

## Chelmsford Amateur Operatic & Dramatic Society

### Risk Assessment for Fitness Class Activities in the Young Gen HQ building

#### Background Notes

1. Higher risk groups
2. Everyone at work
3. Reduce the number of people
4. Consider mental health and wellbeing
5. Feedback loop

#### 1. Higher risk groups

Coronavirus (COVID-19) is a disease which is more likely to lead to severe illness (and even death) in some groups of people. Those who fall into these vulnerable groups, or live in a household where people are in the [extremely vulnerable \(shielded category\)](#), should have the opportunity to discuss their participation individually to determine whether it is appropriate for them to attend rehearsals given the measures that the Society will put in place. If it is felt that attendance is not appropriate other ways to be involved with the show should be considered.

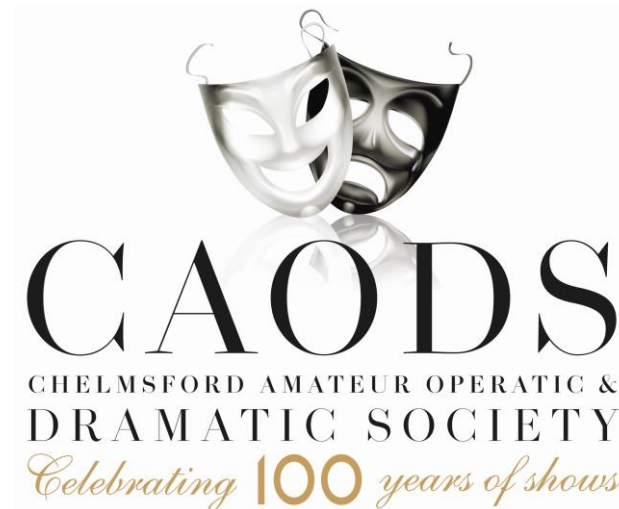
The Society should ask members to advise a designated committee member, in strictest confidence, if they fall into the [extremely vulnerable \(Shielded category\)](#) or at [increased risk](#) from the illness categories. Those in the shielded category should remain in their homes (subject to current Government guidance) and not attend the HQ. For anyone at increased risk who is unsure if they need to remain at home for health reasons, the Society should discuss their participation with them in the context of advice from their own health professionals.

#### 2. Everyone at the class

It is essential that everyone involved applies good practice in terms of social distancing and hand hygiene. Minimum good practice is considered to be 'wash your hands more often for 20 seconds. Use soap and water or a hand sanitiser when you: Get home or enter another building, blow your nose, sneeze or cough, eat or handle food'.

Anyone with symptoms, or living with someone who has developed symptoms, **must remain at home** in accordance with current Government instructions. This will be highlighted to members on the event protocol and in posters at the venue.

CAODS has an infrared non-contact thermometer available so participants temperatures can be checked on arrival. If any participant shows a temperature greater than 37.8 degrees centigrade, they should be asked not to enter the building.



**If someone develops symptoms whilst at a class, they should inform the instructor or a committee member and go home immediately.** If the person is then tested positive for COVID-19 it is important that NHS Test & Trace is able to have all appropriate contact information. This process must be completed taking due consideration of safeguarding personal data and information. NHS Test & Trace will most likely require all people who have been in close contact to self-isolate for 14 days. Close contact is defined as someone who had direct or physical contact with an infected person, or someone who has remained within two metres of the person for longer than 15 minutes so is likely to cover everyone attending the class.

**Prior to the class starting all participants' contact numbers and emergency contact details must be up to date. All participants must have signed up to the event protocols.**

### **3. Reduce the number of people.**

*This is a key control to managing the risk and should be considered before a more detailed risk assessment, key considerations should be;*

- Minimise numbers of members at each class. This will be limited to 6 in each session (plus an instructor) to comply with the 'Rule of Six'.
- Segregate people within the HQ area to minimise close contact and maintain social distancing as far as possible (e.g. use of the green room as well as the main hall). The main hall will be used for fitness classes and is marked out in 2m areas.

### **4. Mental health and wellbeing**

It is important to remember that the COVID-19 pandemic poses significant challenges to people's mental health and wellbeing. We are all aware of how much the social interaction of CAODS is being missed but that members, whilst desperate to start their hobby again, may be fearful of the risk of becoming infected. It is therefore essential that the way people will be supported is carefully considered in advance appropriate information provided. This will be in the form of the protocols detailing all the precautions being taken so that members can sensibly judge whether to attend any particular event.

### **5. Feedback loop**

It is important to ensure that members feel able to report any shortfall, concerns or suggestions to the Committee. Committee members, in particular, will need to work together to ensure the risk assessment process is effective and actively and regularly reviewed.

## The Risk Assessment

### Areas to consider and controls

Key areas to consider within the coronavirus (COVID-19) risk assessments are detailed below, controls outlined are identified in line with a control's hierarchy (with the most effective being physical controls and the least those that rely on people's behaviour)

1. Travel
2. Location
3. Activities
4. Equipment
5. Organisation of Activities
6. First aid and emergency services
7. Masks and gloves
8. Mental Health

Hazard	Who could be harmed and how	All controls required <i>Put each control on a separate line Be as clear and specific as possible</i>	How controls will be checked <i>How will each control be checked – e.g. checklists, health surveillance, monitoring, inspections,</i>	Any action required from review
1 Travel	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>Try to minimise travel and follow social distancing principles within travel arrangements wherever possible. Controls to consider are;</i></p> <p><b>Physical</b> Avoid using public transport where possible. Use single occupancy vehicles where possible and don't car share except within households.</p> <p><b>Planning</b> If public transport has to be used, try to schedule classes so people are travelling at quieter times of day but don't forget the personal safety risks. Face coverings must be worn on public transport, in taxis and (if this cannot be avoided) in shared vehicles.</p> <p><b>People</b> Wash hands before and after using any public transport, including taxi or shared vehicle. Wipe down vehicle touchpoints.</p>	<p>Individual responsibility Issue of protocols to members</p> <p>ALL members to be reminded to be mindful of those around them and not to take risks</p>	

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2 Location	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>Consider the physical capacity of the space given the requirements of social distancing along with the provision of key hygiene facilities, risks you may be introducing to others who already occupy the space and cleaning of the premises prior to and during occupation controls to consider are;</i></p> <p><b>Physical</b> Aim for a large open space with good ventilation. Avoid small rooms where possible. <b><i>Physically maintaining 2m separation between individuals requires 4m<sup>2</sup> per person in a clear space.</i></b> Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products. Make sure there are places to wash hands for 20 seconds with soap and warm water and/or sanitiser stations as appropriate. Ensure that any sanitiser gel is effective (minimum 60% alcohol gel). Cleaning guidance can be found here (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> ). Sufficient time to be scheduled between different user groups to allow for correct cleaning procedure to be carried out.</p>	<p>Committee member will clean before and after the class. Sufficient cleaning materials will be provided in all identified areas.</p> <p>Members are asked (via protocols) to use hand sanitiser and soap and water before and after using the toilets</p> <p>2 classes will be run per evening. Each class will be of 45 mins duration with a gap of 15 minutes between to allow for changeover and cleaning. Groups attending will be kept separate.</p> <p>Floor marking is in place to aid correct spacing in the main hall.</p> <p>Participants should wear face coverings when entering and leaving the building until they are in place in the main hall.</p>	

