

Weymouth Dance Festival Risk and Impact Assessment

Part 1 Main Risk Assessment

Location	Weymouth College	Date of assessment	3/10/2021	Name of Assessor(s)	Darren Jeffries	Assessment Title / No	Generic RA
Activity Name	WDF 2021					Date of Review	
						Next Review Date	03/10/2022
Task Assessed	Conducting the Dance Festival at Weymouth College Oct 2021						

What is the Hazard / Aspect i.e. Falls from Height, Slips, Resources Used	What is the Risk / Impact i.e. personal injury, fire, explosion	Current Control(s) i.e. SHE procedures, training, PPE	Severity (1-5)	Likelihood (1-5)	Inherent Risk Rating	Further Controls Required	Severity (1-5)	Likelihood (1-5)	Residual Risk Rating	Further Action Necessary What and By When
Transmission of the coronavirus and exposure to infected person(s) and/or contaminated surfaces during arrival, stay and departure from the Theatre.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> Planning has been conducted to minimize people's physical occupation of the building. Prior to the Festival information will be send to all parents and Schools to inform them of all restrictions and new guidelines for attending this year's Festival. Attendees will be informed to bring warm and wet weather clothing as they may prefer to remain outside of the building whilst waiting for access to the Auditorium. Request that any planned attendee feeling unwell is not to attend to help with minimizing possible infection of others. Separate external queuing protocol for people initially entering and those waiting to enter the auditorium. Volunteers advised to wear a mask during contact time with attendees. Face coverings will be requested to be used by adults when walking around the building and passing other people. Social distancing is to be recommended and advised to all attendees.. All attending staff, participants and visitors are given instruction to use the sanitising station on arrival at the front door. Individual(s) with any symptoms have been given clear direction not to attend the Festival, and ensure that they self-isolate immediately. Additional exit points from the buildings have been provided to reduce traffic through pinch points. 	3	1	3					

Weymouth Dance Festival Risk and Impact Assessment

		<ul style="list-style-type: none"> • Only people from same family allowed in lift at the same time; notices to be placed on doors. • A system for pedestrian traffic in corridors will be in operation. Nominated volunteers will be responsible for policing this. Stop and listen culture to be promoted, to enable safe passing in corridors, room entrances / exits. • Volunteer staff not to enter designated restricted areas unless there is an emergency. • Hand sanitiser stations are strategically positioned at the entry and exit points and around the buildings to allow all personnel to freely sanitise their hands. • Sanitiser spray/cloths and disinfectant wipes are placed at entrances where doors have to be opened by handles. • All 'touchpoint' areas around the entrances within the buildings are sanitised on a regular basis throughout the day • All internal fire doors will be chocked open to reduce handling by attendees. • College staff allowed into buildings will be those entitled to be there. WDF should have prior warning of individuals. • The number of visitors in the Theatre at any one time is limited. • All volunteers will be provided with guidance document and to adhere to the requirements stated within. • All volunteers are required to sign in the attendance book which will obligate adherence to the practices and control measures identified. 								
<p>Exposure to infected person(s) and/or contaminated surfaces whilst in the Theatre</p>	<p>Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death</p>	<ul style="list-style-type: none"> • Limited and managed volunteer attendance has been introduced to reduce the number of personnel in the Theatre at any given time. • All 'touchpoint' areas are sanitised on a regular basis throughout the day by volunteers and again by contract cleaning operatives. • Hot desking is to be minimized to known bubbles. Key roles and associated locations are assigned to an individual and not shared, if they have to be shared this is only done by the smallest possible number of volunteers and the equipment cleaned in between personnel changes. 	3	1	3					

