



# Risk Assessment for Active+ Indoor Classes

Last Updated: 16 October 2020

What are the hazards?	Transmission of COVID-19	
Who might be harmed?	Class attendees, class teacher, park users and the wider community	
Controls Required	Mitigations	
People Management, Teacher Best Practice and Communication		
Self-screening of individuals before they arrive at the class to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend	Reminders prominently in all communication; bookings allow for easy rescheduling to online classes to encourage parents to err on the side of staying at home if unsure.	
An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing	<p>Communicate in advance with participants to advise on social distancing requirements. Circulate the guidelines prior to arrival.</p> <p>Social Distancing - reducing the number in classes to a maximum of 30 (including children and the teacher) and using spaces large enough for a greater than 2m social distance to be maintained between family bubbles at all times.</p> <p>Running the wall fan with air from inside.</p>	

	<p>Class schedules allow a 10-minute gap to reduce pinch points of high traffic on entry to class.</p> <p>Participants spaced in a semi-circle with teacher in the middle.</p>
<p>Communications in place so that all participants are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19</p>	<p>Parents receive information about key Covid-safety messages when booking (including a commitment in the booking form), in their confirmation and reminder emails and in verbal reminders from the teacher during class.</p>
<p>Outline how participants who are returning to the environment from isolation due to suspected or confirmed cases of COVID-19 or other COVID-19 related reasons should be medically assessed prior to return</p>	<p>Participants who have symptoms of Covid should follow the guidelines below and should not attend during the stipulated period of self-isolation.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/what-to-do-if-you-get-symptoms-again/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/what-to-do-if-you-get-symptoms-again/</a></p>
<p>Agree a clear position on how participants who are deemed vulnerable or are in a household with vulnerable individuals interact with the environment, which must be in line with government advice on clinically vulnerable individuals.</p>	<p>Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should take medical advice about participating in the class, but are advised to choose an online class instead as online classes don't carry any Covid risk!</p> <p>Clinically vulnerable individuals, or those continuing to live with anyone vulnerable should also consider online classes (or outdoor-only classes, taking an online catch-up class in case of bad weather). If an individual with increased vulnerability chooses to attend after taking appropriate medical advice, they can choose to speak to the teacher to get further guidance as to any additional measures they need to take to stay safe in the class.</p>
<p>Ensuring class session plans are designed to minimise the injury and illness risk/NHS burden as a priority consideration</p>	<p>Participants to stay on their mats for most activities, or stand up and dance in the space immediately behind their mats. Instructions to be given to ensure appropriate 2m+ distance is kept when arriving or leaving.</p>
<p>Should a known or suspected COVID-19 case occur in the exercise environment or an individual be identified as a contact of a known case the individual/s in question should be placed in isolation and follow the PHE guidelines.</p>	<p>Any participant who may become symptomatic whilst at the class should leave the venue immediately without touching anything and without coming into close contact with anyone.</p> <p>If they are clinically unstable, they will be isolated in a separate room and medical assistance called for.</p> <p>Venue to be notified to ensure the isolation room to be cleaned after use.</p>

Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.	Use of an electronic booking and payment system. Phone numbers will be kept for at least 21 days for track and trace purposes
What are the hazards?	Transmission of COVID-19 due to cumulative aerosol build-up and droplet transmission from speaking and singing
Who might be harmed?	Class Teacher, class participants
Controls Required	Mitigations
Social distancing	<p>Class size - Classes capped at 30 including teacher.</p> <p>Masks - Following a 'mask to mat' policy - participants and teacher wear masks at all times except while they are participating in the class from their own carefully positioned mat.</p> <p>Distancing - parents are spaced 2-3m away from each other while singing; in addition, the teacher is usually at a distance of 6-9m from families while singing, (well above the government recommended 2m) and won't sing or speak closer than 3m during the class.</p> <p>Positioning - participants are positioned side-by-side in a semi-circle to minimize risk</p>
Limiting aerosol and droplets	<p>Parents advised to keep volume of singing and speaking very quiet, and to sing to their child!</p> <p>Parents to encourage children to use quiet voices if possible.</p> <p>Teacher will limit the proportion of singing and spoken rhymes in the class, using other activities with live music on the violin, less familiar songs, rhythm games and music sung only by the teacher.</p> <p>Teacher usually has a headset mic to aid in volume, so she can speak and sing quietly.</p> <p>Parents are able to choose to use a mask during singing if they wish.</p>
Ventilation	<p>Ventilation - Classes take place in a large space with a high volume of air; fan blows air from outside.</p> <p>10m break in between sessions to allow air to circulate (and to allow for cleaning time.)</p>
What are the hazards?	Transmission of COVID-19 between participants and teacher
Who might be harmed?	Class Teacher, others in the community
Controls Required	Mitigations

