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| A picture containing drawing, sign  Description automatically generated | |  | | --- | | hyndburn comets majorettes |  Risk Assessment Coronavirus (COVID-19): implementing protective measures Name of Group: The Hyndburn Comets Majorettes  Address of Dance Hall/Premises: Hyndburn Community and Voluntary Resource Centre, Cannon Street, Accrington, BB5 2ER  Disciplines offered: Majorettes  Ages: 3 years old and over  Intended start date (based on continuing guidance): October 2020.  Risk Assessment completed and implemented by Linda Benson and Kellie Boothman.  Dated: Saturday, 17th October 2020 introduction to risk assessment Introduction In all education, childcare and social care settings, preventing the spread of Coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. This Risk Assessment was undertaken based on information provided by Linda Benson and Kellie Boothman.  The possibility of delivering all/some classes virtually (using TEAMS or Zoom for example) has been considered and whilst some classes can continue to be delivered virtually the nature of the Dance, our charity requires physical presence, where possible, to ensure technique is properly managed to prevent injury. Physical contact will be limited, or managed, in line with the control measures outlined in this document and Government guidance on ‘Social Distancing’.  Any change resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to Linda Benson or any of the other members of the Committee for this document to be updated. |

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| **General - Committee Members, Members, Volunteers and Visitors** | | | | | |  |  | |  |  |  |
| **Hazard** | **Risk** | **Who is at Risk** | **Likelihood** | | **Severity** | **Risk Score** | | **Control Measure** | **Likelihood** | **Severity** | **Risk Score** |
| Exposure from others due to 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred. | Contracting and/or conveying COVID-19 | All | 4 | 4 | | 16 | • To continue following ongoing government guidance https://www.gov.uk/government/publications/covid19-stay-at-home-guidance • To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed ‘key workers’ • Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required • Follow good NHS hygiene measures at all times • Avoid all visitors to your home unless they are providing a medical requirement • Do not approach delivery staff, allow packages to be left on the doorstep • Where the child, young person, Volunteer or Committee Member tests positive, the rest of their group within their training session should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or Volunteer or Committee Member they live with in that group subsequently develops symptoms. • Continue to offer classes virtually where possible in order that self-isolated members can continue to participate – thereby encouraging parents and members to ‘do the right thing’ and follow current advice. | | 2 | 4 | 8 |
| Persons classified as vulnerable | Contracting and/or conveying COVID -19 | Vulnerable persons | 3 | | 6 | 18 | | • To ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 | 2 | 5 | 10 |
| Staff or students with individual Risk Assessments (i.e. disability, young persons or new/expectant mothers) | Contracting and/or conveying COVID -19 | Identified individual | 3 | | 4 | 12 | | • Existing individual Risk Assessments to be reviewed as necessary and additional measures put in place for those at enhanced risk of contracting and/or conveying COVID -19. • Where it isn’t possible to ensure adequate protection for a vulnerable member of team they have been advised not to attend training sessions. • Where it isn’t possible to ensure adequate protection for a vulnerable member, they have been advised not to attend the training session. | 2 | 4 | 8 |
| **General - Committee Members, Members, Volunteers and Vistors Travelling from Home** |  |  |  | |  |  | |  |  |  |  |
| **Hazard** | **Risk** | **Who is at Risk** | **Likelihood** | | **Severity** | **Risk Score** | | **Control Measure** | **Likelihood** | **Severity** | **Risk Score** |
| Exposure to COVID-19 due to use of public transport and/or shared family transport | Contracting and/or conveying COVID-19 | All | 4 | | 4 | 16 | | • All persons to limit their use of public transport to/from training sessions. Where travel is essential to use private dual occupancy where possible. • Reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) • Encourage all Committee Members, Volunteers, parents, children and young people to walk or cycle to their classes where possible • Ensure Committee Members, Volunteers, parents, children and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. | 2 | 4 | 8 |
| Exposure to COVID-19 due to failing to plan parking and drop off measures | Contracting and/or conveying COVID-19 | All | 4 | | 4 | 16 | | Plan parents’ drop-off and pick-up protocols that minimise adult to adult contact • Children (6+) and Young people to be dropped by parents who should remain in their car and watch them walk to the entrance to be greeted by a member of the team. • Parents of children aged 3-5yrs are to park and walk their child to the entrance to be handed over to a member of staff (remaining 1m+ from other families). • Tell parents that if the child needs to be accompanied to their training sessions, only one parent should attend • Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Make it clear to parents that they cannot gather at dance hall door, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Verbal confirmation will be sought from parent or carer that their child has not been displaying any signs or symptoms of COVID-19. | 2 | 4 | 8 |
| **Committee Members and Volunteers Training** |  |  |  | |  |  | |  |  |  |  |
| **Hazard** | **Risk** | **Who is at Risk** | **Likelihood** | | **Severity** | **Risk Score** | | **Control Measure** | **Likelihood** | **Severity** | **Risk Score** |
| Teaching and coaching staff failing to act appropriately (infection control) | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • All Committee Members and Volunteers have received training in the signs and symptoms of COVID-19 • Committee Members and Volunteers have been consulted and informed about the plans (for example, safety measures, reporting requirements, timetable changes and staggered arrival and departure times), including discussing whether additional training would be helpful. •Committee Members and Volunteers have been spoken to about correction methods (where these would normally be done with considered physical contact) and delivering guidance at a distance | 1 | 4 | 4 |
