|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of** | **Jazz Dance Classes** | | **Date** | **10/09/20** | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative** | **Sarah Lowther** | **President** | | | **N/A** |
| **Qualified/Experienced Individual\*** | ***Emily Bennett*** | ***Dance Teacher*** | | | ***20 years dance experience and 5 years dance teaching experience in multiple vicinities including universities, private dance schools, abroad and leisure centres. Worked with and taught ages of 4 - 80 in a variety of disciplines such as ballets, tap, modern and jazz. Regular risk assessments done on a termly basis. Currently teaching at a dance school with COVID guidelines in place which include track and trace systems floor markers and uses of mats and towels for floor work.*** |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☐ *Read the latest Government updates and guidelines*

☐ *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☐ *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☐ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

☐ *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☐*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☐ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☐ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

|  |  |  | **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Covid-19 | Washing hands | All dancers and teacher in the room, especially those who fall into the vulnerable category | 2 | 5 | 10 | Hand sanitiser will be provided at the entrance to the room which everyone must use upon entry.  Hand sanitiser will be provided in the room for people to use when they have touched the floor or other surfaces in the room.  After every class, the floor and other surfaces which have been touched throughout the class will be cleaned and disinfected. | 1 | 3 | 3 | Encouraging everyone to regularly use hand sanitiser and reminding them of proper hand washing technique. |
| Covid-19 | Maintaining social distancing | All dancers and teacher in the room, especially those who fall into the vulnerable category | 3 | 5 | 15 | Masking tape will be used on the floor to mark out an area for each dancer which maintains the 2-metre gap recommended by the Public Health Agency.  The room will be measured prior to any activity taking place to ensure how many people can be in the room at one time whilst still allowing for social distancing. | 2 | **3** | **6** | Regularly reminding everyone in the room of the importance of staying within their area, as marked out by tape on the floor.  Minimising movement around the room as much as possible.  Everyone will have to sign up prior to the class, and numbers will be limited to ensure we can maintain social distancing.  Keeping 15 minutes in between classes and encouraging people to not arrive early to ensure enough time for a socially distanced changeover (and cleaning of the room). |
| Covid-19 | Moving around the building | All dancers and teacher in the room, especially those who fall into the vulnerable category | **3** | **5** | **15** | Discouraging non-essential trips out of the room and around the building.  Encouraging everyone to come straight to the room at the time of their class, only allowing people to leave the room to go to the toilet and making sure everyone knows to leave the building straight away after their class.  Everyone will stay in their area as marked out by tape on the floor whilst dancing, minimising movement around the room. | **2** | **3** | **6** | Encouraging all dancers to bring adequate amounts of water with them to class, so they do not have to leave the room and move around the building to get more water. |
| Covid-19 | How we will run jazz dance classes safely | All dancers and teacher in the room, especially those who fall into the vulnerable category | **3** | **5** | **15** | This COVD-19 risk assessment will be available for our dancers, and we will encourage them to download and read it prior to attending a class.  We will email members, and post on our social media pages about the changes they can expect in classes and to explain to them the precautions they need to take.  At the beginning of every new class we will remind all dancers of the precautions we are taking to mitigate the risk of COVID-19 and what they need to do to ensure they are keeping themselves and everyone else safe.  If anyone does not follow the guidelines to take part in the dance class safely, they will be asked to leave. | **2** | **3** | **6** | Members will be regularly reminded of the guidelines via social media and email.  If the government guidelines are updated and this impacts dance, we will ensure to update our members accordingly. |
| Covid-19 | Protecting those who are deemed to be high risk | All dancers and teacher in the room, should they fall into the vulnerable/high risk category | **4** | **5** | **20** | We will ask dancers to disclose if they are in the ‘high risk’ category when they sign up to a class.  We will aim to post snippets of choreography from classes to our social media pages to allow for dancers who are shielding or self-isolating to still have choreography to learn.  We will have online classes from time to time to allow for those who are unable to attend to still get involved in learning choreography. | **2** | **5** | **10** | We will regularly remind dancers not to come to class if they are in the ‘high risk’ category and will provide alternative activity for them to still be involved. |