Weymouth Dance Festival Risk and Impact Assessment

		<ul style="list-style-type: none"> • Headsets and hand held radios are not shared. • Non-essential movement within the Theatre are reduced and volunteers instructed to monitor adherence. • Disinfectant wipes are used to sanitise desks and equipment at the start and end of each Session or change of personnel. • A stop and look system will be introduced in the Theatre and to reduce gathering at pinch points. • Travelling volunteers should step into alcoves ensuring back is to those passing in the corridors. • Occupancy levels throughout are reduced to enable social distancing to be encouraged. • Clear desk policy to enable easy access for regular cleaning is implemented by staff. • The work areas are cleaned frequently and between uses. • Objects and surfaces that are touched regularly, such as door handles, banisters and equipment are cleaned regularly, and adequate disposal arrangements for cleaning materials are in place. • Workspaces are cleared and waste and belongings from each room are removed at the end of each day. • Use of high touch items and equipment such as printers are limited, and these touch points are cleaned regularly. • In the event of a fire alarm leave the building as per the emergency fire plan, on reaching the fire assembly point social distancing will be encouraged whilst awaiting further instructions. 								
<p>Exposure to infected person(s) and/or contaminated surfaces whilst using toilet facilities</p>	<p>Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death</p>	<ul style="list-style-type: none"> • Distancing measures are in place in both ladies and gents toilets which is self-monitored. • All 'touchpoint' areas are sanitised on a regular basis throughout the day. • Posters are displayed to raise hygiene awareness relating to handwashing techniques, frequency of handwashing, the need to avoid touching the face and sneezing into a tissue which is then disposed safely. • Hand sanitiser/soap is provided in all areas. • Adequate waste facilities are provided, and waste is collected regularly. • Cleaning of the toilet areas is enhanced for 	3	1	3					

Weymouth Dance Festival Risk and Impact Assessment

		<p>busy areas.</p> <ul style="list-style-type: none"> Paper towels are provided in the toilets as an alternative to hand dryers. 							
Exposure to infected person(s) and/or contaminated surfaces whilst using changing rooms.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> People will be encouraged to spend the minimum time within changing rooms. All 'touchpoint' areas are sanitised on a regular basis throughout the day Attendees will be encouraged to not eat food whilst in changing rooms. Only water in bottles will be allowed for hydration. Reduced class numbers will reduce pressure on numbers in changing rooms. Dedicated safe areas will be available for breaks and eating in the canteen and outside. Deeper cleaning is required at lunchtime and tea time each day. If absolutely necessary a designated area in the changing rooms will be allocated for clothing required to be retained overnight. These should be in plastic containers/bags. 	3	1	3				
Exposure to infected person(s) and/or contaminated surfaces whilst visitors and children moving through Foyer and buying wrist bands.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> All 'touchpoint' areas are sanitised on a regular basis throughout the day Minimal reading material within Foyer to cause people to congregate. General congregating in the Foyer to be discouraged. Keep people moving through as main cross over point in the Theatre. Handling of coins will require volunteers to wear gloves. Paper and metal coins to be kept in separate containers, so cleaning/weathering can be undertaken at a later date. Ticket seller to wear mask when people buying wrist bands. People buying tickets advised to wear masks. Parents will be advised to procure all wrist bands and daily programmes at one visit to the desk. 	3	1	3				
Exposure to infected person(s) and/or contaminated surfaces whilst visitors and children move through corridors.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> All corridor doors to be wedged open during use of Theatre. All 'touchpoint' areas are sanitised on a regular basis throughout the day. A two-way system for pedestrian traffic in corridors will be in operation. Nominated volunteers will be responsible for policing this. Stop and listen culture to be promoted, to enable safe passing in corridors, room 	3	1	3				

