

| | | Severity | | Likelihood | Risk Factor | Action |
|--|---|-------------------------------------|---|-------------------|---------------------------------|------------------------------|
| | 1 | Trivial | 1 | Unlikely | 1-5 Acceptable | VERY LOW None necessary |
| | 2 | Minor Injury / damage | 2 | Possible | 6-10 May need to be controlled | LOW Basic control systems |
| | 3 | Over 3 day injury / moderate damage | 3 | Quite Possible | 11-15 Risk must be controlled | MEDIUM Specific controls |
| | 4 | Major injury / substantial damage | 4 | Likely | 16-20 Hazard must be controlled | HIGH Extreme controls |
| | 5 | Death / catastrophic damage | 5 | Very Likely | 21-25 Hazard must be avoided | VERY HIGH Not allowed |

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| Date: 24 May 21 | | Location: Fairfield Halls (FFH), Croydon CR9 1DG | | | | | Period covered: June to July 2021 | | | | | | | |
| a) Identify Hazard (e.g. low ceiling, explosion, carry heavy object) | | | | | | | 1 - 5 > Acceptable | | | | | Review Required if: | | |
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| c) Who might be harmed | | | | | | | 11 - 15 > Risk must be controlled | | | | | 2. There has been significant change | | |
| d) Minimisation - action required or implemented | | | | | | | 16 - 20 > Hazard must be controlled | | | | | 3. Following an accident or incident | | |
| e) Recommend Action / Record Assessment / Review | | | | | | | 21 - 25 > Hazard must be avoided | | | | | | | |
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| Item / Incident / Activity | Nature of Hazard / Risk | Nature & Degree of Risk | S | L | R.F | Who might be harmed | Minimisation | REVISED RISK | | | Recommendations | Review | | |
| | | High / Medium / Low | | | | | | S | L | RF | | | | |
| Indoor classes / activity in studios | Getting or spreading coronavirus in studios | Low | 3 | 2 | 6 | All | <ul style="list-style-type: none"> >Capacity limits of 100sqft per person apply to indoor facilities. The Recreational is 4270sqft, which allows for 42 people in the space (excluding staff) According to the Gov. guidelines organised indoor sport for adults and children can take place with any number of participants, where it is formally organised SLiDE have taken the decision based on the above, to limit the number of people in our classes to 25 (including the SLiDE team), this takes into account the ability to socially distance, and available ventilation in The Rec >SLiDE staff are encouraged to regularly test using rapid lateral flow tests >Posters to be displayed within the venue to remind everyone of measures to reduce the spread of the virus >Everyone is required to sanitise/wash their hands on arrival and exit >Clear entry and exit routes will be introduced into/out of the space with floor markers 2m apart >Participants may wear face coverings if they choose to, but must self-check how they feel during class. The mask will make it harder to breathe during exercise and participants should stop dancing if they experience light headedness, dizziness, numbness or tingling and shortness of breath >SLiDE Team are encouraged to wear masks unless exempt >Participants are required to wear dance kit to classes to reduce the time changing clothes >All jewellery & valuables to be left at home to avoid hand to face contact >Participants must wear footwear, no bare feet >Participants are to leave outdoor/own belongings on a chair designated for their use only >Participants are encouraged to bring in their own water bottle and must not share this with others in the class >SLiDE will make available PPE to staff and volunteers, including visors and gloves >SLiDE will use markings if necessary, to help everyone stay distanced when dancing (2x2m boxes) >More physical classes may require 3x3m spaces >When travelling across the floor longer gaps will be left between each student to ensure reduced risk of contamination >Consider maintaining 4-5 meters between individuals who are running behind each other >Encourage participants to be back to back or side to side >Refrain from contact work >Dance Leads may choose to turn music off so they can be heard and aren't shouting unnecessarily >Before & after the session, everyone will adhere to the rules on social contact in groups of up to 6 people, or a group of 2 households/bubbles >SLiDE will ensure the cleaning of The Rec after each day of activity, including mopping the floor >In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay appropriately distanced if it would be unsafe >People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands | 3 | 1 | 3 | <ul style="list-style-type: none"> >Gov. guidance recommends providing a minimum of 100sqft per person. This area is the net usable indoor space available, including changing rooms, toilet and wash facilities The Rec is 50ft x 85.4ft = 4270sqft (15.24m x 26.03m). This allows for 42 people in the space SD will limit class capacity to 25 (including support staff) >Establish an appropriate booking system to ensure maximum numbers are not exceeded >Encourage payment by bank transfer rather than cash >SLiDE will purchase a card payment system for use at FFH >Ensure where possible, that the same SLiDE Lead/Assistants team work together across the classes, thus limiting the number of classes with rotating teachers, to minimise exposure >Confirmed with the venue that hand washing & toilet facilities are available >SLiDE to provide hand sanitiser >Participants to queue outside of The Rec and enter through side door >The Dance Lead will plan sessions according to social distancing rules and guidelines >Music will be turned off when the Dance Lead needs to speak and be heard >A checklist will be sent to participants before each session to remind them of what to consider before attending class >The SLiDE team are aware of these guidelines and have contributed to the creation of this risk assessment >SLiDE to request that staff order rapid lateral flow tests | | | |

