**General Information**

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| Stage School Name: | Chorley Studio | Contact No: | 07768 772048 |
| Activity: | COVID19 (Corona Virus) Avoidance and Prevention | Location: | The Vibe, 2 Fellery Street, Chorley PR7 1EH |
| Initial RA / MS prepared by: | PA & HA | Date: | 05/09/2020 |
| RA / MS Reference No: | GMJSS-RA/MS 01 | | |

**Notes / Context:**

**A COVID19 risk assessment based on Government advice on this assessment date. Link to the advice www.gilliesmar-jan.co.uk**

**Gillies Mar-Jan Stage School is usually a busy and bustling site. There would be a large coaching team delivering public classes and support to the dance sector. In this Risk Assessment, people on site are all ages and backgrounds.**

**Gillies Mar-Jan Stage School is taking a deliberately cautious approach to the risks from COVID 19 and so will exceed the guidelines where practical.**

**Review and Revision Details**

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| RAMS shall be reviewed every 6 months and or where there is a significant change to the activity/task. | | | | |
| Revision | Date of last review | Amended (Yes / No) | Reviewed / Amended By | Reason for Amendment |
| - | 05/09/2020 | - |  | First issue |
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**Section 1 - Risk Assessment - Health & Safety**

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| SEVERITY | Fatality | MEDIUM | HIGH | VERY HIGH | VERY HIGH |
| Reportable Injury | LOW | MEDIUM | HIGH | VERY HIGH |
| Lost Time Injury | LOW | MEDIUM | MEDIUM | HIGH |
| Minor Injury | LOW | LOW | MEDIUM | MEDIUM |
| Working Risk Evaluation Matrix | | Remote | Possible | Likely | Very Likely |
| PROBABILITY | | | |

