

Risk assessment

Company name: IYIMV

Assessment carried out by: Alan Reynolds

Date of next review: w/c 7 September 2020

Date assessment was carried out: 4 August 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of infection (common areas)	Staff, teachers and students	<ul style="list-style-type: none"> • Clear signage displaying social distancing measures and hygiene practices to be observed. • Regular and thorough cleaning • Students advised to maintain safe distance. • Infra-red non-contact thermometer 	<ul style="list-style-type: none"> • Complete movement and touch map of premises and processes to calculate pedestrian routes, designated entry and exit points, and high-risk areas, including queuing areas and emergency evacuation muster points. • Remove tables and books from reading area. • Re-designate reading 	AJR/staff	Before 17 August 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>provided at entry point.</p> <ul style="list-style-type: none"> • Hand sanitiser provided around the building including entry and exit points • Provide screens at reception desk. • Control changing room use. • Dual exit points • Increase scope of contactless transactions. 	<p>area as secondary shoe area before exit.</p>			
<p>Risk of infection (studios)</p>	<p>Students, staff & teachers</p>	<ul style="list-style-type: none"> • All areas and equipment cleaned regularly. • Night-time deep clean. • Limit sharing of equipment. • Soft studio 	<ul style="list-style-type: none"> • Pre-opening deep cleaning and 'fogging'. • Limit use of equipment and provide sanitising materials/bins for equipment stations. 	<ul style="list-style-type: none"> • AJR • Teachers/Staff 	<p>Before 17 August 2020 and continuing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>equipment removed from circulation.</p> <ul style="list-style-type: none"> • Students to provide own mats, soft equipment. • Limit use of walls and ropes. • Equipment cleaned by students before and after use (chairs, stools, wooden blocks) • Maintain social distancing 				
<p>Risk of infection (kitchen)</p>	<p>Staff & teachers</p>	<ul style="list-style-type: none"> • Food preparation area regularly cleaned. • Kitchen closed to all but staff and teachers 	<ul style="list-style-type: none"> • No food/drink consumption on premises. • Water available for refills and disposable cups only. • Sanitiser wipes/bin available by water 	<p>Reception staff oversight</p>	<p>Continuing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			cooler			
Risk of infection (reception desk)	Reception staff	<ul style="list-style-type: none"> • Changeover procedures at reception desk. • Staff to ensure keyboard and telephone sanitisation. 	<ul style="list-style-type: none"> • Provide wipes, hand gel and bin at reception desk. 	Reception staff to oversee and control	Continuing	
Risk of infection (arrival)	Visitors/delivery	<ul style="list-style-type: none"> • Display clear signage • Only essential contractors to attend. • No drop-in students. Pre-booked classes only. • Shoes to be bagged and stored in changing room. • Wall-mounted thermometer 	<ul style="list-style-type: none"> • Ensure good communication of COVID19 control arrangements • Member communications continuing 	AJR	Continuing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		available.				
Risk of infection (throughout building)	Teachers, students, staff	Limit touching of high touch controls by keeping lights on, doors and windows open etc (bearing in mind balance of fire safety and other risks)	<ul style="list-style-type: none"> • Ensure regular ventilation of studios by opening doors and windows and running fans between classes. • Arrange presence of contract cleaner during teaching hours to ensure WC's/high touch areas regularly cleaned. 	<ul style="list-style-type: none"> • AJR • All staff to be aware 	Continuing	
Risk of infection (General)	Students, staff and teachers	<ul style="list-style-type: none"> • Arrangement of common areas and studios. • No cash transactions • Office closed to students. • No equipment or luggage to be left in 	<ul style="list-style-type: none"> • Improve signage for cleaning stations, thermometer, floor markings, WC and changing areas 	AJR/staff	Before 17 August 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		office.				
Handling deliveries	Staff	<ul style="list-style-type: none"> Government guidance suggests that the likelihood of an infected person contaminating commercial goods is low Employees wash hands frequently Ensure delivery drivers use thermometer. Consider the goods in the display. No customer handling. 	<ul style="list-style-type: none"> Inform all students, staff that goods may be pre-ordered All goods to be pre-ordered and paid for. Collection when order processed. Pack goods in giveaway tote bags labelled for collection. 	AJR/staff	Before 17 August 2020	
Injury/Illness	Students, teachers and staff	<ul style="list-style-type: none"> Teachers and staff are first aid trained. PPE available for treatment of minor 		Staff/teachers	Continuing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		injuries. <ul style="list-style-type: none">• AED available in office.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/