

Risk assessment template (EXAMPLE FOR INDOOR LINE DANCE CLASSES IN ENGLAND)

**** Please note this has been created for illustrative purposes and details in the risk assessment are fictional to help in showing how to complete a risk assessment and then it is down to you to complete as per your own circumstances. You may have more hazards, or even less to identify and work through to reduce. This will depend on your venue/class circumstances. The actions listed in each section are not a complete list of things to do- it is an example only.**

Company name: Everything Line Dance Ltd **Assessment carried out by:** Michelle Weller

Date of next review: 12/08/2020 or if government guidelines change **Date assessment was carried out:** 12/07/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Venue Size	Who: Instructor/ class attendees/ any others on premises at same time/afterwards. How: The larger number of people in	n/a on first risk assessment completion- to be completed on monthly review	<ul style="list-style-type: none"> Contact venue to establish size of venue, in sq ft. Calculate number of people allowed in venue safely. Establish size of dancing 	M.Weller	20/07/2020 (in order to communicate with venue/ class attendees)	Completed 17/07/2020) Venue confirmed as 3000 sq ft, so can

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	the indoor venue at the same time increasing the likelihood of transmission of the virus		<p>area and apply social distancing guidelines. This will allow calculation of exact number of individuals (including myself) that I can have safely in each class.</p> <ul style="list-style-type: none"> • People will be required to pre-book class to control number of attendees (no walk-ins) 			accommodate 30. When dance floor accounted for with social distancing – can accommodate 25 people per session, including instructor
Ventilation	<p>Who: Instructor/ class attendees/ any others on premises at same time/afterwards.</p> <p>How: Poorly ventilated indoors</p>	n/a on first risk assessment completion- to be completed on monthly review	<ul style="list-style-type: none"> • Contact venue to establish size of venue, in sq ft. Calculate number of people allowed in venue safely. • Windows and doors will 	M.Weller	20/07/2020 (in order to communicate with venue/ class attendees)	Completed 17/07/2020) as above.

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	<p>areas increase likelihood of transmission of the virus.</p>		<p>remain open to allow fresh air to circulate.</p> <ul style="list-style-type: none"> • Hand sanitisers available to all attendees 			
<p>Dance Floor Space</p>	<p>Who: Instructor/ class attendees/ any others on premises at same time/afterwards. How: Gov guidelines recommend 2m social distancing to lessen chance of virus transmission (1m plus with extra mitigation)</p>	<p>n/a on first risk assessment completion- to be completed on monthly review</p>	<ul style="list-style-type: none"> • Establish size of dancing area and apply social distancing guidelines so each person as 2m between them in each direction. • Before each class put visible markings on dance floor so each individual knows their own area/spacing. • Communicate before and during the class, the importance of staying in 	<p>M.Weller</p>	<p>20/07/2020 (in order to communicate with venue/ class attendees)</p>	<p>Completed 17/07/2020) as above</p>

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			<p>their allocated area.</p> <ul style="list-style-type: none"> • People will be allocated a spot for each class when they pre-book. • Face coverings will not be mandatory in class but people are welcome to wear if they feel more comfortable wearing them. <p>Hand sanitisers readily available for attendees and reminded to use/wash hands during class</p>			
<p>Entry and Exit Points</p>	<p>Who: Instructor/ class attendees/ any others on premises at same time/afterwards.</p>	<p>n/a on first risk assessment completion- to be completed on</p>	<ul style="list-style-type: none"> • Contact venue to see if one way system in place. • Will have one entrance and one exit (exit will be 	<p>M.Weller</p>	<p>20/07/2020 (in order to communicate with venue/ class</p>	

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	<p>How: Too many entry/ exit point are likely to give people more chances of congregating and mixing with more people- increasing likelihood of virus exposure.</p>	monthly review	<p>via a fire door).</p> <ul style="list-style-type: none"> • Will keep doors open and label entrance/exit clearly. • Communicate new exit/entrance procedure to attendees prior to any classes commencing. 		attendees)	
<p>Communal Touch Points</p>	<p>Who: Instructor/ class attendees/ any others on premises at same time/afterwards.</p> <p>How: More people touching the same area increasing the likelihood of coming into contact with the</p>	n/a on first risk assessment completion- to be completed on monthly review	<ul style="list-style-type: none"> • Doors to be wedged opened to avoid people having to open/close them. • Frequent cleaning between each class • Hand sanitiser in multiple locations for attendees to use 	M.Weller	27/07/2020 (date of first class)	

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	virus.					
Payment method (cash)	<p>Who: Instructor/ class attendees/ any others on premises at same time/afterwards.</p> <p>How: Physical passes of money may increase the likelihood of exposure to the virus due to multiple people touching the money.</p>	n/a on first risk assessment completion- to be completed on monthly review	<ul style="list-style-type: none"> Attendees to pre-book and pay me electronically either via paypal or bank transfer. 	M.Weller	27/07/2020 (date of first class)	
Toilet/kitchen facilities	<p>Who: Instructor/ class attendees/ any others on premises at same time/afterwards.</p> <p>How: These areas</p>	n/a on first risk assessment completion- to be completed on monthly review	<ul style="list-style-type: none"> Entrance door to toilet area wedged open to allow access One person to use facility at any one time (need to 	M.Weller	27/07/2020 (date of first class)	

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	<p>are often small and poorly ventilated with high traffic of people. Likelihood of increase exposure/transmission of virus.</p>		<p>let class know)</p> <ul style="list-style-type: none"> • Venue has made paper towels available in toilets • No kitchen facilities in venue. • Class to bring own food and drink with them and dispose of it themselves 			
<p>Equipment inc.Furniture</p>	<p>Who: Instructor/ class attendees/ any others on premises at same time/afterwards. How: Any shared equipment may increase likelihood of exposure to the virus as virus can live on many different</p>	<p>n/a on first risk assessment completion- to be completed on monthly review</p>	<ul style="list-style-type: none"> • Spacing of chairs to allow for social distancing. • Each individual allocated a space for the class (chair/table). • Only instructor to touch their dance equipment/music/microphone. • Any music requests given 	<p>M.Weller</p>	<p>27/07/2020 (date of first class)</p>	

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	surfaces, passing from person to person.		verbally to instructor (not written on paper and passed around) <ul style="list-style-type: none"> • Cleaning of chairs and tables between classes 			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/