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| Hazard/ Hazard issues. | Person(s) at Risk | Risk Level | Control Measures | Residual Risk |
| ‘SHOW STOPPERS’ (Initial Risk Level Very High or High) | | | | |
| Potential carrier of COVID19  Entering the Stage School | Stage School attendees, Delivery Drivers,  Visitors,  Members of the public | High | * Do not come to Gillies Mar-Jan Stage School if you have the slightest doubt that you may be carrying the COVID-19 virus * If you suspect you have COVID-19 report this to Gillies Mar-Jan Stage School immediately and self-isolate. * The Teachers/Instructors should inform Gillies Mar-Jan Stage School immediately if any attendees display symptoms of COVID-19 while at the stage school. * Do not attend Gillies Mar-Jan Stage School ff you or any family member living at home with you has symptoms of COVID-19 or suspect they may have the symptoms (dry repetitive cough/ a high temperature). Self-isolate and get tested. * If anyone attending Gillies Mar-Jan Stage School receives NHS Test & Trace contact, follow the Government advice to get tested. This can be achieved either by contacting the NHS on 119 or by visiting <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name> * Gillies Mar-Jan Stage School should ensure that any person attending the stage school after returning from overseas, has reviewed the current Government advice on quarantine requirements for non-exempt countries * Hand sanitiser to be kept by the door. * Pre-entry temperature checks will be undertaken. People with temperatures over 37.8 degrees will be re-tested. Individuals who have a second test failure will be: * requested not to enter the stage school and to return home * Will be advised to request a test by contacting the NHS on 119 or by visiting https://self-referral.test-for coronavirus.service.gov.uk/antigen/name * Signage advising stage school users and visitors of No entry for persons with symptoms of Covid-19 infection must be displayed. * Handwashing advice signage posters to be displayed above all toilet sinks. * Payment by Bacs or card is preferable however, if payment is made by cash then please follow the strict hygiene code. | Medium |
| Interaction between people    (We must ensure close proximity engagement is kept to an absolute minimum at all times.)    Face coverings/ masks are not required for general cleaning activities where the 2m rule is being followed. | Stage School attendees, Delivery Drivers,  Visitors,  Members of the public | High | * Follow [Public Health England guidelines](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19) including, where possible, maintaining a 2m distance from others. * Dancers attending the stage school will need to come into the studio as dressed for dance were possible. * Dancers arriving at the studio will need to hand their bags containing outdoor shoes, coats and any outdoor clothes, on the coat hooks on the bottom & top walls (to the right & left of the mirrored wall). * Respiratory protective equipment is not required for general activities where dancers are more than 2 metres apart, unless specifically required by task specific risk assessment. * Where possible the timetable of classes has been arranged so that classes can leave before new ones arrive. There will also be time to clean between classes in both the holding areas and the dance studio * The stage school to minimise dances/training that require dancers to be within 2m of each other. * Any dancers doing any corner work, must work side by side (not behind each other).      * Children over 11 may be required to wear face coverings. When completing works at the stage school where the 2m rule is unable to be followed (e.g. cleaning) all personnel in proximity must wear: * face coverings or disposable FFP3 mask * Other FFP3 **or** KN95 FFP2 disposable mask * Other FFP2 disposable mask   [Link to HSE Disposable respirator fitting guidance poster](https://mottmac.sharepoint.com/:b:/r/teams/bf-00835/Shared%20Documents/Bentley%20Occupational%20Health%20and%20Safety/Site%20Poster%20Pack/Full%20Site%20Pack%20Site%20Office/HSE%20Disposable%20respirator%20fitting%20guidance%20poster.pdf?csf=1&e=iQgd0u)   * Avoid causing congestion in communal areas, amend and modify the stage school accordingly * Avoid pinch-points on walkways, stairs. Use the one-way system on the stairs using screens and consider having recessed passing points allowing 2m distance to be maintained. * The position of the tables may need to be modified to increase distance between seats/individuals. Always ensure the 2m rule even during breaks. Where possible tables and chairs/stools have been removed * Calculate the maximum number of occupants for the stage school (including toilet blocks) and clearly mark this on the entrance and manage occupation in line with social distancing. * The 2m rule will need to be observed during dance sessions and may require training to be spilt into smaller groups or staggered. * The studio floor and reception area will be marked into 2m squares to ensure the 2m rule is adhered to. * Visitors to be kept to a minimum i.e. mums and chaperons to stay away * Water fountain is currently out of use. All visitors must bring their own water bottles which they must not share, and be clearly marked with the child’s name   You can still be infectious with no symptoms, so it is vital you stick to the distancing and hygiene guidelines. | Medium |
| Potential of surfaces/facilities contaminated with COVID-19 | Stage School attendees, Delivery Drivers,  Visitors,  Members of the public | High | * Hand washing should be for 20 seconds with warm/hot soapy water or with hand sanitiser. Dry with disposable towels or hand dryer * Maintain good hygiene practices: * Wash your hands regularly * When you cough or sneeze cover your mouth and nose with your hands or a tissue and dispose of any tissues in the bin immediately and wash your hands. * Avoid touching your eyes, nose, and mouth. * Wash your hands with soap and hot/warm water or use sanitiser immediately upon arrival to the dance school and prior to leaving the site. * Regularly wash or sanitise your hands throughout the dance sessions and especially after using the toilet and prior to eating, drinking. * Increase the frequency of cleaning of surfaces in the stage school by using a fogger/spray machine to sanitise the studio, floors and waiting areas. * The reception area and small studio will be utilised as a waiting/holding area for the next classes. * Protective gloves to be worn when cleaning and disinfecting the stage schools’ facilities * Handles on doors, barre, stairs handrail (i.e. any regularly contacted surfaces) to be disinfected between classes. * On repositioning the barres, please ensure hygiene codes are followed i.e. sanitise after use. * Where practicable considerations for putting a pack of wipes at the corner of each 2 m square so that barres can be wiped with each pupil where they have stood and wipe the floor where they have been working * Keep toilet facilities clean, sanitising door handles, flush levers and locks etc after each use * Avoid passing any potentially contaminated objects (consider pens, files, dance equipment etc.) * Do not share any PPE and ensure all your reusable PPE/face coverings are kept clean. | Medium |
| Lack of availability of cleaning products, paper towels, water, etc. | Stage School attendees, Delivery Drivers,  Visitors,  Members of the public | High | * Check and maintain stocks of cleaning products, personal hygiene related consumables on a weekly basis, immediately inform Gillies Mar-Jan Stage School of any shortages * Gillian to monitor weekly usage and place orders accordingly | Medium |
| Deliveries from site and collections from site. | Stage School attendees, Delivery Drivers,  Visitors | High | * When placing orders, ensure that updated delivery instructions are sent out to suppliers * Keep main doors to the school closed to prevent unauthorised entry * Erect clear signage at the door with contact number(s) to call to receive instructions for delivery or collection of materials. * Parents to wait in cars/outside studio and not enter the buildings * Once understanding has been confirmed, the door will be open to allow delivery ensuring safe distancing is achieved at all times * If signatures are required, these should be done while maintaining social distancing and avoiding sharing pens. * No delivery personnel should access the stage school or office * Gillies Mar-Jan Stage School will undertake regular inspections to ensure social distancing measures (e.g. signage, barriers & safe behaviours etc.) remain in place, review their efficiency and update as necessary. | Medium |
| Vulnerable Workers – People at increased risk of severe illness | Stage School attendees, Delivery Drivers,  Visitors,  Members of the public | High | * Vulnerable workers should follow government recommendations and stay home. If you fall into the government- defined “extremely vulnerable” group, contact Gillies MAR-Jan Stage School before attending a class. | Medium |
| Dermatitis from using alcohol-based sanitisers and frequent washing of hands. | Stage School attendees,  Visitors | Medium | * After washing hands consider using the restorative cream to avoid dryness and cracking of the skin * Dispensers to be wiped down after use | Low |
| Ignition of alcohol-based hand sanitiser | Stage School attendees, Delivery Drivers,  Visitors,  Members of the public | Medium | * Use soap and water wherever practicable * If using alcohol-based hand sanitiser, make sure all liquid has evaporated before touching any surfaces * (Do not smoke when/ immediately after using alcohol-based hand sanitiser). | Low |

