



The Lynden School of Dance Limited

Risk Assessment

This document is the risk assessment for the opening of the Lynden School of Dance & Gymnastics classes at Basingstoke Sports Centre following the COVID-19 lockdown in September 2020



Introduction

In all education, childcare and social care settings, preventing the spread of Coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

This Risk Assessment was undertaken by Colin Cooper on behalf of The Lynden School of Dance & Gymnastics using information provided by the facility management, Lynden staff, British Gymnastics and Alex Ralls – a specialist in dance risk assessment.

The possibility of delivering all/some classes virtually (using Zoom for example) has been considered and whilst some classes may continue to be delivered virtually the nature of the Dance and Gymnastics business requires physical presence, where possible, to ensure technique is properly managed to prevent injury. Physical contact will be limited, or managed, in line with the control measures outlined in this document and Government guidance on 'Social Distancing'.

Any change resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to Colin Cooper or Debbie Palmer at The Lynden School of Dance & Gymnastics. The severity and probability definitions relating to this document can be found below.

This Risk Assessment forms part of The Lynden School of Dance & Gymnastics over-arching Risk Assessments, Operating Procedures, Policies and preventative measures used to minimise risk. It should not be viewed in isolation. Other documentation that should be considered, where applicable, includes;

- Risk Assessments for other locations
- Lynden Risk Assessments
- Lynden Operating Procedures and Policies
- Lynden Child Protection Policy

Severity Definitions

Negligible: May lead to a miscommunication, no foreseeable risk of harm or discomfort, no damage.

Minor: Superficial injury, temporary discomfort or distress, minor property damage.

Moderate: Cuts, grazes or other injury which require on-site first aid, moderate property damage.

Major: Minor fractures, requires hospital treatment, absence from work for 3 days or more, major property damage.

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Critical: Major fractures, requires hospital treatment leading to disability or reportable disease, critical property damage, eg structural.

Catastrophic: Amputations, fatality, life shortening illness, catastrophic property damage.

To Calculate Risk Score

1. Assess the likelihood of the hazard occurring.
2. Assess the severity of the hazard if it were to occur.
3. Calculate the risk score using the matrix below. This is done by reading the box at the intersection between your chosen severity and the likelihood figures.

Risk Tolerance

The risk tolerance is 9. Anything above this is deemed an unacceptable risk and appropriate control measures need to be applied in order to reduce the risk factor below 9.

		RISK TOLERANCE						
		1	2	3	4	5	6	
LIKELIHOOD	ALMOST CERTAIN	6	6	12	18	24	30	36
	VERY LIKELY	5	5	10	15	20	25	30
	LIKELY	4	4	8	12	16	20	24
	POSSIBLE	3	3	6	9	12	15	18
	VERY UNLIKELY	2	2	4	6	8	10	12
	UNFORESEEABLE	1	1	2	3	4	5	6
		1	2	3	4	5	6	
		NEGIGIBLE	MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC	
		SEVERITY						

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General – Staff and Student Travel to/from Lynden									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Exposure to COVID-19 due to use of public transport and/or shared family transport	Contracting and/or conveying COVID-19	All	4	4	16	<p>All persons to limit their use of public transport to/from class. Where travel is essential to use private dual occupancy where possible.</p> <p>Reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</p> <p>Encourage staff, parents, children and young people to walk or cycle to their classes where possible</p> <p>Encourage staff, parents, children and young people to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.</p>	2	4	8
Exposure to COVID-19 due to failing to plan parking and drop off measures	Contracting and/or conveying COVID-19	All	4	4	16	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Back to back classes will be a minimum of 10 minutes apart to allow for quick pick-up and drop-off.</p> <p>Tell parents that if the child needs to be accompanied to their classes, only one parent should attend, eg for Tots Classes.</p> <p>Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use in Studio 3 and where to drop-off and collect students).</p>	2	4	8

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						<p>Make it clear to parents that they cannot gather at studio doors or enter the studio (unless they are needed in the class eg Tots Class or they have a pre-arranged appointment, which should be conducted safely).</p> <p>Verbal confirmation will be sought from parent or carer of 2-5yr olds that they have not been displaying any signs or symptoms of COVID-19. Older students will be asked for verbal confirmation on arrival that they feel well.</p> <p>BSC require visitors to their facility to wear face coverings – the entrances to the facility are within Festival Place in Basingstoke that also requires face coverings to be worn. Children under age 11 are not required to wear face coverings and they are not recommended for children under 3 years. If you are participating in Lynden classes you should not wear a face covering.</p>			
Staff Training									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Teaching and coaching staff failing to act appropriately (infection control)	Contracting and/or conveying COVID-19	All	3	4	12	<p>All staff to undertake a COVID-19 course to help minimise spread. One such course is here.</p> <p>Staff have been consulted and informed about the plans covering safety measures, reporting requirements, timetable changes and staggered arrival and departure times and training plans.</p> <p>Staff have been advised about correction methods (where these would normally be done with considered physical contact) and delivering guidance at a distance.</p>	1	4	4