Weymouth Dance Festival Risk and Impact Assessment

		<p>entrances / exits.</p> <ul style="list-style-type: none"> All volunteers policing corridors recommended to wear masks. Signs in corridors reminding of two way system, social distancing and passing. Food or open cups to be used in corridors, only drinks containers with closed lids or bottles. Nobody allowed to loiter or sit in corridors, only transit through. Requested use of mask for parents walking in corridors. 							
Exposure to infected person(s) and/or contaminated surfaces whilst audience and volunteers entering the Auditorium from Foyer.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> Staff and volunteers to only open and close doors. Door staff to wear masks when people transiting through doorway. All 'touchpoint' areas are sanitised on a regular basis throughout the day Daily programme not to be posted on inner wall, to negate people gathering in the small entrance area. Temporary barriers across door entrance area, apart from class changeover. One way system employed so no crossover of visitors through the doorway. Reduce queuing inside of Foyer. Parents asked to wait outside then called in. No food or open cups to be used in entrance area, only drinks containers with closed lids or bottles. Equipment in Entrance area to be cleaned at the end of every night. Handling of coins will require volunteers to wear gloves. Paper and metal coins to be kept in separate containers, so cleaning/weathering can be undertaken at a later date. 	3	1	3				
Exposure to infected person(s) and/or contaminated surfaces whilst using dedicated smoking areas	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> Social distancing measures have been implemented in the smoking areas, in accordance with Weymouth College rules. Signage is displayed and where possible, floor areas marked. Smokers to wash their hands after smoking. 	2	1	2				
Exposure to infected person(s) and/or contaminated surfaces whilst using Auditorium	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> Minimal volunteers will be retained in the Auditorium at any one time. Use of face masks may be encouraged if deemed necessary. Minimal seating will be available for a restricted audience. Audience encouraged to use hand sanitiser 	3	1	3				

Weymouth Dance Festival Risk and Impact Assessment

		<p>when entering Auditorium.</p> <ul style="list-style-type: none"> • Volunteers manage movement of audience. • Audience to remain seated until class concludes, then exit using outside fire exit. • No food or exposed drink to be taken into Auditorium, Bottled drinks with caps/lids are acceptable. • Reduced number of seats at front half of Auditorium. • Regular cleaning of plastic chairs. • All doors retained open during gaps in performances, and if possible outer exit door remains open during performances. • Entry in front door and exit through exit doors to outside and toward changing rooms. • Volunteers to operate doors so handling is restricted. Handles cleaned after change of operator. • Regular fogging of seated areas and back stage. 							
Exposure to infected person(s) and/or contaminated surfaces whilst operating back and side stage.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> • Minimal volunteers will be retained in the back and side stage at any one time. • Use of face masks may be encouraged if deemed necessary. • Minimal seating will be available for a music operator. • Staff to use hand sanitiser when entering side stage area. • No food or exposed drink to be taken side stage, Bottled drinks with caps/lids are acceptable. • Regular cleaning of plastic chairs and equipment at end of each day. • All back and side stage doors retained open throughout. • Volunteers to operate doors so handling is restricted. Handles cleaned after change of operator. • Volunteer changing dancer numbers to wear gloves and clean at the end of the day. • Stage to be cleaned after each Session. • For adjudication dancers to stand on stage 1m apart leaving enough room for adjudicator to stand. • Before the dancer leaves 1 watching parent will use side door for quick access to the changing rooms. The remaining parent leaves through the outer exit door. • Medals to be cleaned and retained in coating before handling and presentation to 	3	1	3				

Weymouth Dance Festival Risk and Impact Assessment

		<p>dancers.</p> <ul style="list-style-type: none"> • Microphone to sanitised before initial use, then only used by Adjudicator and cleaned after every Session. 							
Exposure to infected person(s) and/or contaminated surfaces whilst in Café.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> • People will be encouraged to spend the minimum time within Cafe. • Hand sanitiser will be available for all to use. • All 'touchpoint' areas are sanitised on a regular basis throughout the day • Attendees advised to keep social distance and wear masks when queuing for service. • Deeper cleaning is required at lunchtime and tea time each day. • Staff encouraged to wear masks whilst serving customers. • Staff to wear gloves handling cash. • No exposed food to be sold only packaged foods. 	3	1	3				
Health & wellbeing issues relating to working in a potentially busy confine within a Covid-19 environment	Individuals may suffer depression or anxiety through helping in busy areas	<ul style="list-style-type: none"> • The committee promote awareness through communication and health and wellbeing initiatives. • All attendees must be encouraged to raise any issues or concerns they have within themselves or, if they notice in others, to a Committee member. • Committee members must be continuously aware of signs of change within staff and volunteers, example mood, productivity or sickness 	2	1	2				
Exposure to infected person(s) and/or contaminated surfaces whilst undertaking First Aid.	Infection with Coronavirus, fever, consistent cough, fatigue, a loss or change to your sense of smell or taste, death	<ul style="list-style-type: none"> • Only nominated first aiders to undertake any duty. • Mask and gloves to be worn by First Aider. • Face covering or mask required by person being treated. This has been advised in pre event information. • No third party to be within 2m if possible, parent of very small child will be exception but needs face covering. • Person with exposed wounds recommended to seek further medical advice ref Covid-19 exposure and infection. • Any reusable cooling products to be cleaned and left to weather before re-use. 	3	1	3				

Who may be harmed?

