**DAZZLE Workshops**

**Minchinhampton Market House-Dance Clubs**

**Risk Assessment**

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| **Subject of risk assessment:**  | **Location:** |
| Dance & Movement classes for children and adultsChildren and adults will be involved fitness, dance & movement and yoga activities.Extra measures to reduce transmission risk and ensure the health, safety and well being of the children, staff and parents. | Minchinhampton Market House |
| **Person(s) completing the risk assessment:**  | **Date of assessment:**  | **Covered by this assessment:** | **Date for review:**  |
| Sarah Davis-Berry | November 30th 2020 | Children, staff and parents | July 2021 |

| **Hazards identified** | **Who might be harmed and how?** | **Existing controls** | **Likelihood** | **Severity** | **Risk Rating** | **Recommendations** |
| --- | --- | --- | --- | --- | --- | --- |
|
| Dazzle staff | Spread of Covid-19 Coronavirus | * Team to wash hands upon arrival
* Personal items to be stored on chair
* Bring individual drinks bottle
* Staff to be trained in Reducing Covid-19 in advance of the workshops
* Sarah Davis-Berry trained in ‘Reducing Covid-19 Infection for Children’s Activity Providers’
 | 1 | 5 | 5 |  |
| Setting up of the venue  | Spread of Covid-19 Coronavirus | * Rearrange any furniture to prevent bottlenecks and allow free passage
* sports markers, floor stickers to encourage social distancing in the hall
* Only Sarah permitted in the kitchen area
 | 1 | 5 | 5 |  |
| Taking bookings | Spread of Covid-19 Coronavirus | * On-line contactless bookings and payment
* Parental on-line agreement
* Weekly block bookings only to ensure a bubble style format
* Maximum of 15 children to attend as per current govt regulations
 | 1 | 1 | 1 |  |
| Slips, trips or falls outside the hall entrance | Risk of injury to Dazzle staff, children or their parents/carers by slips, trips or falls caused by uneven and/or wet surfaces, and leaves and/or mud. | * Parents are responsible for the children’s safety
* Queueing on ledge
* Ensure the steps are clear in advance
 | 1 | 2 | 2 | Member of the Dazzle team to be outside assisting the children |
| Drop off and registering | Spread of Covid-19 Coronavirus | * For the children’s dance clubs, the parents to not access the building to minimise the spread of infection
* On-line contactless bookings and payment
* Signed declaration on-line of following govt guidelines
* Named medical items such as inhalers to be handed to a member of staff
* When the children/ladies have arrived and grouped together a reminder of the importance of social distancing, hand washing, equipment.
 | 1 | 5 | 5 | Check  |
| Main hall doors | Risk to parents and children trapping fingers in door. Spread of Covid-19 Coronavirus | * Ensure door is held open or kept in place by appropriate weight or hook.
* Ensure all doors, handles and door plates are sanitised after children have all arrived
 | 1 | 5 | 5 |  |
| Children’s or ladiespersonal items  | Spread of Covid-19 Coronavirus or loss of belongings  | * Personal, pre filled water bottle
* Individual chairs for children for all items such water bottles, snacks, change of shoes etc
* Chairs will be distanced 2 metres apart
* Personal items to be named
 | 1 | 5 | 5 |  |
| Sports and games equipment | Spread of Covid-19 Coronavirus | * Ensure each dancer has their own named equipment. Dance cane, hats, ribbons, balls etc
* Ensure these items are washed by the Dazzle team, wearing PPE, at the end of every day.
 | 1 | 5 | 5 |  |
| Slips, trips or falls inside the hall. | Risk of injury to Dazzle staff or children caused by slips, trips or falls during physical activity.Steps, rails, cupboards, slippy hall floor. | * Dazzle staff to draw attention to higher areas such as the stages and steps at beginning of each session, particularly when a new child joins the group.
* Children must be supervised by Dazzle staff at all times.
* Dazzle staff and children must wear suitable footwear at all times.
* Dazzle staff to keep corridors and passageways clear of obstructions. Any cables to be located away from pedestrian areas and secured in place.
* Dazzle staff to carry out daily visual inspection as part of opening up the centre and address any hazards before allowing access. Dazzle staff monitor throughout the day and act accordingly.
* Ensure children do not climb the stage and backstage area
 | 2 | 2 | 4 | Ensure all of Dazzle team are aware of the location of the first aid equipment and first aider on duty. |
| Toilet breaks | Spread of Covid-19 Coronavirus | * Maximum of two children permitted in the toilet area
* Regular reminders to wash hands
* Sanitising hand wash available in each toilet block
 | 1 | 5 | 5 |  |