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Venue and support staff failing to act appropriately (infection control)	Contracting and/or conveying COVID-19	All	3	4	12	<p>We have discussed with BSC the actions that they will take in support of our plans including cleaning, entry and exit, sanitisation stations, signage and visitor management.</p> <p>We have discussed with BSC staff the additional cleaning requirements and how these will be delivered to us.</p>	1	4	4
Basingstoke Sports Centre – Spaces/Studios									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Ingress/Egress to site leading to lack of infection control	Contracting and/or conveying COVID-19	All	3	4	12	<p>Stop all non-essential visitors (including parents, carers and visiting tutors where the skill can be delivered 'in house'.</p> <p>With BSC staff, ensure that Lynden customers are aware of the studio entrance and exit points, and the processes for arrival and departure from the studios.</p> <p>Ensure all Lynden visitors are aware of the guidance for circulation of BSC.</p> <p>Parents and coaches to be reminded that anyone at home who is deemed vulnerable (eg new and expectant mother, elderly) should not attend any sessions.</p> <p>Students will not be allowed to train with Lynden if any of their family members are in self isolation.</p> <p>When Main Hall is in use for gymnastics the viewing area within BSC will be closed to prevent contamination.</p>	2	4	8

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						<p>Where possible, we will prop doors open where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Require all staff and students to wash their hands for 20 secs before arrival at the studios and clean with anti-bacterial gel on entering or leaving the main hall or studios at the sanitisation station.</p> <p>With BSC, allowing plenty of space (two metres) between people waiting to enter studio(s) and providing entry posters for each studio including waiting zones.</p> <p>Before the start of each session Lynden will clean common contact surfaces in each studio such as doors and door handles and the areas around the sanitation station.</p> <p>Whilst in general groups should be kept apart, brief, transitory contact where unavoidable, such as passing in a corridor, is low risk.</p>			
Inadequate cleaning of studios	Contracting and/or conveying COVID-19	All	3	4	12	<p>Follow the Government guidance on cleaning of non-healthcare environments set out here and the well documented guidance from British Gymnastics set out here.</p> <p>Before the start of each session Lynden will clean common contact surfaces in each studio such as mats, equipment, chairs, and barres.</p> <p>The cleaning frequently touched surfaces will be carried out using standard products, such as detergents and bleach (supplied by Lynden).</p> <p>Lynden will remove unnecessary items from studio environments where there is space to store it elsewhere.</p>	2	4	8

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						<p>Lynden will remove soft furnishings and any items that are hard to clean (such as props or those with intricate parts).</p> <p>Lynden will ensure that adequate cleaning between groups is in place, following guidance for cleaning in a non-healthcare environment given here and the well documented guidance from British Gymnastics for studios and equipment here.</p>			
Lack of ventilation of studios	Contracting and/or conveying COVID-19	All	3	4	12	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) as air handling units may not be used.</p> <p>Increase ventilation (to ideally maximum) within enclosed studios. In the studios 1 and 3 the air-conditioning system will be used.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. This should only be carried out at entry and exit times for Studios 1 and 3 where the air-conditioning is functioning.</p>	2	4	8
Lack of Hand Washing	Contracting and/or conveying COVID-19	All	3	4	12	<p>Staff and students to wash their hands with soap and warm water for 20 seconds and dry thoroughly before each class. Lynden will review the guidance on hand cleaning here.</p> <p>Staff will also clean their hands on arrival at the studios using the sanitisation station which they will set up prior to cleaning the studio in preparation for the first class.</p> <p>Parents should provide help for children and young people who have trouble cleaning their hands independently</p>	2	4	8

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						Lynden will consider how to encourage young children to learn and practise these habits through drama, games, songs and repetition.			
Lack of provision of effective Hand Gel	Contracting and/or conveying COVID-19	All	2	4	8	<p>Ensure that hand gel (minimum 60% ethanol or 70% isopropanol) is available in each studio to supplement hand-washing facilities.</p> <p>Staff and students to clean their hands with hand gel on arrival at the studio.</p> <p>Sanitisation station available in each studio with hand gel as above, tissues, bin, appropriate signs, and PPE in case of possible COVID-19 case.</p>	1	4	8
Toilet facilities – high risk contact areas	Contracting and/or conveying COVID-19	All	3	4	12	<p>Ensure that toilets do not become crowded by limiting the number of staff or students who use the toilet facilities at one time.</p> <p>Require all students to visit toilet facilities prior to class beginning and to wash hands thoroughly.</p> <p>Work with BSC staff to ensure toilet facilities are regularly cleaned and monitored.</p>	2	4	8
Failure of Respiratory hygiene	Contracting and/or conveying COVID-19	All	3	4	12	<p>Lynden to emphasise avoiding touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin ('catch it, bin it, kill it').</p> <p>Lynden to monitor younger students to ensure they follow the above.</p> <p>Lynden, with BSC staff, to provide boxes of tissues and a bin at the sanitation station.</p>	2	4	8

