

	GENERAL RISK ASSESSMENT	Assessment Ref: TRA-003
--	--------------------------------	------------------------------------

Title of Assessment: Line Dancing Classes & Events within CoVid-19 Social Distancing Rules	
Date assessment issued: 5 th July 2020	Description of area or activity being assessed: Purple Promotions runs line dance classes and events within various venues. Regular events are held at Memorial Hall (Clanfield, Hampshire), Napier Hall (Horndean, Hampshire), Rake Village Hall (Rake, Hampshire), monthly event at The Betteshanger Social and Community Centre (Betteshanger, Kent) as well as an annual event at The Smiths Court Hotel (Cliftonville, Kent).
Planned review date: 5 th October 2020	
Retention period (+4 yrs from issue): July 2024	

<p>Summary of assessment: The area / activity have been assessed against the existing control measures. The assessment has identified (number) issues and made (number) non-H&S recommendations. These findings are detailed in the action plan.</p> <p>Signature of assessorR Munden.... Name (print).....R Munden..... Date: 5/7/2020</p>

Version Control: Risk assessments require review and in some cases revision to ensure the assessment continues to reflect current working practices e.g. a review should be initiated in response to significant changes to the area / activity or if an accident / incident has occurred.			
Version Number	Date of Review	Reviewer	Brief Description of Changes
1	11/7/2020		New Document following CoVid-19 Pandemic in 2020

	GENERAL RISK ASSESSMENT	Assessment Ref: TRA-003
--	--------------------------------	------------------------------------

DESCRIPTION OF ACTIVITY or FACILITY AND ITS USE

Use this area to describe the area and/or the main activities to be covered by this risk assessment;

Purple Promotions runs

- The Super Troupers Line Dance Class that's operates each Thursday evening out of Napier Hall, Horndean.
- Double C Line Dance Club that operates each Tuesday evening out of Memorial Hall, Clanfield.
- Betteshanger Country Music Clubs operates one Saturday evening a month at Betteshanger Social & Community Centre (Operated under AnnAndy's Betteshanger CMC)
- Turkey & Tinsel three night Weekender each November at The Smiths Court Hotel, Cliftonville.
- As well as adhoc events at any of the above venues.

Events may include line dancing tuition, social line dancing, live music, social interactions

SAFETY RULES AND GENERAL COMMENTS

Key Findings: Each Venue has put it place its own Risk Assessment along with additional rules and procedures for Hall Hirer's

Key Comments: Classes will be reduced to one hour sessions, prebooked online. All hall rules and a procedures will be adhered to and our rules and procedures go over and above this. One way queuing, entry and exit systems will be established.

note: see detailed assessment and actions list below

	GENERAL RISK ASSESSMENT	Assessment Ref: TRA-003
--	--------------------------------	------------------------------------

STEP 1 – IDENTIFY THE HAZARDS

Identify significant hazards relevant to this risk assessment									
Flammable / Explosive Substances	N	Hazardous Waste Disposal	Y	Storage / Housekeeping	N	Temperature	N	Travel Health	N
Ionising / Non-Ionising Radiation	N	Discharge / Spill	N	Falling Objects	N	Humidity	N	Stress	N
Exposure to Hazardous Substances	N	Slips, Trips & Falls	N	Machinery / Power Tools	N	Lighting	N	Out of Hours Working	N
Biological Hazards	Y	Electrical Safety	N	Hygiene	N	Noise	N	Personal Security	N
Cryogenic Hazard	N	Manual Handling	N	Welfare	N	Vibration	N		
Chemical Storage	N	Working at Height	N	Pressure / Vacuum Systems	N	Access / Egress	N	Display Screen Equipment	N

STEP 2 – IDENTIFY WHO IS AT RISK

Identify groups of individuals who need to be considered as part of this risk assessment									
Staff		Contractors		Visitors		Others		Higher Risk groups	
Employees	Y	Cleaners	Y	Visitors	Y	Neighbors	N	Young Persons	N
Temporary Staff	Y	Maintenance Engineers	N	Customers	Y	Members of the Public	N	Disabled Persons	N
Operatives	N	Security	N	Delivery Staff	N	Environment	Y	Children	N
Academics	N	Catering Staff	N			Wildlife	N	Pregnant & Nursing Mothers	N
Students	Y	Contractors	N					Lone Workers	N

