

RISK ASSESSMENT FORM



Activity	AMSOF Dance, Singing and Fitness Classes	Activity Venue	Subject to each individual session	Date of Activity	Ongoing
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Activity	What hazards to health and/or safety exist?	What harm do they pose?	Precautions or systems in place	Risk Level (L, M, H)	Additional measures required to reduce risks to a manageable level
Running of classes	Delivery of general class activities	Transmission of Coronavirus	In line with government guidelines children will no longer be required to socially distance, however, will be asked to hand sanitise on entry and exit of sessions; and will need to have answered no to all safety questions before entering class venue.	L	Areas for children to stand will be cleaned prior to sessions starting.
Running of classes	Child protection	Safeguarding Concerns	Classes to be held in a secure venue, with knowledge of who is using the premises at all times. All attendees to have an emergency contact form before attending, with important information in case of an emergency. No attendee without permission from parents/carers to feature on SOF advertisement or social media.	L	All staff working on SOF classes or events to hold an enhanced DBS and appropriate qualifications.
Running of classes	Admission of First Aid Treatment	Transmission of Coronavirus. Development of illness of injury.	First Aid is vital to preserve life, prevent worsening and promote recovery. In the relatively rare circumstances where a young person (or member of the public) requires First Aid, the following will be undertaken: • Where possible, treatment advice will be given to the casualty from a distance by a First Aider	M	First Aid Kit accessible at all times; Location assessed to identify any risk factors before the beginning of classes. Staff to hold a in date First Aid qualification; and stay up to date with

			<ul style="list-style-type: none"> • If casualty cannot treat themselves the First Aider must limit the amount of time spent in close proximity where possible, and wear a mask and gloves during treatment. • Cover the casualty's mouth/nose with a breathable face covering to reduce transmission. • CPR must only be administered using compressions with no recovery breaths. • 999 to be called as usual for any suspected illness or injury. <ul style="list-style-type: none"> • Ensure all used first aid items are disposed of securely and First Aider thoroughly washes their hands with anti-bacterial handwash as soon as possible <p>See HSE First Aid Coronavirus guidance</p>		relevant and required training.
Running of dance classes	Working with others who are displaying symptoms of Covid-19	Transmission of Coronavirus	<p>Attendees will be asked if experiencing covid symptoms or in contact with anyone who has tested positive, on arrive of class, and will not be allowed to take part in the session unless no applies to all. If a student answers yes- they will be advised to go home and request testing. Attendee will be allowed back to the session, when testing is returned negative or after self-isolation for the two-week period.</p> <p>Should a staff member or attendees start to display symptoms during a session, they must go home immediately, isolate, and engage with the testing programme.</p> <p>Should a child start to display symptoms during a session their</p>	M	Staff/children will not be able to attend the session if they are displaying any coronavirus symptoms and will be required to isolate and engage with the Testing programme. Parents/carers of attendees and attendees themselves will be explained this and will sign a code of conduct to verify their understanding.

			parent/guardian will be contacted to arrange for them to be collected.		
Running of dance classes	Hygiene	Transmission of Coronavirus	Staff to carry antibacterial hand gel on their person to use regularly. Attendees to wash their hands before and after each activity and use hand gel on arrival and after the session has finished.	L	Attendees will be encouraged to bring their own hand gel with them to sessions.
Running of dance classes	Cleaning of rooms after room hires	Cross-contamination and transfer of coronavirus	Any unnecessary furniture to be removed from use. Any furniture used to be wiped down with antibacterial wipes and all waste to be disposed of in commercial bins. Cleaning of hall space will work in line with the risk assessment and procedures stated by the buildings.	M	Any equipment or resources provided by us to be anti-backed after every use
Running of dance classes	Accessing buildings/room space	Cross-contamination and transfer of coronavirus. Trips/Falls/Injury on site.	Attendees to access the building using the entrances stated by each hall- and follow the one-way systems set in place by locations. Signage will be marked visibly in queuing and waiting areas, explaining the necessary procedures. Venues and areas will be checked for possible risks and harm before student's arrival.	M	On arrival attendees will hand sanitize and again before exiting. Attendees to enter and exit from the door stated by each venue.
Running of dance classes	Emergency evacuation	Cross-contamination and transfer of coronavirus	Emergency evacuation may be necessary to preserve life in the case of a fire. This must be undertaken as Covid-safely as possible, however evacuating the building in the case of an emergency takes precedent over social distance measures (p6: National Fire Chiefs.org.uk).	M	Emergency evacuations will work in line with the fire plan and safety precautions of each individual setting

