

CSD Solo lesson risk assessment- Indoor

Venue: St Philips/ St Pauls

What are the hazards?	Who might be harmed and how?	Inherent Risk	Controls	What further action do you need to consider to control the risk?	Residual Risk	Who needs to carry out the action
Contracting or spreading COVID-19 by inadequate handwashing	Participants Teachers Other users in the venue	M	Having access to venue running water and soap, venue to have signage reminding about handwashing. Make hand sanitiser available Everyone to wash hands/ use sanitiser on arrival and departure and at key points/times (toilet, before drinking water, before touching face, after taking off face covering etc)	Buy hand sanitiser Instructions to be sent to the teachers and participants before rehearsal about hand washing expectations.	L	Dorka (Equipment) Dorka- email teacher information

<p>Contracting or spreading COVID-19 by using high traffic areas in community building</p>	<p>Participants Teachers Other users of centre Staff at centre</p>	<p>M</p>	<p>Following one way flow as signposted by the venue. People distance if arriving at the same time for class (Queuing 2m apart)</p> <p>Enter room one at a time instead of in groups.</p> <p>People to avoid communal areas where possible, following social distancing, face coverings and hygiene protocols if unavoidable</p> <p>Following any rules of venue regarding number of people in one area (i.e bathrooms)</p>	<p>Obtain more detailed guidance from the venue about high traffic areas and other users (times/ parts of the venues) and update committee/teachers and participants on this</p>	<p>L</p>	<p>Charlotte</p>
<p>Contracting/spreading COVID-19 through travelling to lessons</p>	<p>Participants Teachers Public</p>	<p>H</p>	<p>Encourage all to travel by safest options, (walking, cycling, and private cars).</p> <p>Try to avoid public transport or sharing a car with someone outside of your household/ bubble. If this is unavoidable then signpost to guidance when travelling on public transport.</p>	<p>Provide link to guidance in newsletter/website/facebook</p>	<p>L</p>	
<p>Contracting/</p>	<p>Participants</p>	<p>H</p>	<p>Identify surfaces that may be</p>	<p>Purchase pack of anti</p>	<p>L</p>	<p>Dorka</p>

<p>spreading COVID-19 through surfaces and equipment</p>	<p>Teachers Centre users Centre staff</p>		<p>frequently touched and be prepared to clean these as necessary (I.e sound system)</p> <p>Ensure everyone washes hand before and after using face coverings</p> <p>Avoid sharing equipment- no props for routines, bring our own speaker if possible</p> <p>Teachers to us use microphone headsets- headsets to be isolated for 72 hours before next use, teachers to each have their own microphone sponge.</p> <p>Where possible leaving doors open to avoid participants using door handles.</p>	<p>bacterial wipes to wash surfaces as required</p> <p>Gain venue information on cleaning routines/expectations/guidance</p>		<p>(Equipment) Charlotte (venue)</p>
<p>Contracting/spreading COVID-19 through solo routines (distancing)</p>	<p>Participants Teachers</p>	<p>M</p>	<p>Adequate social distancing between participants</p> <p>Designated individual spots/marks/squares</p>	<p>Teachers to adapt any routines as necessary</p> <p>Teachers to plan lesson and put overview of class onto social media</p>	<p>L</p>	<p>Dorka (Equipment) Olga- (to update teacher class overviews onto</p>

			<p>File in/out system so that people do not cross into other people's spaces</p> <p>Routines to be based on going same directions</p> <p>Routines to be adapted as much as possible to avoid face to face positions</p> <p>Specific points/ raise hands to ask questions Participants to try to avoid loud celebratory/frustrated moments during lessons</p> <p>Routines not to include vocalisations</p> <p>Teachers to be 3m away from participants where possible when they are facing the class, but as much teaching as possible to be facing away</p>	<p>Obtain Tape measure</p> <p>Masking tape/markers required and layed out before session</p>		website)
Spreading of COVID-19 due to poor ventilation of venue	Participants Teachers	L	Ensure windows and doors are open as much as possible	<p>Discuss with the venue about these arrangements and anything else to note.</p> <p>Check if aircon available,</p>	L	Charlotte