Participants to be requested to limit face-to-face talking with teacher (ideally to mostly communicate through online, phone and social media)	<p>Teacher's positioning during the class includes space to step backwards to increase distance if approached.</p> <p>Social chat groups including a private Facebook group and WhatsApp groups for each class to facilitate social communication safely.</p>
Use of PPE and social distancing by teacher	<p>Class teacher to use disposable gloves and a mask when handling anything touched by others</p> <p>Class teacher to avoid being within 2m of others; but if that becomes necessary or unavoidable to use a mask</p>
People Management, teacher Best Practice and Communication	
Check the venue has a daily cleaning strategy to minimise COVID-19 transmission risk	Venue has in place appropriate cleaning policies for toilets in between each use and classes
Check the venue has a high-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records	<p>Cleaning and disinfecting high-touch areas such as the gate and table area in between classes</p> <p>Venue provides regular cleaning of high-touch areas in the rest of the venue.</p>
Assess if spaces can be allocated between car park bays to minimise risk	Communicate with participants the need to park away from others wherever possible
Ensure accesses, exits, passage, main room and stairways are safe, unobstructed, and accessible	Ensure there is a 2 metre social distancing allowance outside of classroom and reminders to stay distanced are signposted
Hygiene and Cleaning	
Provision of hand washing facilities with warm water, soap, disposable towels, and bin.	<p>Handwashing facilities provided within the toilets inside Active+, with posters encouraging good handwashing.</p> <p>Participants signposted to NHS advice on how to wash their hands at <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>

<p>Provision of suitable wipes and hand sanitiser in locations around the facility to maintain frequent hand sanitisation.</p>	<p>Participants to be encouraged to carry their own sanitisers and antibacterial wipes with them</p> <p>Hand sanitiser available on entry to the class</p>
<p>Props and Equipment</p>	
<p>No props to be shared within the class</p>	<p>Parents buy/hire individual bags of props ('Magic Bags') to use throughout the term, taking them home in between and taking responsibility for keeping the props clean.</p> <p>Parents are required to bring hand sanitiser and antibacterial wipes to each class (provided in 'Magic Bags') and encouraged to wipe props before use/after they touch the floor then sanitise hands. (Taking care that the products they use are safe for babies' mouths.)</p> <p>In the event of a child touching another child's prop, it can be wiped with a baby-safe antibacterial wipe and/or put out of use until further cleaning can be accomplished.</p> <p>Parents to be advised that 'Magic Bag' contents are not toys but sensory props, to be only used under close adult supervision.</p> <p>Parents advised to check props carefully for wear before giving allowing a child to use them.</p>
<p>What are the hazards?</p>	<p>Other venue hazards to be considered</p>
<p>Who might be harmed?</p>	<p>Class attendees</p>
<p>Controls Required</p>	<p>Mitigations</p>
<p>Venue Preparation</p>	
<p>Slips and Trips</p>	<p>Participants to stay on their mats when sitting down, and to stay immediately behind mats when standing up for class activities/dances</p> <p>Space to be kept clear and empty of unnecessary furniture/objects</p> <p>Teacher to give verbal reminders during class to avoid standing on mat</p>

<p>Re-check the fire procedures for the venue</p>	<p>Escape route and meeting point planned that respects social distancing measures</p> <p>Inform the class of any venue fire procedures including escape routes &amp; meeting points</p> <p>Teacher has easy access to the register or list of those attending the class</p> <p>Teacher and attendees to be aware where the nearest fire bell is situated so they can alert others in case of a fire.</p>
<p>Electrical &amp; other equipment</p>	<p>Check plugs and sockets and own equipment is in working order Provide own head mic and speaker</p> <p>Participants to bring their own equipment where possible, no equipment to be shared within a class.</p> <p>Any shared equipment to be cleaned by teacher thoroughly between sessions (including a 72 hour quarantine period where practicable)</p>