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| Section 2 Hazardous Substances | | |
| The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the site safety file; the control measures required will be briefed to the personnel involved prior to work commencing. | | |
| Hazardous Substance | COSHH Assessment Ref | Precautions / Risk Controls |
| Bleach |  | Refer to CoSHH assessment on file |
| Detergent |  | Refer to CoSHH assessment on file |
| Disinfectant |  | Refer to CoSHH assessment on file |
| Sanitiser |  | Refer to CoSHH assessment on file |
| Washing up liquid |  | Refer to CoSHH assessment on file |

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| **Is a Methodology required?** | **Yes** | **No** |
| Following the detailed assessment of Hazards, risk and control measures, is a written Methodology required? |  | **X** |
| If the answer is **No** the severity and consequence of an injury, environmental or quality incident must be low and control measures in the form of Gillies Mar-Jan Stage School Rules etc. must be sufficient and adequately briefed to those involved. | | |

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| Section 3 Related Documentation |
| This Risk Assessment is to be read in conjunction with the following documents: A COVID19 risk assessment based on Government advice on this assessment date. Link to the advice: <https://www.gov.uk/coronavirus-business-reopening/y/none/over_4/no/yes/no/no> |

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| Section 4 Emergency procedures |
| If in the event of an emergency a person requires first aid treatment the first aider will meet the following requirements:  **First aid treatment (cuts, burns, etc):**   1. Wash hands immediately as per government guidelines. 2. Put on a pair of disposable gloves and disposable face covering/mask (see above). 3. Remove the items you will require from the first aid box and close the lid. 4. You will now be able to enter the 2-metre safe distance to treat the injured person. 5. After treatment dispose of all items used (including PPE) including unused first aid equipment, into refuse bags and then into the outside bin/skip. **Do not** return any items back to the first aid box. 6. Immediately wash your hands as per government guidelines.   **Resuscitation:**   1. Contact 999. 2. Wash your hands immediately as per government guidelines. 3. Put on a pair of disposable gloves and disposable face covering/mask (see above) 4. Remove the items you require from the first aid box and close the lid. 5. You will now be able to enter the 2-metre safe distance to treat the injured party. 6. If they have stopped breathing and unless you have a defibrillator on site, you will have to start compressions to the chest. 7. Utilise an FFP3 valved face shield if available.   NB. You are not obliged to give mouth to mouth resuscitation if the above is not available. If you do choose to give rescue breaths use the mouth cover sheet contained in the first aid box.   1. You may have to do compressions for some time depending on the response of the emergency services, so ensure other first aiders on site have washed their hands and are ready with appropriate PPE to take over if required. 2. If breathing is restored put them into the recovery position and keep them warm and wait until the emergency services arrive and take over before removing all your PPE. 3. After treatment dispose of all items used (including PPE) including unused first aid equipment, into refuse bags and then into the outside bin/skip. **Do not** return any items back to the first aid box. 4. Immediately wash your hands and face as per government guidelines. 5. If you have used the defibrillator this will require sanitising before being replaced at the first aid point. |

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| Section 5 Personal Protective Equipment |
| In accordance with Gillies Mar-Jan Stage School rules, may be required to wear PPE in work areas.In addition to mandatory PPE; the work covered by this method statement also requires: |

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| Disposable Gloves | X | FFP2/3 Face Mask | X | Other (describe) |  |
| Face coverings | X | Face shield (if required) | X |  |  |
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| Section 15 Briefing |
| Before any dancing commences, the Gillies Mar-Jan Stage School will ensure that a briefing is provided for all personnel involved in carrying out these activities.  The activity briefing is intended to be a two-way process and all personnel are expected to challenge the proposed approach, particularly if they feel that a safer and more practical method can be adopted.  All personnel will sign below to confirm that they understand the content of this risk assessment and method statement.   |  |  |  |  | | --- | --- | --- | --- | | **Name (Print)** | **Name (Signature)** | **Company** | **Date** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Section 16 Management of Change Record | |

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| Date | Details of change to methodology / environment | Additional Hazards and Control Measures documented in RA (Sections 1)  **(Y / N)** | Changed Approved by **(sign)** |
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