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| RISK ASSESSMENT FOR: | ASSESSMENT UNDERTAKEN BY:  DATE: | ASSESSMENT REVIEW  BY WHOM:  DATE |

| **HAZARD**  **RATINGS**  **A** | | **1 = Minor Injury**  **3 = Major Injury**  **5 = Serious Injury** | | **LIKELIHOOD**  **B** | | | | **2 = Unlikely**  **4 = Occasional**  **6 = Probable** | | **RISK PRIORITY**  **C** | **18-30 = High**  **6-12 = Medium**  **2-4 = Low** | |
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| **HAZARD** | | | **PERSONS AT RISK** | | **A**  **Hazard**  **Rating** | **B**  **Likelihood** | **C**  **(A X B)**  **Risk** | | **CONTROL MEASURES** | | | **ACTION**  **(Additional)** |
| General Measures | | | Group Members | | 5 | 4 | High 20 | | * Only people not displaying symptoms to be allowed to attend. * Group leaders will collect members insuring they have sanitised on arrival, Sanitiser will be provided. * All members contact details to be kept along with a record of attendance * Additionally a contactless thermometer can be used to track high temperatures * Additionally a signed form to indicate the member is not suffering from or been around people with Corona Virus to the best of their knowledge   . | | | To ensure all participans adhere to social distancing as much as possible  Group members will be confined to delegated areas.  A Designated person will undertake temp checks  A designated person will collect signed forms. |
| Sharing equipment | | | Group Members | | 3 | 4 | 12  MEDIUM | | * Members will be provided with their own script for personal use. These will not be shared. * If needed each member will be allocated a plastic chair. * leaders will monitor and clean down equipment at the end of each session. | | | Chairs to be wiped between uses – last user to wipe down,  Using an anti- bacterial spray. |
| Illness | | | Group Members | | 3 | 3 | 9  MEDIUM | | * All illness to be reported to the leaders - members must be removed to ‘safe zone’(reception) with their belongings ready for transport home. * All areas to be cleaned down if sickness has occurred. | | | If any member displays systems of COVID leaders to respond accordingly following Gov guidance. |
| Use of communal areas | | | Group Members | | 5 | 4 | 20  HIGH | | * Members to be directed to designated rehearsal space. Members to provide their own drinking container and water. * Specify Toilets to be used ideally one at a time dependent on your venues requirements * Leaders to be responsible for cleaning all equipment and areas unless told otherwise by the venue. | | | All areas to be cleaned at the end of the session  All other areas to be locked. |
| Entry and exit | | | Group Members | | 3 | 4 | 12  MEDIUM | | * leaders will supervise the entry and exit of members. members will observe social distancing. | | | members to enter through main door  members to only use allocated spaces. |
| Fire – risk of fire | | | Group Members | | 4 | 2 | 8  MEDIUM | | * All participants need to ensure they are familiar with the COVID fire procedures (generally as per normal fire procedures which take precedence over COVID 19) | | | Please check normal fire procedures. |
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| Toileting | | | Group Members | | 5 | 5 | 25  HIGH | | * members will be allocated designated toilet areas. * Leaders will need to clean areas after members use of toilets. Or as per venues requirements * members must wash hand thoroughly after toilet use. | | | Toilets to be sprayed after use – posters displayed to remind particiapants of toilet procedures and clean down |
| Space management– physical space | | | Group Members | | 4 | 5 | 20  HIGH | | * Where possible ensure members are separated as much as possible. * open windows to provide ventilation. | | | leadersto open windows to encourage ventilation |