|  |  | **Risk assessment for**  **NB:**  **In addition to this risk assessment Yogaworks will also comply with the Covid-19 risk assessment for North Hall dated 5/8/20** | **each** | **session** |  |  |
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|  |  | Company/Session name/location: Yogaworks at North Hall  Assessment carried out by: Belinda Staplehurst  Date assessment was carried out: 21st August 2020 |  |  |  |  |
| **Hazards identified** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **Additional actions** | **Responsibility** | **When should this be addressed?** | **Done**  **Checkmark** |
| Spread of COVID-19  Through direct contact with infected teacher. | Class Members | Teacher will take own temperature prior to class. High temperature will result in class being cancelled/ run by substitute teacher.  Teacher who has been in contact with another person exhibiting symptoms will self-isolate.  Teacher exhibiting symptoms of COVID-19 will inform class members, hall manager and self-isolate. | Update website information. | Teacher | Prior to class daily |  |
| Spread of COVID-19  Through direct contact with infected class member. | Class Members  Teacher | Class Members exhibiting symptoms of COVID-19 will self-isolate, not attend class, and inform class teacher.  Class Members who have been in contact with another person exhibiting symptoms will self-isolate in keeping with current government guidance.  Class members who develop symptoms after visiting the premises must use the Test, Track and Trace system to alert others in keeping with current government guidance. | Update terms and conditions and inform all class members prior to classes commencing. | Class Members | Prior to class weekly |  |
| Spread of COVID-19 via contaminated hands of class members and/or Teacher. | Class Members  Teacher | **Hand sanitiser/wipes**   * Hand Sanitiser/wipes provided in hall * Hand sanitising requested where hand washing cannot be managed practically | Posters supplied by hall manager | Teacher in conjunction with community building management. | Prior to class weekly |  |
| Spread of COVID-19 via contaminated surfaces within the community building. | Class Members  Teacher | **General Cleaning**  Regular cleaning carried out by community building cleaning staff  **Additional cleaning specific to the class.**   * Any surfaces used during class * Anti-bacterial cleaning solution provided in hall | Community building provider.  Teacher to ensure these have been cleaned as necessary. | Building management.  Teacher | Prior to class weekly  Prior to and after each class |  |
| Spread of COVID-19 via physical contact or closeness. | Class Members  Teacher | **Social Distancing**  Social Distancing requires at least 2 metres (6 feet) between each person attending, unless from the same household or bubble.  **Restricted Class Numbers**  Restricted class numbers to ensure social distancing.  **Face Coverings**  Everyone will be required to provide and wear a face covering as they enter and leave the building to access the class. As Yoga is a physical activity students and teacher can remove face coverings during the class if they wish. | At least 2 metres between each yoga mat.  Class numbers restricted.  No drop-ins.  Update website information | Teacher  Class members  Teacher  Teacher  Class members | At each class  Class numbers planned in advance  At each class |  |
| Blue door entrance and stairs up to hall | Class Members  Teacher | **Pre-opening of doors**  Blue doors will be pre-opened (ideally wedged open) before each class to avoid contact  **Social distanced queue and entry to North Hall**  Class members will be asked to arrive on time rather than early. Any arriving before doors are open will be asked to wait in Spencer Yard respecting social distancing including whilst ascending stairs to North Hall  **Hand sanitising**  Class members will be asked to hand sanitise before entering North Hall | Update website information  Update website information  Hand sanitiser dispensers by blue doors | Teacher  Teacher  Class members  Hall manager  Class members | At each class  At each class  At each class |  |
| Toilets | Teacher  Class Members | **General & personal hygiene**  Class members will be reminded of importance of hand washing and wiping down any surfaces after use  Class members will be encouraged to visit the toilets one at a time as far as possible to maintain social distancing and too many people in toilets at same time | Update website information  Posters to remind users of importance of hand washing  Wipes/spray/paper towels available in toilets | Teacher  Hall manager  Class members  Hall manager  Class members | At each class |  |
| Stairs leading to foyer | Class members | **One way system to exit hall**  Class members will be instructed to enter by the blue doors and to exit by glass doors in a socially distanced way to avoid contact with any users entering the building by the blue doors. Some class members visit the toilets anyway after the class so this will avoid class members returning up to the hall | Update website information | Teacher  Class members | At each class |  |
| Spread of COVID-19 via poor ventilation. | Class Members  Teacher | **Ventilation**  Highest levels of ventilation available as is practicable. | Internal doors to be wedged open when attendees arrive or leave but need to be closed during the class as they are fire doors.  Windows to be opened prior to usage to maximise natural ventilation (where practicable) and closed again after usage. | Teacher  Teacher | At each class  At each class |  |
| Spread of COVID-19 via shared equipment. | Class Members  Teacher | Students will be asked to bring own equipment including own water bottles  **Cleaning of Equipment**   * Will be wiped down after use before being stored away when provided for students * Any cutlery or crockery used will be washed in hot soapy water, dried and stowed away | Students to bring their own mats or be assigned mats.  Disposable kitchen paper available in hall. | Class members  Teacher | Ongoing weekly |  |
| Spread of COVID-19 via droplets. | Class Members  Teacher | **Sneezing and Coughing**   * Sneezing and coughing must be into the arm – or in keeping with current government guidance.   **Noise**   * No music   **Voice level**   * Keeping voice levels as moderate as possible | Remind class members | Class members and Teacher  Teacher  Class members and Teacher | Ongoing weekly |  |
| Spread of COVID-19 to the members of the class and the wider community | Class Members  Teacher  Wider community | **Track and Trace**   * Attending class members will be recorded in a register along with contact details. * Records of attendance will be kept for a minimum of 21 days. * Data will be stored securely in keeping with data protection guidance * Teacher will provide hall manager with up to date contact details of attendees when required * Teacher will sign in and out at each session, recording time in and time out and number of attendees | Register kept.  Contact details to be updated regularly. | Teacher | Ongoing weekly |  |