

**RDDC (Rossendale Dance & Drama Centre)**

52 Bridleway Waterfoot, Rossendale, BB4 9DS

**Location: RDDC**

<b>Title :</b> COVID-19 Ramsbottom Branch	<b>Date of Assessment :</b> 27/07/2020	<b>Risk Assessor :</b> Jemma Dransfield
<b>Risk Assessment Reference :</b> COVID-19 Ramsbottom Branch	<b>People involved in making this assessment :</b> Jemma Dransfield	
<b>Task/ Process :</b> Assessment Due to working around COVID-19	<b>People at Risk :</b> Employees, Contractors, Members of the Public, Children & Young Persons	

**Hazard : Training** Untrained staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and affect the health of others.

**Control Measures:**

1. All employees have been instructed on the requirement to inform to management of any breaches of protocol as per the arrangements to protect our employees and members of the public from COVID-19.
2. All employees will be briefed on the content of this risk assessment and will acknowledge to state they have read and understand the content.
3. All employees have completed a basic 'return to work meeting' reading through our policy, completing a return to work checklist and had the chance to ask any questions they may have.

**Hazard : Cleaning** Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

**Control Measures:**

1. Continued rigorous cleaning procedures have been introduced in house. Cleaning scheduled have increased and will be monitored to fall in line with the demand.
2. If there is a confirmed COVID-19 case in the facility, the facility will be closed to public and we will follow the PHE Guidance – COVID-19 Cleaning in non-healthcare settings while cleaning all areas of the facility.
3. Staff will carry out regular cleaning of high-contact touch points such as entries, door handles throughout the premises, areas will be cleaned in-between tuition sessions, before the centre opening and after the last customer has left.
4. Equipment is cleaned by staff in between every use.
5. Signage is in place to request all staff to wipe down equipment after use.
6. Class times to be spaced or reduced so cleaning measures can take place in between student tuition.
7. Hand washing encouraged throughout tuition for students and teachers.

**Hazard : Reception areas** Close contact between reception staff on shift and between reception staff and members of the public could result in a higher risk of COVID-19 transmission.

**Control Measures:**

1. Processes have been introduced to make sure social distancing remains in place for reception staff.

2. Queue management - staff to monitor ques, only 3 members of the public at any one time can queue inside, all others are instructed to queue outside.
3. Signage has been installed in the reception areas as to what to do when entering.
4. Where possible, only one person is to work in the reception area at any one time.
5. Reception chairs are placed in line with social distance rules. one family per table downstairs and no waiting on the upstairs seating.
6. Members are requested to pay using contactless payments preferably but not essentially. Receptionists will use disposable gloves for each transaction and PED machine is wiped clean after every use..
7. Food and drink may be purchased but not shared between students or teachers. Water bottles are permitted but must be stored away.

**Hazard : Toilets** Risk of overcrowding in toilets, Cleaning aids preventing cross contamination leading to a higher risk of COVID-19 transmission.

**Control Measures:**

1. Extra care/signposting will be provided to maintain social distancing when in these areas. A one way system has been introduced to reduce close contact.
2. Spray and cloths are available for customer use for touch points.
3. Any dance wear or food and drink items brought into the premises must be stored in a bag when not being used and kept with the owner at all times.
4. Toilet facilities will be well equipped for hand hygiene. Monitored and cleaned by staff more frequently.
5. Toilet facilities remain open as usual.

**Hazard : Studio Floors** Risk of overcrowding and close contact between members on the Studio floor whilst exercising causing a higher risk of COVID-19 transmission.

**Control Measures:**

1. Equipment has been spaced, or removed, to enable social distancing.
2. If equipment is out of order to promote social distancing, it is monitored by our employees to ensure students are not using out of order equipment.
3. Tuition times booked in advance to limit numbers and crowd control.
4. Regular cleaning takes place of the studio floors. Customers have been advised not to stretch/lie on the floor. Instead they must use mats and clean them afterwards.
5. Maximum Studio capacity has been based on 3m2 per person as per UK Active recommendations, if studio space allows, this should be extended. Students may have to calculate recommended areas.
6. Touch points of equipment are cleaned after use – this will be performed by either the customer or staff using spray and cloths provided. This is in addition to the cleaning schedule.
7. Only equipment that is socially distanced will be used – We have moved equipment and marked every other piece of equipment in the studio out of order (to facilitate social distancing).
8. Markings on the studio floors where possible to assist distancing measures.

**Hazard : Studio Equipment** Unclean equipment following member use causing a higher risk of COVID-19 transmission.

**Control Measures:**

1. Staff will clean equipment before and after use.
2. Any equipment with porous surfaces has been removed, e.g. bean bags, prop cloths
3. Regular cleaning takes place.
4. One way systems where possible enabling customers to socially distance.
5. Regular used equipment is set up to prevent regular contact, e.g. mats, balls
6. Shared equipment is cleaned in between use.

