

DFK Coaching COVID-19 Risk Assessment

Easton & Letheringham Village Hall

What are the hazards?	Transmission of COVID-19		
Who might be harmed?	Facility users and the wider community		
No.	Controls Required	Mitigations	Action Taken
People Management, Instructor Best Practice and Communication			
1	Self-screening of individuals before they arrive at the class to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend		Declaration on client registration form, which asks clients to confirm they understand if they are experiencing any Covid-19 symptoms, have had a positive test in the last 10 days, or are isolating should not attend.

2	<p>An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing</p>	<p>Communicate in advance with participants to advise on social distancing requirements. Circulate the guidelines prior to arrival.</p> <p>Social Distancing - Reducing the number of persons on arrival and leaving the venue to comply with the 2-metre gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Review class schedules including start & finish times allowing for a minimum of 10-minute gap to clean equipment and reduce pinch points of high traffic on entry to class.</p>	<p>DFK Coaching has ascertained that the hall is 44 square meters.</p> <p>The total square footage of the whole venue is 125 square meters.</p> <p>Based on 9.29 sqm per person ventilation requirements set out by UK Government this permits 13 people per session. However, based on social distancing, the hall can accommodate 11 people (44sqm / 4m). DFK Coaching will therefore cap the participants at 10 people while these restrictions are in place (10 participants plus 1 instructor)</p> <p>Email to participants prior to session to advise on social distance requirements. 2 metre spacing to be marked out in Hall by DFK Coaching prior to participants arrival on day of session.</p> <p>Maximum 11 participants (10 plus instructor) per session</p> <p>Session duration to be 55 minutes, with DFK Coaching to clean in</p>
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			<p>accordance with E&LVH policy following class</p> <p>Hand sanitiser and cleaning wipes/spray for equipment provided by DFK Coaching</p> <p>Participants to enter and exit venue via main doors. 2m social distance to be maintained. Only 1 person in toilets at a time.</p> <p>Participants to wear face covering upon arrival. Removing only for duration of session and wearing again on exit</p>
3	<p>Communications in place so that all participants are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19</p>	<p>Personal belongings should not be brought into class, other than a personal water bottle and keys</p> <p>Clothing, footwear & jewelry checked</p>	<p>A copy of this risk assessment is made available on www.dfkcoaching.co.uk and participants advised of where to locate it</p>
4	<p>Clear protocols to manage any person who becomes symptomatic at the venue as per government guidelines for employers and businesses as the most relevant information</p>		<p>Any participant showing symptoms will immediately be asked to leave the session without touching anything, to return home and isolate/test. Results to be notified to DFK Coaching</p> <p>Registers and contact details of participants to be held by DFK Coaching at all sessions</p>

5	Outline how participants who are returning to the environment from isolation due to suspected or confirmed cases of COVID-19 or other COVID-19 related reasons should be medically assessed prior to return	No participant will return to the class for at least 10 days from the onset of symptoms and they must be at least 7 days with no symptoms. They will not be allowed back to the venue for at least 14 days from the onset of symptoms and will require clearance from the COVID Medical officer before they return	Participants will be asked to resubmit a current and up to date client registration/medical form to DFK Coaching
6	Agree a clear position on how participants who are deemed vulnerable or are in a household with vulnerable individuals interact with the environment, which must be in line with government advice on clinically vulnerable individuals.	Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should not be engaged in the class environment in line with current government advice. Participants deemed 'clinically extremely vulnerable' should continue to follow government advice. This currently includes maintaining 'shielding' and therefore, should not return to organised exercise outside of the home.	Copy of risk assessment made available at www.dfkcoaching.co.uk
8	Ensuring class session plans are designed to minimise the injury and illness risk/NHS burden as a priority consideration	Limit where possible movement outside of the spacing guidance for classes.	All participants to complete a client registration/medical form for DFK Coaching prior to session in order for exercises to be appropriate for participants Each participant to remain on own mat and no sharing of equipment between participants All equipment and surrounding floor space to be cleaned at the end of the session
9	Should a known or suspected COVID-19 case occur in the exercise environment or an individual be identified as a contact of a known case the individual/s in question should be placed in isolation and follow the PHE guidelines.	Any participant who may become symptomatic whilst at the class should leave the venue immediately without touching anything and without coming into close contact with anyone. If they are clinically unstable, they will be isolated in a separate room and medical assistance called for. Venue to be notified to ensure the isolation room to be cleaned after use.	Should the participant be clinically unstable they will be isolated and asked to sit on the front garden bench and medical assistance called for. E&LVH to be notified of this by DFK Coaching as soon as reasonably practicable