| Covid-19 | Dealing with individuals with symptoms of COVID-19 | All dancers and teacher in the room, especially those who fall into the vulnerable category | **4** | **5** | **20** | If anyone feels or becomes ill with a new continuous cough, they will be sent home and advised to self-isolate following the government guidance.  Members of the committee will maintain regular contact with all other dancers and teacher during this time.  If anyone tests positive for COVID-19 and they have recently come into contact with other dancers, the committee will contact SUSU Activities Team and encourage the individual who has tested positive to contact Public Health England to discuss the case, identify people who have been in contact with them and to get advice on any actions or precautions that should be taken. | **2** | **5** | **10** | Before class every week, remind members not to attend if they are feeling unwell.  Also remind dancers to alert a member of committee if they begin to feel unwell during a class, so the appropriate steps can be taken to ensure they go home and self-isolate, and the spread can be minimised. |
| Covid-19 | 8. Face coverings | All dancers and teacher in the room, especially those who fall into the vulnerable category  Anyone who members may pass on their way to the room for the class | **3** | **5** | **15** | Members will be asked to follow social distancing measures and practice good hand hygiene.  Dancers will be asked to wear their own mask on their way to class whilst in the building, but they will be allowed to take this off during the class, when social distancing is marked on the floors, which they must adhere to and maintain. | **2** | **4** | **8** | Ensure members do not share face coverings.  Regularly remind dancers via social media and email to wear their face coverings to and from class.  At the end of each class, remind dancers to put their face covering back on before leaving the space. |
| Covid-19 | 9. Mental Health | All dancers and teacher in the room, especially those who fall into the vulnerable category | **3** | **4** | **12** | Committee members will promote mental health and wellbeing awareness to dancers, sharing details of relevant support services to members (e.g. Student Services, Security, Enabling Team, Advice Centre, Emergency Services)  Dancers will be made aware of the USD Welfare Officer. | **2** | **4** | **8** | Dancers will be reminded of support services, mental health information and SUSU policies throughout the year (especially for those who express the need for additional support). |
| Covid-19 | 10. Physical Activities | All dancers and teacher in the room, especially those who fall into the vulnerable category | **3** | **5** | **15** | Gyms and dance studios have been allowed to open since the 25th of July, with social distancing measures in place and limited numbers. It is also outlined that dance studios should have temporary floor markings to support social distancing in classes, which we will do.  We will continue to follow and review government guidelines, making changes to risk assessments and the running of classes as necessary. | **2** | **4** | **8** | We will ensure all members of committee are familiar with the current government guidelines relating to dance classes and will encourage our members to do the same.  If there are any significant updates from the government on the dance industry which impact us, we will ensure members are made aware of these via social media and email. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Measure the space we are allocated and use tape to mark out socially distanced areas for each dancer. | Committee | Prior to beginning classes | | October 2020 |  | |
| 2 | Keeping members up to date via social media and email. | Secretary – Daniel Rose | Throughout the year | | Throughout the year (as needed) |  | |
| 3 | Ensure we have hand sanitiser for dancers to use. | President – Sarah Lowther | Prior to beginning classes | | October 2020 |  | |
| 4 | Ensure we have cleaning equipment to be able to clean the studio and frequently touched surfaces after every class. | President – Sarah Lowther | Prior to beginning classes | | October 2020 |  | |
| 5 | Ensure dancers are made aware of mental health support services and the USD Welfare Officer. | Secretary – Daniel Rose | Start of term | | October 2020 |  | |
| 6 | Ensure all dancers remain socially distanced throughout classes and when entering and leaving the space. | Committee | Throughout the year | | Throughout the year (as needed) |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature: E.Bennett | | |
| Print name:  SARAH LOWTHER | | | | Date:  10/09/20 | Print name:  EMILY BENNETT | | Date  14.09.2020 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

|  |  |
| --- | --- |
| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

|  |  |  |
| --- | --- | --- |
| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |