

# Covid-19 Risk Assessment Guidelines

**This guidance is not intended to be exhaustive or medical information, but may be used as a baseline for compiling your own risk assessments based on the individual circumstances of you and your participants**

## SECTION 1

### Name

This section should be completed by the person leading the session(s), but all other people present, including volunteers or personal assistants should be documented including participants, and workers at the venue who may have come into direct contact with any participant should be included in a separate register.

### Venue

This section should specify the venue, including the room name (if relevant), the date and time of the session(s) as well as the details of the activity (eg. Dance class, competition etc)

### Date and Time

This should detail the date and time that the risk assessment was carried out, and any reviews that were made to ensure that it is a working document with continual changes as the guidance and restrictions change

## SECTION 2

### Section A Areas

Identify the areas of use within the venue which could present risk.

This could include the studio/hall, changing rooms, reception or refreshment areas and toilets etc.

### Section B Risk Items

Identify items and areas of risk within the areas. This could include communally used items such as door handles, hand gel dispensers and handwashing facilities as well as items only accessed by limited people such as sound equipment and mobility equipment or wheelchairs.,

### Section C Hazard(s): Spreading of COVID-19

Identify how/where/when Covid-19 could be spread in these areas

This could include personal/airborne contact and touch contact with items

### Section D Who is at risk?

Identify who is at risk within the identified areas

This could include venue staff, instructors and volunteers, participants and personal carers/family members

### Section E Precautions

Detail the actions taken to minimise the risk as identified.

This may include any number of the following precautions or actions- one way systems, floor markings, hand washing facilities, hand gels, social distancing, session numbers, face coverings

### Section F Tasks and Responsibility

Identify the ongoing precautions taken with specific tasks and person assigned responsibility for carrying them out. Details when the tasks need to be completed

This may include wiping down of areas or equipment with disinfectant, ensuring social distancing or monitoring entrance or exit areas at relevant times

### Section G Guidance and warnings

Detail the actions taken to re-inforce the guidance given

This may include advance notice of the provisions within the venue, observation and guidance or signs/leaflets re-enforcing social distancing, handwashing, to stay at home when unwell, to sneeze into tissues and bin them etc.

### Section H Level of Risk

Try to accurately identify the level of risk in each specific area.

This may include commonly touched items such as door handles, the number of participants passing through or remaining in a specific area or areas where external people are likely to have been (eg reception areas). Consider the level of exertion (aerobic exercise) and the duration of this and proximity of others as the heavier the breathing, the greater risk of spreading the virus. Risk may also be increased for those participants with disabilities or chronic health conditions

### Section I Identify Further risks or areas for Improvement

This section should be completed when further risks are identified or breaks within the process are noted in order that the following risk assessment and processes may be updated or adapted