A close up of a logo

Description automatically generatedPerfectly Balanced Pilates - Covid-19 Risk assessment – August 2020

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| What are the hazards? | Client journey | Risk description | Mitigation | Who needs to carry out the actions? | Additional notes |
| Spread of Covid-19 virus | Venue hire | Insufficient space in class to allow social distancing  Reduced ability to social distance at entry/exit point | Check venue specific risk assessment  Visit the venue and check layout of mats to determine maximum number of clients  Only book halls with sufficient space for clients to have 2 metres between each mat  Check with venues whether there are separate entry and exit points and what social distances procedures they have in place | Elaine Whyment | In a multi-room venue check whether there are any other classes running at the same time |
| Arrival | Cleaning – hall not cleaned to required standards  Clients lying too close together – not sufficiently distanced  Social distancing – clients arriving to the class fail to social distance before entering the hall  Lack of sufficient air flow in the venue | Arrive at hall in sufficient time to ensure cleaning has been completed  Set up correctly spaced markers to identify space for clients to set up their own mat  Issue Covid-19 guidelines in advanced of course  Request Clients not to arrive more than 5 minutes before class  Requests clients to wait in own car where possible  When arriving at the hall open all windows and doors where possible | Elaine Whyment  Elaine Whyment  Elaine Whyment  Clients  Clients  Elaine Whyment | Procedure vary by hall – check hall guidelines  All Clients to complete and sign new health questionnaire which includes Covid-19 section before starting class.  Reminding everyone of the public health advice https://www.gov.uk/coronavirus |
| Waiting | Social distancing – gathering in small groups outside the hall or in corridors | Follow government guidelines of social distancing –face masks if unable to social distance whilst waiting  Share Covid-19 guidelines in advanced of course  When doing back to back classes – minimum of 10 minutes break between each class | Clients  Clients | Waiting area will vary between halls |
| Entering | Hands not cleaned when entering building  Clients enter hall on mass  A number of people touching high risk touch points and moving around hall unnecessarily  A client contracting Covid-19 | Provide hand sanitizer for clients to use when entering the hall  Clients to only enter the building when hall is ready and to follow the system relevant for the hall – e.g. one way system.  Door used to be opened and closed by myself only  Enter the hall in single file  First client to enter to set up mat furthest away at set point – using clear marking to set up their mat  A register to be taken at the beginning of the class of clients, to support track and trace if needed  Clients signed a Covid 19 Health Questionnaire | Elaine Whyment & Clients  Clients  Elaine Whyment  Clients  Clients  Elaine Whyment | Send out information to clients so they are aware of systems put in place by halls for entering the buildings |
| During activity | Using equipment that is not their own which could spread the virus  Moving around during the class  Lack of ventilation in halls | Clients to bring their own mat and equipment and to keep within their space. Keep personal equipment to a minimum  Clients to stay within designated zone and on their mat  Mats to all face the same way  Lead class from the front. No movement around class or hands on correction.  Remind clients at the start of class how the processes work/provide reminders where necessary  Hall will be well ventilated, opening windows and doors. This will be done before clients arrive | Clients  Clients  Clients  Elaine Whyment  Elaine Whyment | No equipment to be shared, all clients will be asked to bring their and ensure that it has been cleaned.  Wipes will be available for clients to use before and after the class  Strict number of clients attending the class and no drop ins  All clients to sign up before the term begins |
| Exit | Clients gathering in hall after the class  Hall left unclean and unsafe | Once the class has finished – clients to leave in rows and closest to exit to leave first  Leave the premises as soon as they exit the class  Hall to be cleaned in guidance to each hall’s risk assessment  Close windows before leaving the buildings | Clients  Clients  Elaine Whyment  Elaine Whyment | Carry out procedures for each hall for cleaning and exiting the buildings |