| Fire | Injury or fatality to any persons in the building in the event of a fire. | * Ensure children are aware of meeting point in case of a fire emergency, at the start of each day.
* Only Dazzle team permitted in the kitchen area
 | 1 | 5 | 5 | Become familiar with Dazzles and Market House emergency procedures and fire exits. |
| Electrical equipment | Risk of electrocution to children or staff | * Dazzle staff to draw attention to plugs and electrical equipment at beginning of each session particularly when a new child joins the group.
* Only Dazzle team permitted in the kitchen area
* Children must be supervised by Dazzle staff at all times.
 | 1 | 5 | 5 |  |
| Burning | Risk of burning to Dazzle staff or children | * Only Dazzle team permitted in the kitchen area
* Ensure First Aid equipment includes correct treatments for burns
* No flames or open fires
* Children must be supervised by Dazzle staff at all times.
 | 1 | 5 | 5 |  |
| Animal, insect bites, stingsand nettles/thistles. | Bites or stings(potentially leading to ill-health) to Dazzle staff or children coming into contact with insects (e.g. bees, wasps) if outdoors. | * Children must be supervised by Dazzle staff at all times.
* If a tick is found on a person and they cannot properly remove it themselves (adults) or by Dazzle staff (children) to seek medical advice
* Ensure Dazzle First Aid Kit available at all times.
* Advice given to seek medical advice if symptoms persist.
 | 1 | 2 | 2 |  |
| Security | Risk of children deliberately or accidently leaving the group or forcibly leaving the group by a third person. | * Children are instructed to stay within the hall.
* Ensure the main hall doors are locked at all times
* Ensure children are collected by an allocated parent/carer at the end of each session.
* Ensure all Dazzle staff have Enhanced DBS
 | 1 | 5 | 5 |  |
| Food consumption | Ill-health to children due to food allergies. Children may bring in snacks.Spread of Covid-19 Coronavirus | * When booking on-line parents/carers must inform Dazzle staff of any food allergies
* Ensure children are aware of the ‘no sharing’ policy.
* Hand Wash is available in both toilet blocks.
 | 1 | 3 | 3 |  |
| First Aid provision | Injuries or illness to children or Dazzle staff.  | * Ensure a member of the Dazzle team are trained to Ofsted registered paediatric first aid
* All other Dazzle staff to have paediatric first aid training.
* All first aid certificates available for parents to view
* Ensure Dazzle has correct information regarding any medical or health issues.
* Ensure Dazzle has an up to date first aid kit at all times.
* PPE is to be used during first aid treatment
 | 3 | 2 | 6 | First Aid kit to be checked at the end of each day.Ensure adequate supply of gloves  |
| Cleaning  | Spread of Covid-19 Coronavirus | * Thorough venue cleaning at the end of every day with anti-bacterial spray with a focus on touch point areas such as rails, doors, tables, light switches, toilets, door handles, sofas and kitchen area.
* All individual equipment used such as sports items, to be washed at the end of each day wearing PPE.
* Ensure a check list is completed
* Empty rubbish bins after each session
 | 1 | 5 | 5 |  |
| Symptoms of Covid-19 at Dazzle | Spread of Covid-19 Coronavirus | * If anyone becomes unwell with a new continuous cough or a high temperature at Dazzle they will be sent home and advised to follow the stay at home guidance. If advised that a member of staff or child has developed Covid-19 and were recently on the premises, the club leader will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any precautions which should be taken.
 | 1 | 5 | 5 |  |
| Procedure for cancellation in case of Covid-19 infection |  | * Parents to be notified with immediate effect
* Dazzle events to be cancelled for 7 days
* Dazzle to advise self-isolation in accordance with government guidelines and team Covid-19 testing
 |  |  |  | N/A |

RISK MATRIX

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| --- | --- | --- |
|  |  | **LIKELIHOOD** |
|  |  | Improbable | Remote | Possible | Probable | Certain |
|  |  | 1 | 2 | 3 | 4 | 5 |
| **SEVERITY** | Insignificant | 1 | 1 | 2 | 3 | 4 | 5 |
| Minor | 2 | 2 | 4 | 6 | 8 | 10 |
| Moderate | 3 | 3 | 6 | 9 | 12 | 15 |
| Major | 4 | 4 | 8 | 12 | 16 | 20 |
| Fatal | 5 | 5 | 10 | 15 | 20 | 25 |

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| **RISK EVALUATION** |
| **Colour** | **Score** | **Risk Rating** |
| Green | 1 – 4 | Low risk – work can continue with existing controls |
| Yellow | 5 – 9 | Medium risk – existing controls may require review or additional controls implemented to further reduce the risk, if reasonably practicable to do so. |
| Red | 10 – 16 | High risk – implement further controls as a matter of priority |
| Purple | 20-25 | Intolerable risk – immediate danger – cease work until further controls can be added |