STEP 3 - ASSESSMENT OF RISK						
Assess the risks against each significant hazard group identified						
Significant Hazard	Perceived Nature of Risk	Existing Control Measures	Likelihood	Severity	Residual Risk (H,M,L,NS)	Further action required Y/N (If Y - add to action plan)
Transmission of CoVid-19 from inanimate objects and surfaces at venue(s)	The CoVid-19 virus could be present on any surface that has come into contact with any person with symptoms or are asymptomatic that has used the hall within the last 72 hours. There is a risk attendee's may contaminate their hands or clothing with the virus, then subsequently infect themselves (self inoculation) or others.	<p>Each venue has its own Risk Assessment in place that includes enhanced daily cleaning routines.</p> <p>All Hall Hirer's have been asked to assist with disinfection of touch points in high traffic areas before, during and after their hire periods</p> <p>Purple Promotions 'Person in Charge' (PiC) will either alcohol gel hands or wash in hot running water for 20 seconds on entry to the venue.</p> <p>PiC will disinfect all door handles (internal and external), toilet seats, toilet door knobs and locks, tap handles and window handles / latches BEFORE hire period. PiC to also disinfect any tables and chairs used before and after use. Where possible PiC to bring own table for use to DJ from.</p> <p>Dettol Antibacterial Surface Cleaning Spray (approved to kill 99.9% of bacteria and viruses) to be used liberally. The spray on / wipe off method should be used where possible.</p>				

<p>Transmission of CoVid-19 from inanimate objects and surfaces at venue(s) CONTINUED</p>		<p style="text-align: center;">Cleaning cloths will be colour coded -</p> <ul style="list-style-type: none"> • Red / Pink Toilets, • Orange / Yellow - Main hall and lobbies • Blue - Tables and chairs • Green - Kitchen (if applicable) <p style="text-align: center;">Cloths to be bagged at end of less and washed at 60°C or above and dried before next session.</p> <p style="text-align: center;">Kitchens not to be used. For line dance classes, tables not to be used and only seats needed to be put out.</p> <p style="text-align: center;">Online booking and payment system to be established so no exchange of cash / signing in and to limit numbers per event / lesson. This also allows easy data collection for Test, Track and Trace. PiC to print attendee's list and ticket off on arrival.</p> <p style="text-align: center;">Venue should be supplying hand sanitiser / alcohol gel at the entrance to the venue. If this isn't the case, PiC to locate at designated entrance door throughout the hire period along with signage insisting customers use on entry to venue.</p> <p style="text-align: center;">All internal doors to be wedged open for duration of booking. Entrance / Exit doors to be wedged open where safe and practical to do so. In the event of a fire / fire drill PiC to close all doors and windows if safe to do so.</p>	Unlikely	Moderate	N/S	No
---	--	--	----------	----------	-----	----

GENERAL RISK ASSESSMENT

**Assessment Ref:
TRA-003**

<p>Person to person transmission of CoVid-19 whilst attending line dance classes (including arriving, queuing and leaving venue)</p>	<p>The CoVid-19 virus could be spread person to person via respiratory droplets generated by cough and sneezing and general exhaling of breath (increased by talkin, shouting, singing, exercising etc.)</p>	<p>All dancers to be pre-advised not to come to lessons or events if they are experiencing CoVid-19 symptoms (high temperature, a new continuous cough, a loss or change to sense of smell or taste). If signage isn't already on the entry doors, this needs to be located for duration of high period.</p> <p>All dancers to receive updated rules and procedures before attending class by way of online ticket booking system.</p> <p>Government has ruled on social distancing measures "Keep your distance from people not in your household (2 metres apart where possible)". Through venue specific RA a maximum capacity has been communicated to hall hirers but this don't not taken into account our activities or age range. Working on 9 square metres per person I have calculated my own maximum occupancy for line dance classes per venue. In real terms this has reduced venue capacity to one third of previous capacity.</p> <p align="center">Revised Capacity for Line Dancing Memorial Hall, Clanfield - 12 Napier Hall, Horndean - 12 Betteshanger SSC - 20</p> <p>With reduced venue capacity, lessons to be split into 1 hour blocks at different levels.</p>				
--	---	--	--	--	--	--

GENERAL RISK ASSESSMENT

**Assessment Ref:
TRA-003**

<p>Person to person transmission of CoVid-19 whilst attending line dance classes (including arriving, queuing and leaving venue) CONTINUED</p>		<p>Multiple Use toilets to be limited to a maximum occupancy. Lead to be taken from venue. PiC must ensure signage is in place.</p> <p>Venues with small entry / exit type foyers to have a one way system for entry and exit established. This needs to be advised to dancers on booking and be sign posted during hire period. Dancers to queue (adhering to 2 metre social distancing) outside the venue at the relevant entry door awaiting an invitation to enter the venue at the appropriate time only after the previous lesson has exited via the exit door.</p> <p>Venue must be kept well ventilated throughout hire period so all windows must remain open throughout and where safe and practical to do so, doors too.</p> <p>For lessons, chairs to be positioned two meets apart, side by side. For social events where tables are used, chairs and tables must be positioned to adhere to 2 meter rule and not facing each other. Dancers asked not to move tables or chairs. (Except: Family units may be permitted to sitting closer together)</p> <p>Line Dancers stand in lines side to side therefore no partner dances or contra line.</p>				
--	--	--	--	--	--	--

