

Post-COVID RISK ASSESSMENT: RSCDS Manchester Branch: Wednesday Classes (Ladybarn Community Centre)

Class Description and Notes	<p>This is the intermediate/advanced class, with a mixture of qualified teachers, competent dancers, and those who are capable with intermediate figures/movements. Teaching will lead on to more advanced and complex figures.</p> <p>The dance form itself has a significant "contact sport" element.</p> <p>The dance hall is of a reasonable size for the class size - usable space is approx 10m*10m</p> <p>Typical class attendance in 2019 was 10-14 dancers plus a teacher</p> <p>The class age demographic of our regular dancers is weighted towards those in the 30-65 age bracket, with only 4 dancers over the age of 70. Blanket instructions such as "no over 70's" would therefore prevent a significant proportion of the class from coming.</p> <p>We do not generally ask individual dancers for background health information of any kind, with only a standing instruction to "stop if you feel unwell or it hurts". However, this is a fairly close knit class so generally aware who has underlying conditions, even if details not known.</p> <p>Classes are to recorded music. Note: the teachers don't have own equipment but use the branch equipment which is stored at Nora's when not in use.</p>
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Assessment Date:	18/07/2020	Discussed at committee meeting on 21/7/20. Updated 29/8/20 following review
Class Teachers:	Barbara (Primary); Pam; Dave (Backup)	

Hazard Type	Consequence (Who & How)	Mitigation Measures	Action	Action owner	Done Date
Symptomatic person comes to class and engages in close/contact sport	Class members, musicians and teacher become ill	<ol style="list-style-type: none"> 1. Pre-startup communication issued to all members to stay home & self isolate if symptoms of cold, flu or COVID present (negative test results will not be accepted as a permit to dance since we don't want discomfort for any of our other members, or for them to catch flu/common cold either) 2. Any person turning up with obvious symptoms will be requested to leave 	<ol style="list-style-type: none"> 1. Communicate the mitigation measures & frequent reminders (once per fortnight) 2. Dave to investigate practicalities of hand held thermometer and report back to committee 	<ol style="list-style-type: none"> 1. RKB (branch mailings) HC (facebook & website) Teachers at each class 2. DT 	
Asymptomatic person comes to class and engages in close/contact sport	All Class members, musicians and teacher become ill	<ol style="list-style-type: none"> 1. Frequent Hand Sanitization (start of class, between dances, end of class) 2. Class plan teaches elements which avoid physical contact (e.g. reels favoured over allemandes) 3. Dances with smaller sets - "2 or 3 couple Bubbles". Dancers do not change partners/sets during the lesson 4. 2m separation between each set "bubble" 5. Fabric masks, face coverings or face shields to be worn unless breathing difficulties occur or when sipping water. 6. Open windows and doors for airflow whilst weather is warm enough to do so without chilling dancers 7. Dancers to bring their own water bottles, masks, shoes etc. and minimise bringing other belongings into the class 8. A register will be taken at each class. Class members will be required to notify the teacher/committee if they develop symptoms such that the whole class can be told to quarantine & future classes cancelled if necessary. The individual's name can be withheld. 	<ol style="list-style-type: none"> 1. Communicate the mitigation measures & frequent reminders (once per fortnight) 2. Dave to investigate practicalities of hand held thermometer and report back to committee 	<ol style="list-style-type: none"> 1. RKB (branch mailings) HC (facebook & website) Teachers at each class 2. DT 	
Class earlier in the day has an ill person. Virus left on surfaces such as floor, walls, door handles, desk or ballet bars.	Contact by our class members results in illness	<ol style="list-style-type: none"> 1. Venue Sanitization policy (See action) 2. Only the teacher uses the desk & sanitises it first. 3. Teacher uses own equipment (notes, laptop, cables, speakers) 5. Frequent Hand Sanitization 	<ol style="list-style-type: none"> 1. Obtain venue sanitization policy prior to start of season 2. Communicate the mitigation measures & frequent reminders (once per fortnight) 	<ol style="list-style-type: none"> RKB (branch mailings) HC (facebook & website) Teachers at each class 	
Virus left on shoe changing area benches	Contact by our class members results in illness	<ol style="list-style-type: none"> 1. Venue Sanitization policy (See action). Note, chairs will be available, but need to be sanitised and not shared. 2. Bring own chair/stool advised if possible (1 per family group) 	<ol style="list-style-type: none"> 1. Obtain venue sanitization policy prior to class start 2. Communicate the mitigation measures & frequent reminders (once per fortnight) 	<ol style="list-style-type: none"> RKB (branch mailings) HC (facebook & website) Teachers at each class 	
Newcome turns up at class with no protection measures & poor understanding of what we do	Newcomer is unknown to us, could be asymptomatic. Class members, could become ill.	<ol style="list-style-type: none"> 1. Limit maximum class size to 16. Prioritize RSCDS members and longstanding class attendees 2. Communication of mitigation measures via website and FB page 3. Book in advance with email confirmation attendance only. No non-booked attendees 	<ol style="list-style-type: none"> 1. Update website, FB page and check emails regularly 	<ol style="list-style-type: none"> Class Teachers, with assistance from committee 	

Too many people in hall	Social distancing impossible	1. Use recorded music only - no musicians present (reduces people by 2 and increased floor area available for dancing) 2. Limit maximum class size to 16. Prioritize RSCDS members and longstanding class attendees	1. Communicate the mitigation measures each week		
Teacher's instructions not heard due to loud music & muffling of mask	Dancers go the wrong way & collide	1. Use recorded music only - no musicians present (music can be turned down and slowed down) 2. Walk through all formations and dances first. Test dancers can walk the formation without verbal instruction before putting on the music. 3. Teacher to consider using visor/face shield instead of mask			
Cash/Cheque payments for class contaminated	Treasurer or other members become ill	1. Exact change required in a sealed envelope with name on. Envelopes will go into a tin and be kept in "Quarantine" at Treasurer's house for a few days before being opened and counted. Treasurer will mark off attendance in register 2. Advance block-payments (cash or cheque) will be accepted - up to 8 classes at a time for RSCDS members (£40) paid by cash/cheque in sealed envelope with name on. Treasurer will mark off attendance in register and notify members with only 1 week left of block-book. Note: if a class is missed, payment will roll over into the next class.	1. Treasurer to acquire large biscuit tin or similar with good fitting lid to keep the completed forms in whilst in "quarantine"	1. Nora	
Payments for RSCDS membership & group membership subscriptions contaminated	Treasurer or other members become ill	1. RSCDS Membership forms for existing members/dancers (including life members) will be posted or emailed out in late August. Payment (exact cash/cheque) and completed forms are to be returned to Nora by post or placed in a sealed envelope to be handed in at the AGM or first autumn class. Note: most members pay this one-off fee at the first or 2nd class in Autumn term			
Teacher symptomatic and unable to come to class		1. Reserve teacher with lesson plan & music available at short notice for all classes. Teacher phones reserve at earliest opportunity to arrange if required.	1. Class Teacher & Reserve	1. Barbara, Dave, Pam	
Treasurer symptomatic and unable to come to class		1. Reserve available to collect money as described in row 14/15 above, including taking register. Can contact treasurer at later date to rationalize register/arrange banking money. Treasurer phones reserve at earliest opportunity to arrange if required.	1. Treasurer & Reserve nominated person	1. Nora + Reserve (TBC)	