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| Indoor classes / activity | Getting or spreading coronavirus in common use high traffic areas | Low | 3 | 2 | 6 | All | >As above where relevant >Parents & carers will be asked to wait outside The Rec unless special circumstances apply and the capacity remains under 42 in the entire space >Parents & carers are invited to watch a mini-performance on 20th June, see below for risk minimisation measures relating to this | 3 | 1 | 3 | | | | |
| Indoor performances | Getting or spreading coronavirus in performance workshops as part of RE:SLIDE | Low | 3 | 3 | 9 | All | >SLiDE will adhere to guidelines of 100sqft per person in The Rec, which is a maximum capacity of 42 (excluding staff). The performance is open to carers & parents attending the Tea Party, which is a maximum of 15. With a capacity of 25 in the class, the total at the performance will be no more than 40. >Spectators will be sat on chairs at one end of The Rec. Chairs will be spaced apart >Spectators to wear face masks unless exempt | 3 | 2 | 6 | >Ensure that members of the audience (parents & carers) are aware of measures that are in place for the performance | | | |
| Indoor Tea Party in the Green Room | Getting or spreading coronavirus in Carers Tea Party | Low | 3 | 3 | 9 | All | >Gov. guidance states that the capacity cap will be calculated as 25% of seated capacity. SLiDE will control numbers present and limit this to a maximum of 15 attendees. NB: staff are not counted as part of the capacity limit. >Attendees will be sat socially distanced on chairs at tables, with no more than 6 people or 2 households to a table >SLiDE staff will direct attendees through the space to avoid overcrowding >SLiDE will take party food to the tables to limit number of people walking around the space >SLiDE staff and attendees will wear masks until they are seated >Door will be kept open to enable ventilation through the space >There will be adequate time available for set up of the space and ensure measures are in place to minimise risk | 3 | 2 | 6 | >SLiDE to confirm seated capacity of Fairfield Lounge >SLiDE to confirm staff available to assist >SLiDE to provide hand sanitiser and ensure that attendees know where handwashing facilities are located | | | |
| Indoor classes / activity | Poor workplace ventilation leading to risks of coronavirus spreading | Low | 3 | 3 | 9 | All | >The maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person. This area is the net usable indoor space available, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system >Ventilation systems should provide 100% fresh air and not recirculate air from one space to another. Switch heating ventilation and air conditioning (HVAC) systems to draw in fresh air where they can, rather than recirculating air >Fresh air is the preferred way of ventilating the space, so open windows and doors (that are not fire doors). | 3 | 2 | 6 | >Limit class sizes to 25 including staff >Limit number in space for a performance to 40 total >Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can, rather than recirculating air. >Keep doors closed to prevent air droplets reaching others outside the studio | | | |

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| Using equipment | Getting or spreading coronavirus by not cleaning surfaces and equipment etc | Low | 3 | 2 | 6 | All | >Avoid sharing any equipment with anyone else. If shared contact occurs, thoroughly clean equipment and/or leave unused for a period of 48 hours (72 hours for plastics) >Musicians to ensure responsibility for their own instruments & that they alone touch them >If live musicians are used then they will be 2m apart from participants in the room >Surfaces that are frequently touched, and by many people (often common areas), eg handrails, door handles to be cleaned by FFH cleaning staff >Participants encouraged to wash/sanitise hands frequently >The venue will provide bins, which will be kept by the bar area >SLiDE will ensure that cleaning products are readily available | 3 | 1 | 3 | >SLiDE to ensure that only the Dance Lead touches any equipment in the space >No props to be used in the class at all >SLiDE to talk to musicians about their own equipment and keeping instruments safe >Participants reminded not to bring any valuables or equipment into the space >Everyone is encouraged to use the bins provided >SLiDE to have paperless correspondence with participants | | |
| People arriving to the venue | Travelling to a project activity could increase chance of catching/spreading coronavirus | Low | 3 | 3 | 9 | All | >Everyone is encouraged to avoid using of public transport and aim to walk, cycle, or drive instead >If using public transport, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons >Classes are scheduled to one a day to avoid overcrowding >On Sunday 20th June, there may be cross over, which will be managed by SLiDE staff (approx 6), who will direct participants in and out of the building to reduce crowding >There is an outdoor pick up point for parents and carers to wait | 3 | 2 | 6 | >Participants and carers to queue outside the venue until invited inside >SLiDE to ensure that parents and carers are aware of the guidelines for arrival at FFH / The Recreational | | |
| Mental health | Mental health and wellbeing affected through isolation or anxiety about coronavirus | Low | 2 | 4 | 8 | All | >SLiDE will talk openly with everyone about the possibility that they may be affected >SLiDE will offer support and encourage all to share their feelings, collecting feedback in advance of returning to ensure that any concerns are flagged in advance >SLiDE will keep everyone updated, so that they feel involved and reassured | 2 | 3 | 6 | >Ensure that the SLiDE team have been given opportunity to raise any concerns about returning to indoor classes >SLiDE team have been given this risk assessment in advance and contributed to its creation | | |
| People with covid symptoms attend session | Artists, participants and staff may spread the disease unknowingly. | Low | 3 | 3 | 9 | All | >SLiDE will keep a register of who attends sessions and the Return to Dance policy will be strictly followed in terms of reporting symptoms and positive tests >SLiDE team encouraged to take regular lateral flow tests | 3 | 2 | 6 | >System of track & trace in place >SLiDE ask staff to order rapid lateral flow tests | | |
| Form completed by: | Emily Jameson | | | | | | | | | | | | |
| Job Title: | Senior Producer | | Date: | 25-5-2021 | | | | | | | | | |
| Form checked by: | | | | | | | | | | | | | |
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| References: | https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities https://www.onedanceuk.org/covid-19-guidance/ | | | | | | | | | | | | |