

COVID-19 Risk Assessment

This COVID-19 Risk Assessment has been carried out in consultation EastonSwing staff and venue managers in line with HSE guidance. It will be provided to potential attendants of our events at our website to help inform their own risk management procedures.

Important Notes:

- The COVID-19 Risk Assessment may need to be updated in the light of any new Government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by UK Government; links are provided where applicable.

| Area or people at risk | Risk identified | Actions to take to mitigate risk | Notes | Actions complete |
|--|--|---|--|------------------|
| EastonSwing Staff. Teachers, Door staff, and contractors (eg Guest teacher or DJ) | <ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus. • Disposing of rubbish containing tissues and cleaning cloths. • Face to face interactions with activity attendees. • Having to close classes and inform all activity attendees if someone is diagnosed with Covid-19. | <ul style="list-style-type: none"> • Staff advised to stay at home if unwell. | Discuss how classes will be covered in the event a staff member goes sick at short notice. | |
| | | <ul style="list-style-type: none"> • Staff provided with face coverings for use in face to face interactions or for use in ‘pinch point’ areas. | Staff may prefer to bring a face covering they are comfortable wearing for long periods. Surgical masks will be available. | |
| | | <ul style="list-style-type: none"> • Staff advised to wash outer clothes after working. | | |
| | | <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place at venues. | | |
| | | <ul style="list-style-type: none"> • Hand sanitizer gel provided in any area where washing facilities not readily available and at class entrance. | | |
| | | <ul style="list-style-type: none"> • Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ | | |
| | | <ul style="list-style-type: none"> • Staff to be reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the Centre. | | |
| <ul style="list-style-type: none"> • Stay at home if unwell guidance provided at main entrance. | | | | |

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|--|--|---|---|--|
| Dancers attending EastonSwing classes, especially anyone from a vulnerable group – elderly, pregnant, those with existing underlying health conditions | <ul style="list-style-type: none"> • Face to face interactions with other activity attendees where social distancing is not observed. • Touching surfaces or equipment that others have touched. | <ul style="list-style-type: none"> • Dancers to be reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the Centre along with lined bins for disposal. | | |
| | | <ul style="list-style-type: none"> • Hand sanitiser and tissues to be provided in all rooms. | Supply to be checked daily. | |
| | | <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Dancers to be encouraged to wash hands regularly. | | |
| | | <ul style="list-style-type: none"> • Record email and phone number of all attendees. | Information to be held on EastonSwing Database and used only in case of case emergency. | |
| St Pauls Centre/William Collyn Community Centre | <ul style="list-style-type: none"> • Door handles • Light switches • Window controls • Tables, chair backs and arms • Social distancing difficult. • Surfaces in frequent use, e.g. metal plate on entry door, individual door handles and locks, light switches, basins, toilet flushes, seats, baby changing and vanity surfaces / mirrors | <ul style="list-style-type: none"> • Door handles, light switches, window controls, tables, chairs and other equipment used to be cleaned by staff before and between classes. | | |
| | | <ul style="list-style-type: none"> • Chairs will only be used upon request for those who need them. | | |
| | | <ul style="list-style-type: none"> • Social distancing guidance to be observed by dancers in arranging their activities. | Instructions included within special conditions of hire. | |
| | | <ul style="list-style-type: none"> • Lined bins provided for the disposal of all rubbish, especially tissues. | Empty regularly. | |
| | | <ul style="list-style-type: none"> • Hand sanitiser and tissues to be provided in room. | Supply to be checked daily. | |
| | | <ul style="list-style-type: none"> • Dancers to be encouraged to wash hands regularly. | | |
| | | <ul style="list-style-type: none"> • Staff to control numbers accessing toilets at one time, with attention to more vulnerable users. | Need to include in hirer briefing. | |
| | | <ul style="list-style-type: none"> • Review/ensure venue policy on cleaning all surfaces before opening and between hirers. | Ensure soap, paper towels, tissues and toilet paper before classes.. | |
| <ul style="list-style-type: none"> • Display posters to encourage 20 second hand washing. | Signage displayed at venues. | | | |

Appendix A – How to 'don' and 'doff' a face mask

DONNING OR PUTTING ON THE MASK



Wash your hands with soap and water for at least 20 seconds.
Dry your hands with a clean paper towel and throw the paper towel away.



Check surgical masks for any defects and throw away defective masks.



Make sure mask exterior faces out.



Place mask on your face. If mask has a bendable edge, put it on your nose.



Put one loop around each ear or tie the upper ties behind your head with a bow.



Pinch the bendable top edge of the mask around the bridge of your nose. Tie the lower ties behind your head with a bow.



Make sure the mask covers your nose and mouth so that the bottom edge is under your chin.



Wash your hands.

DOFFING OR REMOVING THE MASK



Wash your hands before removing the mask.



Don't touch the part of the mask covering the nose and mouth, it may be contaminated.



Untie or remove the ear loops and remove the mask by the straps.



Cloth masks can be removed and reused during the day. Wash hands, remove mask by straps, hang or place it away from others.



Throw surgical masks away after intended use (at hospital/clinic).
Wash cloth masks in a laundry bag in hot water, & fully dry on medium/high heat.



Wash your hands.