10	Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.	Plan to solicit and maintain records of your participant attendance, - to be maintained for 21 days for track and trace purposes and then destroyed if not required.	All bookings must be made, and paid for, in advance via the online booking system available at www.dfkoaching.co.uk Registers of all sessions held by DFK Coaching for 21 days for NHS track and trace and destroyed securely after this time
Buildings and Venues			
11	Assess ventilation in the building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	A target ventilation rate of 20l/s/p is advised for facilities. This can either be attained through adjustments to ventilation systems themselves, or by controlling numbers (based on 100sqft per person, net usable indoor space available to members to use, including changing rooms) and using natural ventilation. Ventilation systems should provide 100% fresh air and not recirculate air from one space to another. Increasing the existing ventilation rate by fully opening dampers and running fans on full speed. Operating the ventilation system 24 hours a day. Increase the frequency of filter changes. In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows. Where no air conditioning is fitted ensure the room is well ventilated and allow more time between classes to allow fresh air to circulate	Maximum participants in hall limited to 11 (10 plus Instructor) The hall has an air recirculation system, not a fresh air system. Therefore the units will be set to the lowest setting and the rear window opened for fresh air. This has been advised by E&LVH heating engineers. All windows which can be opened at E&LVH in the hall will be opened to allow for adequate ventilation.
12	Assess the maximum occupancy of your class	Limit online bookings in line with occupancy rates Communicate with participants the reason for limited numbers in advance of class Where possible / allowed, mark the floor with temporary areas defining required space	Participant numbers capped at 11 (10 plus instructor)
13	Check the venue has a deep cleaning strategy to minimise COVID-19 transmission risk	Check the strategy with the venue	E&LVH has its own Covid-19 risk assessment, a copy of which can be obtained

			from DFK Coaching if required. All hirers of the hall are required to clean touch points as per the risk assessment using the cleaning station provided at E&LVH
14	Check the venue has a daily cleaning strategy to minimise COVID-19 transmission risk	Have in place appropriate cleaning policy for toilets in between each use and classes	All hirers of the hall are required to clean touch points as per the risk assessment using the cleaning station provided at E&LVH
15	Check the venue has a high-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods	All hirers of the hall are required to clean touch points as per the risk assessment using the cleaning station provided at E&LVH
16	Assess if spaces can be allocated between car park bays to minimise risk	Communicate with participants the need to park away from others wherever possible	There is no allocated parking at E&LVH. Parking is available in the village car park, or on the roadside outside the venue Email to participants prior to session to advise on social distance requirements.
17	Ensure accesses, exits, passage, main room and stairways are safe, unobstructed, and accessible	Ensure there is a 2 metre social distancing allowance outside of classroom and signposted Ensure there is a 1-way system in place to avoid pinch points and areas of high traffic (1 entry point/ 1 exit point where possible) Check all furniture and equipment is neatly stored Sufficient cleaning equipment available to wipe fitness equipment (such as bikes) after each class	Email to participants prior to session to advise on social distance requirements. It is not possible to attain a safe one way system due to layout of the venue. To counteract this, only one class will be