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2 Location continued	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><b>Planning</b> Floor markings in place to mark the 2m distance, particularly in the most crowded areas. NOTE: When planning entry/exit routes consider emergency access/exits and if one-way routes would apply in these circumstances. Specific roles/responsibilities to support in reinforcing key messages around hygiene and social distancing (e.g. event host or committee member). Appropriate signs and messaging for key hygiene and distancing messages. Appropriate signs and messaging on symptoms of coronavirus (COVID-19) and when not to come to rehearsals should be reinforced in appropriate locations (e.g. entrance doors). Appropriate ventilation should be used during activities involving physical exertion or singing (minimum airflow/rate of change is 20 litres per second per person).</p> <p><b>People</b> Make sure people are instructed and monitored in adhering to good practice for infection control:</p> <ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Hand hygiene</li> <li>• Not touching the face as much as possible and wash/sanitise hands if face is touched.</li> <li>• Minimising the touching of shared surfaces (e.g. doorhandles, table-tops, etc.) and wiping them down regularly.</li> <li>• Any rubbish, cups, paperwork, clothing etc. left at the end of a session will be disposed of immediately.</li> </ul>	<p>Committee member will inspect facilities and signage prior to start of class. Any problems to be noted for rectification</p> <p>Committee member will ensure touchpoints and toilet facilities have been cleaned</p> <p>Signage to be visible, maintained and discussed with members when appropriate. CAODS NHS Covid-19 QR code to be put up before and removed after class</p> <p>Instructor to remind attendees to of protocols and behaviours expected at the start of each class</p> <p>Open all doors to the HQ, regardless of weather, to provide good ventilation. Appropriate clothing will be required by participants</p> <p>Committee member present at each class so that members can raise any concerns</p>	

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3 Activities	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>Consider the activities that people are going to need to undertake and, if these can be adapted or changed to reduce risk, controls to consider are;</i></p> <p><b>Physical</b> Plan everything, maintaining a 2m separation rule between all individuals. Consider use of a natural barrier within the room(s) to remind people to keep a social distance. During particular activities (e.g. singing rehearsal) physical barriers (e.g. Perspex) might be provided between participants. Any material must be capable of being disinfected easily with normal cleaning products.</p> <p><b>Planning</b> Participants must remain a minimum of 2 metres apart at all times. In addition, activity should be done side by side, or facing away from each other. Rest periods should be staggered, and breaks taken outside if at all possible. <b>See Section 5.</b></p> <p><b>People</b> Follow good hygiene practices within all activities and at all times.</p>	<p>2m square boxes to aid social distancing are marked out in the main hall. The instructor can be more than 2m away from the front row of participants.</p> <p>Monitoring by all members to identify failings in the system and those not following the rules established to keep people safe.</p> <p>Check lists to be used for inspections and for monitoring of controls.</p> <p>Hand sanitisers to be placed in rooms as well as the dispensers that are installed on walls around the building.</p>	

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4 Items & Equipment	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>Consider the equipment that will need to be used for an activity. Can this be minimised or eliminated to reduce risk? Controls to consider are;</i></p> <p><b>Physical</b> Participants to use their own equipment. This is not be shared. Playback equipment etc. to be sanitised (bleach solution or ethanol) before and after use.</p> <p><b>Planning</b> Ensure activities are planned to minimise the use of equipment or other items.</p> <p><b>People</b> Follow good hygiene practices at all times.</p>	<p>Use the checklist to ensure that cleaning has been carried out.</p> <p>Information in the form of the protocols to be given to all participants prior to the start of the class.</p> <p>Class activities planned to minimise/eliminate the use of equipment by participants</p> <p>Monitoring of systems by committee members.</p>	



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<b>5 Organising Classes</b>	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>Classes to adhere to Rule of Six for sets of participants</i></p> <p><b>Planning</b></p> <p>As much as possible, keep the numbers of people required at a class to a minimum (no more than 6 plus instructor).</p> <p>Schedule classes to have different groups at different times and allow sufficient time to clear one group before another arrives.</p> <p>Do not allow classes to run over time if other groups are expected.</p> <p>Where groups are likely to meet, social distancing must be maintained in line with the Rule of Six.</p> <p>Use online information about virus prevalence in the community in the Chelmsford area to inform decisions as to whether to continue with activity programme or make modifications to this RAMS.</p>	<p>Members to self-regulate as far as possible. They are asked not to arrive until 5 minutes before the scheduled start time</p> <p>ALL members to abide by the rules and raise or respond to concerns immediately</p> <p>Classes to be run for a duration of 45 minutes with a 15-minute changeover period between them. This allows for groups to clear and cleaning to be undertaken</p> <p>Changing rooms will be closed and participants will arrive and leave changed for the activity</p>	

