Creative informed if they miss a session.</p> <p>Follow up welfare checks will be carried out for participants who live on their own who miss a session without informing Dance Creative, or for any participants where there are health concerns</p>	Artistic Director/Project Manager (PM)	On-going	L – 1 S – 3 R - 4

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		<p>e) discuss with Dance Creative if they are not fully vaccinated against Covid 19 before attending classes</p> <p>2. Have a contingency plan if staff/volunteers cannot attend class – eg, cover teacher/back up volunteer/holding the class online.</p> <p>3. Ask all new participants to complete registration forms with current medical information, including whether participants are up to date with Covid booster and flu vaccinations. Forms should also ensure that participants are not allergic to cleaning and handwashing products, and if so, alternatives should be provided. Ask all participants to update forms annually, or if there are changes to medication, health etc.</p> <p>4. 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>5. 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 if needed. (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>Pre-session</p> <p>1. Ensure that there is hand sanitizer available for participants' use on arrival and that there are adequate/appropriate handwashing supplies in toilets & sanitisation area, incl. soap, paper towels, hand sanitizer & bins. Ask staff & volunteers to use the hand sanitizer before they start setting up the room.</p>	<p>Lead Dance Artist (LDA)/ Assistant Dance Artist (ADA)/ Volunteers (V)</p>	<p>Weekly</p>	
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		<p>Advise participants to use sanitizer/wash hands at the start of the session and before refreshments.</p> <p>2. Ensure that chairs are set out in the designated dance space with a recommended space of at least 1m apart. Ensure that there are cleaning products available such as spray/paper towels/wipes if participants wish to clean their chairs before sitting down.</p> <p>3. Ensure that there is 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>4. Keep a weekly register of attendance so that participants can be informed if someone tests positive for Covid-19 following class.</p> <p>5. Review this risk assessment if there is increased concern about new variants, rising case numbers, or if there are severely vulnerable participants in the class.</p> <p>6. Encourage participants to bring their own individual water bottles to class.</p> <p>7. Ask one person to sign people in on the register when they arrive to avoid sharing pens.</p> <p>During the session</p> <p>1. Plan activities which avoid physical contact between participants such as hand shakes/contact improvisation. Inform participants that they may choose to work on their own during</p>	<p>Artistic Director/Board of Trustees</p> <p>LDA/ADA/V</p> <p>LDA</p>	<p>If needed</p> <p>Weekly</p> <p>Weekly</p>	
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			<p>creative tasks rather than in pairs/groups if they prefer and ask participants to inform the LDA if they would prefer to maintain distance from others.</p> <p>2. Ensure that all participants are provided with their own individual props/equipment packs, including therabands, scarves, bean bags & bells. Ensure that participants only use their own props/equipment & do not share with others. If any participant has forgotten their pack, clean spare props may be offered & returned at the end of class. Ensure that all new packs have been packed by staff with clean hands/using disposable gloves. Ensure that staff & volunteers use disposable gloves or hand sanitizer if handling a participant's equipment/props.</p> <p>3. Ensure that volunteers and staff maintain social distance when working on a one-to-one basis with participants if they have requested this and that they wear a face covering if the participant wishes them to.</p> <p>Refreshments</p> <p>1. Encourage participants to bring their own cups for tea/coffee where possible. Clean spares may be provided if participants wish.</p> <p>2. Ensure that only designated people in charge of refreshments are in the kitchen. Inform participants, staff & volunteers about the procedures for getting refreshments.</p> <p>After the session</p> <p>1. Ensure that all doors & windows are closed/secured.</p>	LDA/ADA/V	Weekly	
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		<p>2. Ensure that the kitchen area is wiped down, chairs are replaced to the correct storage location and check venue procedures for other cleaning requirements.</p> <p>Staff/Volunteers</p> <p>1. Ensure that all staff & volunteers are up to date with Covid booster and flu vaccinations if appropriate.</p> <p>2. Inform all staff/volunteers that they must follow the guidelines about attending class and current restrictions outlined in the 'General' section above.</p>	Artistic Director/PM	On-going	
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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	4	<ul style="list-style-type: none"> • 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 • Discuss on a case by case basis participants who have not been 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 	L – 1 S – 2 R – 2

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