				will this be on and is it using fresh air not recirculating?		
Increased risk of infection/complications for vulnerable members	Vulnerable participants Vulnerable teachers	M	Find out from teaching team if there are vulnerable and make personalised risk assessment as necessary if they want to teach Risk assessment to be shared with all. Vulnerable participants are to consider all points and decide their attendance at their own risk.	Teachers to inform committee if their vulnerability status changes (for example new health conditions/pregnancy etc)	L	Dorka to find out teacher info Charlotte/ Lauren to write risk assessments
Spreading of COVID-19 due to music levels requiring voices to be raised	Participants Teachers	M	Ensure volume of music is not so loud that it requires voices to be raised above speaking level Microphones to be used by teachers Hand signals to be used where possible i.e if there is a question	Teachers to set hand signals that may need to be used at beginning of each lesson	L	Teacher of each session
Contracting/spreading of COVID-19 due to refreshment	Participants teachers	M	Participants to bring their own bottles of water to avoid using venue equipment/cups/kitchen area	To be included in code of conduct/agreement	L	Charlotte Greeno (venue)

breaks for participants	Other users		<p>Hand washing to be adhered to before drinking/consuming personal refreshments. Try to avoid eating at venue where possible</p> <p>Wipes to be available to wash down taps/surfaces if necessary</p> <p>Not to put water bottles next to each other, everyone to keep their belongings separate to prevent cross contamination/gathering</p> <p>Not to have set refreshment break times to avoid congregation</p>	Find out venue restrictions on use of communal kitchen area		
Contracting/Spreading of COVID-19 through potential mixing of users within community building	Participants Teachers Other users Staff	M	<p>To discuss with venue if other users will be on the premises at the same time, the times of these slots, the nature of activity and what areas they will be using (to avoid pinch points)</p> <p>Finding out from venue their risk assessment/steps to manage risks for users</p>	Adapting risk assessment if anything comes to light from venue *	L	Charlotte (venue)

			Venue to have contact from committee to enable track and trace if another user group at same time test positive for COVID-19 and vice versa			
Contracting/spreading COVID-19 by use of communal/public changing areas (outfits)	Participants Other users Staff	M	Avoiding communal areas at the same time as other users Providing participants and teachers access to cleaning equipment (antibacterial wipes if they would like to wash toilet before use for example) Finding out from venue what cleaning procedures are in place Encouraging participants to be changed for rehearsal before arrival to avoid use of communal space	Buying cleaning wipes/hand sanitiser	L	Dorka Charlotte (Venue)
Contracting/spreading COVID-19 by improper use of face	Participants teachers	H	Information to be sent to all regarding proper use of face coverings/ gloves	Update website/newsletter/social media with links to information regarding face	L	

coverings/gloves worn by participants			Encourage the use of face coverings during the class unless participants are not able to do so	coverings		
Contracting/spreading of COVID-19 by unnecessary lengthy discussion	Participants	L	<p>Teachers to have lesson plan to limit discussions in person</p> <p>Where question is about a routine raise hand and one person at a time to speak</p> <p>If discussion is unavoidable then social distancing to be maintained and kept as concise as possible</p> <p>Avoid having set discussion times to avoid congregations of participants</p> <p>Participants to arrive on time for class, not too early, and to leave promptly to avoid congregations.</p> <p>Participants to follow government guidelines relating to the rule of 6</p>	<p>Teachers to plan lessons and share the overview on social media</p> <p>Code of conduct-website/newsletter/sign up sheet</p>	L	Olga to update website with lesson overview from teachers
Mental	Teachers	M	Ensure everyone has the	Gather information	L	Safety Officers

<p>well-being of teachers/ participants due to COVID-19- increased anxiety/depression</p>	<p>participants</p>		<p>choice about whether they attend/teach lessons</p> <p>Ensure there is a point of contact within committee who can support other members with expressing elements of their well being and who can signpost for advice</p> <p>Ensure open communication within the community and work to reassure members using safe practice and ongoing risk assessments</p> <p>Share risk assessments with teachers and community to give opportunity to provide feedback / identify any further actions</p>	<p>regarding mental health support in order to signpost</p> <p>Committee to designate a member to be available to support those members with concerns</p>		
<p>Contracting COVID through payments/registration process</p>	<p>Participants Committee</p>	<p>M</p>	<p>Online booking system in advance</p> <p>Committee members to take register of attendance socially distanced</p> <p>Pre-payment where possible</p> <p>Contactless card readers</p>	<p>Set up booking and payment systems</p> <p>Order more card readers for committee members</p>	<p>L</p>	<p>Paul</p>

			where prepayment is not possible			
Contracting COVID-19 from lost Property	Committee	M	<p>Teachers to remind participants at the end of the class to take all belongings and to thoroughly check before leaving.</p> <p>If items are left, committee member to place the item(s) into a designated bag/box with the date on so it is not touched for 72 hours.</p> <p>Committee member to immediately wash hands</p>			<p>Teacher of the session</p> <p>Rotad committee member for the session</p>