**Hazard : Studios & Functional Areas** Member grouping within close proximity causing a higher risk of transmission.

**Control Measures:**

1. Once groups are allowed, the number of participants in Group classes may be limited to ensure social distancing between students. Bubbles may also need to be formed if government guidelines say so.
2. There is sufficient times between classes to allow a full clean and decontamination of the area and equipment is only used by one person where possible.
3. Doors to remain open at all times where possible to reduce contact. certain fire doors and toilet doors may be exempt from this.
4. Windows to be open where possible. only to be opened by teachers with handles being cleaned regularly.
5. Air conditioning and fans to be used or not used following government advise.
6. Crowding whilst waiting for classes is not permitted. A queuing system is in place which indicates social distancing in the way of floor markings.
7. Class regimes have been reviewed, there will be no stop student to student interaction during exercise e.g. two person lifts, this will ensure social distancing can be maintained through the class.
8. Markings are on the floor where possible to show the area for individuals to use.
9. Equipment (including mats etc) are cleaned in between use. This will be done by the staff member after the class has finished using spray and cloths provided.
10. In areas such as the stairs and landing, a keep left rule applies with signage on the floor.

**Hazard : First Aid** There are increased risks of COVID virus transmission during provision of first aid and CPR.

**Control Measures:**

1. Although there may be heightened concerns around first aid, this will continue as normal, with the below aspects to be used when needed: Gloves. Resus masks for emergency first aid are provided to all first aiders. Face masks for general first aid.
2. Resuscitation Council UK has provided specific guidance on CPR delivery has been adopted.
3. Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are provided for use.
4. Disposable gloves are worn if physical contact is likely to be made with potentially contaminated areas or items.
5. The use of a face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

6. When using a face mask, users must know that the mask covers over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

7. All first aiders instructed to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.

**Hazard : Contractor and Third Party Management** Contractors or third party vendors unfamiliar with COVID-19 procedures.

**Control Measures:**

1. Deliveries & Collections are made in the designated areas only.

2. Contractors are instructed to use any PPE required as per the sites rules.

3. Contractors are required to ensure they any equipment you are bringing on site has been cleaned and disinfected prior to coming onto site.

4. Contractors are instructed to use hand wipes, gels or other sanitisers provided.

5. All paperwork to be signed and sent electronically only prior to work commencing, and signed off electronically post completion.

6. Contractors informed to maintain social distancing at all times whilst on site and to not share stationary or tools these should be kept for individual use.

7. All contractors and third party vendors have been issued with a contractor questionnaire which includes questions regarding their own control measures for COVID-19 and are expected to produced this prior to coming on to site.

8. Contractors and third parties (i.e vendors renting space in the centre) are informed not to enter the premises if they have displayed any symptoms of COVID-19 within the last 14 days or potentially been in contact with anyone who has had or displayed symptoms within the last 14 days.

**Hazard : Uninformed workforce and Contractors** Uninformed workforce and Contractors who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and affect the health of others.

**Control Measures:**

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on UK Active, gym/fitness regulators and professional bodies, NHS, Public Health and Government guidance and instruction.

2. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.

3. NHS and Public Health warning posters displayed at all our fixed workplaces and customer facing areas, and on company website.

4. We have shared with our customers, by email and one our website the arrangements we have in place and how we would expect them to cooperate with our staff and arrangements whilst on site.

5. Employees have been advised that uniform should be washed daily and that employees shower once they are home to help remove any potential contamination risk.

6. These requirements are updated daily to reflect any changes in the official advice and guidance.

**Hazard : Failure to follow Government policies** Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.

**Control Measures:**

1. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.

2. Our arrangements and procedures are reviewed daily in the light of additional Govt. guidance as published at Gov.uk/Coronavirus.
3. Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Govt. policy are taken on a case by case basis.
4. This risk assessment has been displayed on our website and certificate of COVID compliance is on display on our company website and in customer facing areas of the centre.

<b>Hazard : Teacher, Parent/Student interaction</b> Risk of transmission between teachers, parents and students creates a higher risk of infection.
<b>Control Measures:</b>
1. Students asked to wait outside the premises and to be called in by a teacher when safe.
2. One way system in place for entrance and exit.
3. Teachers to accompany students towards the exit to ensure safe pick up for parent/guardians.
4. Online and contactless payments available.
5. Teachers to arrive at a minimum of 15 minutes prior to their start time to avoid contact.
6. Teaching timetable and studio timetable changed to allow distancing measures between teachers. Separate studios at all times..
7. Temperature checks may be used upon entry. If students temperature reads high they are to be collected straight away. If that is not possible, placed in the isolation or outside until collected.
8. Staff may be wearing visors for lessons. This may vary depending on the type of lesson taking place.
9. We ask that all recent cases of COVID-19 or symptoms, with or without being tested for family members of students or students them selves be reported. other illnesses are still important to report too for our records.

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date :</b> 01/10/2020	<b>Reviewer :</b> Jemma Dransfield