			running so as to minimise contact.
18	Review emergency exits and access in the event of an emergency	Ensure exits are clearly marked that there is clear access to doors and that they are not locked Review if the premises are accessible to the emergency services	DFK Coaching to check all exits are clear prior to the start of each session
19	Understand venue requirements in relation to changing room usage	Are there changing facilities for both male & females' attendees? Are they open? Or are there social distancing measures in place Signage for social distancing and hand cleaning	Toilets are open, however with a one person occupancy policy in place Participants should arrive ready for the session
20	Kitchen spaces are not to be used	Ensure participants bring their own water	Kitchen facilities are not open for participants and participants should bring their own water to the session
Hygiene and Cleaning			
21	Provision of hand washing facilities with warm water, soap, disposable towels, and bin.	See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Hand sanitiser will be made available for participants to use Participants should endeavour not to use the hall's facilities where possible. However should this be required the touch points will be cleaned at the end of the session by DFK Coaching.
22	Provision of suitable wipes hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Participants to be encouraged to carry their own sanitisers with them	E&LVH has hand sanitiser stations at the main entrance, as well as at the cleaning station in the hall. However a portable sanitiser dispenser will be made available

			within the hall by DFK Coaching
23	Only essential items of equipment to be used as per EMD UK guidelines. All equipment before and after use to be cleaned	<p>Check if equipment is in good repair</p> <p>Check if equipment is suitable for its intended use and, required, limit use where possible</p> <p>Ensure equipment is cleaned after contact with antibacterial wipes/cleaning product</p>	<p>Participants to bring their own mat and equipment to session wherever possible</p> <p>Participants to take responsibility for the cleaning and suitability of their own equipment for the session</p> <p>Where it is not possible for a participant to bring their own equipment, a mat and other items of small equipment can be provided for use during a session by DFK Coaching. This will be cleaned at the end of the session</p>
What are the hazards?		Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.	
Who might be harmed?		Facility users	
No.	Controls Required	Mitigations	Action Taken
Venue Preparation			
24	Check with the venue as to the risk of Legionnaire's disease and if necessary, work has been done to make your water supply safe for users		Participants to bring own water to drink
25	Check with the venue that routine maintenance has not been missed and certification is up to date (e.g. Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning).		E&LVH have confirmed they are up to date with safety tests that apply. They do not provide electrical equipment for use. DFK Coaching does not bring electrical equipment to the hall

			Fire equipment certificates are displayed in the lobby.
26	Re-check the fire procedures for the venue	<p>Plan an escape route and meeting point that respects social distancing measures? Informed the class of any hall fire procedures including escape routes & meeting points</p> <p>Easy access to the register or list of those attending the class</p> <p>If you are using a public building e.g. a school, leisure centre etc. know where the nearest fire bell is sited so you can alert others</p> <p>Check fire extinguishers are accessible, of the correct type & maintained and if training is required Inform participants that they must not try to extinguish a fire themselves unless they are an appointed person, and that you must be informed immediately</p>	<p>Fire exits will be lit by DFK Coaching whilst sessions are running</p> <p>The fire assembly point is located in the front garden, and indicated by the sign.</p> <p>Participants will follow the E&LVH plan and fire escape meeting points</p> <p>Social distancing to be maintained</p>
27	Electrical & other equipment	<p>Ensure you aware of the light switches, including emergency lights</p> <p>Check plugs and sockets and own equipment is in working order</p> <p>Provide own head mic</p> <p>Participants to bring their own equipment where possible, no equipment to be shared within a class.</p>	<p>Participants to bring own equipment where possible</p> <p>E&LVH to maintain electrical equipment, plugs and sockets of the hall</p>

What are the hazards?	Vital first aid equipment is not available when needed. First aiders do not have adequate PPE to carry out first aid when required.		
Who might be harmed?	First aiders, facility users		
No.	Controls Required	Mitigations	Action Taken
First Aid			
28	Check that your first aid kits are stocked and accessible during all activity		DFK Coaching has an up to date first aid kit, suitable for the session and will ensure it is accessible during the session

29	What steps have you taken to improve your understanding of first aid provision under COVID-19?	Follow guidance from St Johns Ambulance	Renew first aid qualification May 2021
30	If you have an AED then check that it is in working order, service is up to date and that it is available during all activity		N/a
31	Check you have an accessible Incident Report Book		DFK Coaching holds an Incident Report Book within the first aid kit accessible
32	Implement a Register of all attendees for each class (this must be kept for 21 days in case of outbreaks)		A register of all attendees for each session will be held for 21 days for NHS track and trace,, then securely destroyed
33	Ensure you access to a phone in case of emergencies		DFK Coaching will have access to a mobile phone for the duration of the session