<p>Person to person transmission of CoVid-19 whilst attending line dance classes (including arriving, queuing and leaving venue) CONTINUED</p>		<p>Attendee's not to approach Instructor. Instructor to stay on stage / front of the hall and where possible not to move around the hall during lessons / teaches.</p> <p>Attendee's to be asked to leave promptly in a socially distanced fashion at the end of the session.</p> <p>Generally attendance by spectators and non-participating children should be avoided within indoor facilities.</p>	Possible	Moderate	Low	No
<p>At risk groups</p>	<p>It is acknowledged that those of 70 years of age or above and those with underlying medical conditions are at a higher risk if they contract CoVid-19</p>	<p>At Risk Individuals (ARI) will be aware they are in a higher risk group and as such should be practicing social distancing stringently at all times</p> <p>If ARI's attend class, they may wish to wait in their car until the start of their prebooked session to save having to queue. ARI may wish to leave a minute or two early in order to exit the hall before everyone else.</p> <p>All rules and procedures are stringently insisted for everyone one but will not be policed. ARI need to take extra care to ensure these policies are adhered to.</p>	Possible	Severe	Medium	No

	GENERAL RISK ASSESSMENT	Assessment Ref: TRA-003
--	--------------------------------	------------------------------------

ACTION PLAN					
Develop a prioritised action plan to support the risk assessment					
Action to be taken to further reduce risk	Person responsible for completing action	Target completion date (Prioritized on risk)		Action closure	
		Date	Priority	Signature	Date
Once all policies and procedures are in place with a venue reopening date, communicate out via email, facebook, text and a live facebook & youtube web chat.	R Munden	29/7/20	High		
Create signage in with policies and procedures to be used during hire period if not already in place within the venue	R Munden	4/8/20	Medium		
Create online booking system to include tract and trace information and CoVid-19 disclaimer	R Munden	29/7/20	Medium		

Risk Ranking Matrix

RISK MATRIX				
Use the Risk Matrix to classify the perceived level of risk and to prioritise the action plan				
LIKELIHOOD	SEVERITY			
	Slight (first aid injury)	Moderate (Medical Treatment)	Severe (Lost Time/ major injury)	Very Severe (Long Term Disability or fatality)
Very Likely (Common Occurrence)	LOW	MEDIUM	HIGH	HIGH
Likely (Easily Foreseeable)	LOW	MEDIUM	MEDIUM	HIGH
Possible (Foreseeable under certain circumstances)	NOT SIGNIFICANT	LOW	MEDIUM	MEDIUM
Unlikely (Unlikely sequence of events/ Unexplained event)	NOT SIGNIFICANT	NOT SIGNIFICANT	LOW	MEDIUM

Medium Risk – More controls may be required to adequately control the hazard

High Risk – Task must be stopped immediately. Consult Health and Safety Adviser for further advice.

NOTES for Lone and Hazardous Working (see Lone and Hazardous Working Policy for full details)

e.g.

Low Hazard - Office based lone working, Lone working collecting routine data/non-hazardous procedure in Laboratory (Avoid use of hazardous materials, sharps, chemicals, etc)

Medium Hazard – Working within Workshop/Laboratory

High Hazard - Work within specialised Unit e.g. Containment Level 3, High Toxicity, High Voltage

Category Control Measures

The following risk control measures should be applied for each hazard category along with any other additional measures identified by the risk assessment. The overriding principle is to reduce the risk to the lowest level achievable.

Low Hazard Activities

- Can only be undertaken by lone workers who are familiar with the premises and are aware of the emergency procedures.
- Must be authorised and suitably controlled by the line manager/supervisor (or equivalent e.g. Principal Investigator) and can be verbal.

Medium Hazard Activities

- Can only be undertaken by competent persons if there is at least one other person in the vicinity (either in the same area or close by) who is competent to make safe any work being undertaken and is also familiar with any emergency procedures for the area.

High Hazard Activities

- Can only be undertaken by competent persons if there is at least one other person in the same location who is competent to make safe any work being undertaken and is also familiar with any emergency procedures.
- Suitable emergency arrangements, such as the provision of adequate first aid or fire safety measures must be in place (additional measures may be required depending on the time of day when the work is undertaken)