Running of dance classes	Handling of money	Cross-contamination and transfer of coronavirus	Members are requested to pay using BACS; in advance of the sessions, to ensure pre-booking takes place to manage the class numbers.	L	N/A
Running of dance classes	Food and drink	Cross-contamination and transfer of coronavirus	Food and drink may be consumed however not shared between individuals; Attendees to be informed to bring their own personal water bottle (filled) which will remain with them. Any cooking or food related activities ran as part of the activities at SOF will ensure individual items for individual students.	L	Should a bottle have to be refilled- staff to sanitise thoroughly.
Running of dance classes	Use of toilet facilities	Cross-contamination and transfer of coronavirus	Extra care/signposting will be provided to maintain social distancing when in these areas. We will work in line with the one-way system in place from hiring facilities. Cleaning equipment will be available for customers use for touch points.	M	Work in line with the hirers to introduce a cleaning system of facilities.
Running of dance classes	Contact with studio floors	Cross-contamination and transfer of coronavirus	Floors to be cleaned by AMSOF staff or hall staff between uses. Mats will be used where possible to avoid direct floor contact, that will be cleaned after use.	L	Work in line with the hirers to introduce a cleaning system of facilities between each use.
Running of dance classes	Equipment	Cross-contamination and transfer of coronavirus	Any unrequired equipment to be removed from the halls where possible to limit risk of cross contamination. Any equipment given to attendees will be provided 1 per student and not be shared between dancers or staff where possible. Equipment that is used by attendees will be washed in the appropriate form after.	M	Attendees will be required to provide their own equipment or resources where possible.
Running of dance classes	Overcrowding	Cross-contamination and transfer of coronavirus	Class numbers to be limited; and arranged via pre-booking to manageable bodies in the building at any one time. Doors and windows to be open at all times; to allow constant air flow.	L	Parents/carers of attendees will not be permitted to wait on site for the classes unless designated area is provided by hall company.

Running of dance classes	Teacher/Parent/Student interaction	Transfer of coronavirus	Attendees to wait at designated areas and called in by teacher when classes begin. All staff to have a mask to hand for immediate skin to skin contact- for example first aid delivery. All bookings and payments done online to limit paperwork hand outs. Newsletters/updates to be given via email/Facebook and webpage to limit paperwork hand outs.	M	N/A
Running of classes	Singing classes	Transfer of coronavirus	All attendees will only attend the session if confirmed to have no symptoms or contact with covid19. Attendees will face the same direction to avoid close facial contact wherever possible and same cleaning methods will apply as fitness and dance classes.	M	N/A
Extra activities	Trips and visits to performances and demonstrations.	Safeguarding	Parents/Carers to attend with children under 16; to supervise children throughout activities. An emergency contact form to be held for every child in case of an emergency.	M	Letters to be given out prior to event; highlighting the plans and requirements for the event.
Extra activities	Trips and visits to performances and demonstrations.	Health and safety/general first aid.	All SOF events in partnership with other companies and venues, will run in line with the policies and risk assessment carried out by the event organiser. First aid required by SOF attendees will be administered by SOF staff under SOF policy- unless medical intervention is required, in which case 999 is to be called as standard procedure.	M	First aid kit will be carried within SOF staff.

NB The “Risk Level” column should state whether the risk is judged to be low (L), medium (M) or high (H).