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6 First aid and emergency services	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>Consider that emergency services are under great pressure so may not be able to respond as quickly as possible alongside this coronavirus (COVID-19) poses a potential risk to first aiders, controls to consider are;</i></p> <p><b>Physical</b> First-aid provision available as part of building provision.</p> <p><b>Planning</b> First aid boxes should be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields. First aiders should all be briefed to check the latest Government guidance on cardiopulmonary resuscitation [<a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a>].</p> <p><b>People</b> Consideration should be given as to whether first aiders are still comfortable with their role in an emergency and, if not, identify who is available.</p>	<p>Checking of First Aid boxes to be carried out regularly in consultation with Young Gen Building Committee.</p> <p>Additional PPE to be made available, if appropriate.</p> <p>As participant numbers are low for each session it is not considered necessary to make additional first aid provision</p> <p>Ensure that attending committee member and instructor know how to get help if required</p>	

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7 Masks, gloves and other personal protective equipment (PPE)	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>Use of PPE is very much a last resort and will only be considered when all other forms of control have been considered and/or implemented. All PPE needs to be put on, taken off and disposed of correctly.</i></p> <p>We should adhere to the World Health Organisation view that people wearing PPE (such as masks) are protecting themselves from others who are showing the symptoms or because they have the symptoms and do not want to spread them.</p> <p>We want those with symptoms or suspicion that they have the symptoms to stay at home.</p> <p>Note that, of course, appropriate PPE must be provided for those undertaking cleaning duties</p>	Ensure that enough cleaning material and face covering/gloves are available for cleaning duties	

**NOTE:**

**Face masks (& shields)**

Face masks may be used for two very different purposes; either community or personal protection.

**Community Protection (*protecting others*)** For community protection the wearer is reducing the likelihood of passing on the virus to others - this is only effective if the majority of individuals within the 'community' are using masks.

Face masks for community protection are one strategy that has been introduced in a number of territories, the specification for this purpose is different from those masks provided for personal protection, the latest advice will be available from your health and safety advisors.

**Personal Protection (*protecting yourself*)** For personal protection the mask is there to protect the wearer from contracting the virus in higher risk settings and may need to be worn with a face shield and other PPE. To provide appropriate personal protection face masks, and all PPE, must be of the correct specification, FFP2 or above, fitted and worn correctly, changed frequently, removed properly and disposed of safely.

**Gloves** On average you touch your face about 20 times an hour. If you touch your face with a gloved hand you could still transmit the virus. If wearing gloves, these should be washed, or removed and replaced, as frequently as you would wash your hands and should not be used in lieu of good hygiene practices and provision.

**Other PPE** Other types of personal equipment may be required for protection against COVID-19. The virus can enter the body through the eyes as well as the nose and mouth so face shields may be appropriate. Aprons or gowns may be considered where there is felt to be a risk of clothing becoming contaminated.

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<b>8 Mental Health</b>	ALL persons Exposure to infected persons Leading to development of the COVID-19 symptoms	<p><i>The COVID-19 risk and the response have a potential Mental Health impact for our members and the social interaction provided by CAODS is important in maintaining good mental health. However this is not a reason to ignore the physical health risks. Key things to consider in managing mental health are;</i></p> <p><b>Physical</b>            Provide safe, clean spaces for people to use and be mindful of peoples concerns over the use of these.</p> <p><b>Planning</b>            Consider what access people have to mental health support.</p> <p><b>People</b>            Ensuring people are aware of routes to support.            Increase overall awareness of personal challenges at home and activities at this time.            Be transparent with plans to manage the COVID-19 risks.</p>	<p>Protocols are issued to members attending classes which outline how the Society is organising events to protect their physical health</p> <p>All RAMS and protocols will be available for members to view on the CAODS website</p> <p>Specific Committee members are available to members who need to chat or have concerns</p>	