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Lack of signage leading to a failure to follow guidance	Contracting and/or conveying COVID-19	All	3	4	12	<p>Display the following, where appropriate, around the studios:</p> <ul style="list-style-type: none"> o Catch It, Bin It, Kill It o Social Distancing o Use Hand Gel o Maximum Occupancy of <insert> People 	2	4	8
Ill student, child or member of staff	Contracting and/or conveying COVID-19	All	4	4	16	<p>If a student or child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate cubical. The cubical should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a child or student becomes unwell with symptoms of coronavirus while in their class and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	2	4	8

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Lack of provision of First Aid or failing to consider implications on first aid and medical provision.	Contracting and/or conveying COVID-19	All	3	3	9	<p>Lynden has arranged for an increase in first aid provision whilst the Coronavirus (COVID-19) risk is present and all staff are trained in use of PPE.</p> <p>The Lynden teachers have considered and agreed how higher risk activities should be reduced in order to avoid potential demands on emergency services.</p> <p>Lynden will review the First aid boxes available before the start of classes in September and then each month thereafter to make sure that they are fully stocked, along with the supplies for the sanitisation stations.</p> <p>Lynden First Aiders have been briefed to check the latest Government guidance on cardiopulmonary resuscitation here.</p>	1	3	3
Lack of Waste Management	Contracting and/or conveying COVID-19	All	2	4	8	Lynden will work with BSC staff to ensure that bins for tissues are emptied throughout the day.	1	4	4
Delivery of Classes									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Class timetable-lack of planning	Contracting and/or conveying COVID-19	All	4	4	16	<p>Lynden has reviewed its classes and decided that it cannot deliver the following classes with social distancing applied:</p> <ul style="list-style-type: none"> o Acrobatic Dance squad classes because of the need for the dancers to remain apart o Gymnastics squad classes due to low numbers and the need for spotting and support for the more difficult skills 	2	4	8

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						<p>o Many classes will have their numbers reduced to maintain social distancing requirements (see below studio capacities)</p> <p>o Further reviews will be held as the year progresses and the teachers gain experience of operating within the current restrictions.</p> <p>Lynden has also tried to ensure that the same teacher(s) are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p>			
Excess class capacity resulting in ineffective social distancing	Contracting and/or conveying COVID-19	All	3	4	12	<p>Limit studio capacities to:</p> <ul style="list-style-type: none"> o Studio 1 – 8 including Lynden staff members o Studio 3 – 15 including Lynden staff members o Activities room – 9 including Lynden staff members o Sports Hall – 1 court – 12 including Lynden staff members o Sports Hall – 2 courts – 24 including Lynden staff members o Sports Hall – 3 courts – 37 including Lynden staff members with limit of 15 per class <p>In line with Government guidance a maximum of 15 students per class (unless a lower figure above) until such a time this guidance is revised.</p> <p>Classes to be delivered by one person or as small number of persons as possible without compromising safety or child protection measures.</p>	2	4	8

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						<p>Lynden will operate a phased increasing of class numbers to ensure that policies and procedures are robust.</p> <p>Lynden, in conjunction with BSC staff, will mark up the space/studio(s) with rubber spots to maintain the 2m distance. Many gymnastics classes will be limited to working on a single gymnastics mat per individual for some routines.</p>			
Overuse or unnecessary use of Changing facilities	Contracting and/or conveying COVID-19	All	4	4	16	Students and Lynden staff will arrive for class 'ready to go' and as such minimise use of changing and toilet facilities.	2	4	8
Partner work	Contracting and/or conveying COVID-19	All	4	4	16	<p>Lynden will revise it teaching to eliminate any 'partner' work for the immediate future.</p> <p>Lynden will limit the frequency of working within 2-metres to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins.</p>	2	4	8
Shared equipment (i.e. Props, Acro equipment, Ballet Barres etc)	Contracting and/or conveying COVID-19	All	3	4	12	<p>Lynden will seek to prevent the sharing of equipment where possible. Where this isn't possible shared equipment and surfaces will be cleaned after each class.</p> <p>Students and Lynden visitors will not be permitted to bring bags or any personal belongings not required for their lesson into the studio.</p>	2	4	8
Parents or carers participating in Little Tots Classes	Contracting and/or conveying COVID-19	All	2	4	8	Where adults are present and they are not undertaking exercise or activity where a mask would impact them (such as a parent accompanying their toddler in class) then they should be required to wear a mask in line with guidance when participating in the activity and whilst moving around BSC.	1	4	4

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						Parents should be aware that if the child needs to be accompanied to their classes, only one parent should attend, eg for Tots Classes. No other visitors will be allowed into the class.			
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ANNEX A: Personal protective equipment (PPE) including face coverings and facemasks

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.

Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.