| Venue, support staff, and delivery workers failing to act appropriately (infection control) | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • Communicate early with venue, contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food suppliers and hygiene suppliers • Discuss with cleaning contractors or Committee Members the additional cleaning requirements and agree additional hours to allow for this | 1 | 4 | 4 |
| **Venue - Spaces and Dance Hall** |  |  |  | |  |  | |  |  |  |  |
| **Hazard** | **Risk** | **Who is at Risk** | **Likelihood** | | **Severity** | **Risk Score** | | **Control Measure** | **Likelihood** | **Severity** | **Risk Score** |
| Ingress/Egress to site leading to lack of infection control | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • Where possible to implement the following practices: - Stop all non-essential visitors (including parents and guardians) - Introduce staggered class start and finish times to reduce congestion and contact at all times -Consider one way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors - Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation - Require all Committee Members, Volunteers and members to wash their hands for 20 secs or clean with antibacterial gel before entering or leaving the space - Allow plenty of space (two metres) between people waiting to enter dance hall - Regularly clean common contact surfaces  - Whilst in general groups should be kept apart, brief, transitory contact where unavoidable, such as passing in a corridor, is low risk. | 2 | 4 | 8 |
| Inadequate cleaning of space(s) | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • Follow the COVID -19: cleaning of non -healthcare settings guidance • Regularly clean common contact surfaces such as chairs • Cleaning frequently touched surfaces using standard products, such as detergents and bleach • Remove unnecessary items from dance hall environments where there is space to store it elsewhere • Remove soft furnishings and any items that are hard to clean •Ensure adequate cleaning between groups is in place, following the COVID -19: cleaning of non - healthcare settings guidance | 2 | 4 | 8 |
| Lack of ventilation of space(s) | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • Where possible, all spaces should be well ventilated using natural ventilation (opening windows). • Increase ventilation (to ideally maximum) within enclosed spaces and ensure air handling systems are not occupancy driven (over -ride where possible). • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. | 2 | 4 | 8 |
| Lack of Hand Washing | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • Committee Members, Volunteers and members to frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly (ideally every 60mins). Review the guidance on hand cleaning • Committee Members, Volunteers and members to clean their hands-on arrival at training • Ensure help is available for children and young people who have trouble cleaning their hands independently | 2 | 4 | 8 |
| Lack of provision of effective Hand Gel | Contracting and/or conveying COVID-19 | All | 2 | | 4 | 8 | | • Ensure that hand gel (minimum 60% ethanol or 70% isopropanol) is available where hand -washing facilities are not readily accessible. • Committee Members, Volunteers and members to clean their hands with hand gel on arrival to training | 1 | 4 | 4 |
| Toilet facilities – high risk contact areas | Contracting and/or conveying COVID-19 | All | 3 | | 3 | 12 | | • Ensure that toilets do not become crowded by limiting the number of Committee Members, Volunteers and members who use the toilet facilities at one time. • Display signage to the above effect. | 2 | 4 | 8 |
| Failure of Respiratory hygiene | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | Avoiding touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin (‘catch it, bin it, kill it’). • Monitoring of younger members to ensure they follow the above. • Provision of sufficient bins and waste receptacles around the dance hall • Provision of boxes of tissues around the dance hall | 2 | 4 | 8 |
| Lack of signage leading to a failure to follow guidance | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • Display the following 2 Metre apart signage, Direction path for entry and exit, Information on Covid-19, posters on effective handwashing and what to do if have any symptoms. | 2 | 4 | 8 |
| Ill student, child or member of staff | Contracting and/or conveying COVID-19 | All | 4 | | 4 | 16 | | • If a member is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • If a child or member becomes unwell with symptoms of coronavirus while in their class and needs direct personal care until they can return home a fluid -resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid -resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | 2 | 2 | 8 |
| Lack of provision of First Aid or failing to consider implications on first aid and medical provision | Contracting and/or conveying COVID-19 | All | 3 | | 3 | 9 | | • Consider if it is appropriate to increase first aid provision whilst the Coronavirus (COVID-19) risk is present. • First aid boxes should be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields. • First aiders should all be briefed to check the latest Government guidance on cardiopulmonary resuscitation - https://www.gov.uk/government/publications/no vel-coronavirus-2019-ncov-interim-guidance-forfirst-responders/interim-guidance-for-firstresponders-and-others-in-close-contact-withsymptomatic-people-with-potential-2019-ncov | 1 | 3 | 3 |
| Lack of Waste Management | Contracting and/or conveying COVID-19 | All | 2 | | 4 | 8 | | • Ensure that bins are emptied throughout the session | 1 | 4 | 4 |
| **Delivery of Training Sessions** |  |  |  | |  |  | |  |  |  |  |
| **Hazard** | **Risk** | **Who is at Risk** | **Likelihood** | | **Severity** | **Risk Score** | | **Control Measure** | **Likelihood** | **Severity** | **Risk Score** |
| Excess class capacity resulting in ineffective social distancing | Contracting and/or conveying COVID-19 | All | 3 | | 4 | 12 | | • In line with Government guidance a maximum of 15 students per class (unless a lower figure above) until such a time this guidance is revised. • Training sessions to be delivered by one person or as small number of persons as possible without compromising safety or child protection measures. • Phased increasing of session numbers to take place to ensure that policies and procedures are robust. To run ‘tester’ sessions with maximum of 6 members initially and slowly increase to the maximum outlined above. • Mark up the space with floor spots or crosses (from removable PVC tape) to maintain the 2m distance. • NOTE on the 23rd June social distancing guidance was revised to be 1m+ with mitigating controls where a distance of 2m cannot be achieved. As further guidance is released for the dance hall -based activities capacities may be updated in compliance with latest guidance. | 2 | 4 | 8 |