Committee	x	Staff	x	Volunteers	x	Visitors	x	Members of the Public	X	Young Persons	X	College employees	X		
-----------	---	-------	---	------------	---	----------	---	-----------------------	---	---------------	---	-------------------	---	--	--

Weymouth Dance Festival Risk and Impact Assessment

Risk Assessment Approved By

Name		Signature		Position		Date	
Name		Signature		Position		Date	
Name		Signature		Position		Date	

Weymouth Dance Festival Risk and Impact Assessment

Part 1 Completion Notes

Assessors should complete Part 1 using guidance notes in this document and score the risk rating for each activity and its associated hazard(s). If the inherent risk rating score is above 10, the assessor should review the current controls to establish if additional controls can be identified that will reduce the risk rating to an acceptable level. If it isn't reasonably practicable to reduce the score to 10 or under, the assessor must complete Part 2 before the activity can commence.

Risk Assessment Risk Matrix

People	Assets	Reputation	Severity	Certain	Very Likely	Likely	Possible	Unlikely
				5	4	3	2	1
Death, Serious Infection	Severe Damage	Severe Impact	5	25	20	15	10	5
Positive Infection / Injury / Assault	Major Damage	Major Impact	4	20	16	12	8	4
Reportable Infection / Injury / Physical Touching	Moderate Damage	Moderate Impact	3	15	12	9	6	3
Probable Infection / Injury / Verbal Assault	Slight Damage	Slight Impact	2	10	8	6	4	2
Possible Infection / Minor Injury / Verbal Assault (general)	No Damage	No Impact	1	5	4	3	2	1

Score	Risk	Breakdown/Action
1 to 5	Low	Adequate Control Measures may be in place - proceed with caution
6 to 9	Low / Medium	Additional Control Measures should be sought to reduce the risk before proceeding
10 to 15	Medium	Additional Control Measures should be sought to reduce the risk before proceeding
16 to 19	Medium/high	Urgent Action Required, Consider Stopping Activity
20 to 25	High	Immediate Action Required Do Not Proceed

Weymouth Dance Festival Risk and Impact Assessment

Communication of this RA

We all have a part to play in protecting ourselves and our colleagues, and a responsibility to be vigilant. This includes compliance with all control measures that are in place to keep all personnel safe while in the Bay Theatre during Weymouth Dance Festival 2020. You must follow these important safety measures at all times, including in communal areas such as reception, café, changing rooms, Green room, auditorium, back stage, corridors and toilets.

This risk assessment has been completed to identify the relevant social distancing, hygiene and safety measures that are needed during the dance festival. We confirm that these are in compliance with the government's guidance on managing the risk of COVID-19.

By signing below, you confirm that you have read and understood this risk assessment and will follow the control measures that are outlined and that you, as Committee Members have ensured that all personnel attending the Bay Theatre during Weymouth Dance Festival have read and understood this risk assessment and have signed to confirm that they will follow the control measures that are outlined above. For audit purposes, WDF are required to maintain proof of signature of all Committee Members, in accordance with the listing below, signatures required from all members attending the Festival.

Name	Position	Signature	Date
June Hornby	Chairperson		
Tamara Collier	Secretary		
Jane Jeffries	Treasurer		
Sue Greenman	Safeguarding		
Darren Jeffries	Head Steward		
Alison Hunter	Cups Steward		
Sarah Watson	Music Steward		
Sarah Johnstone	Web Design		
Sam Vallance	Catering		
Sarah Breaks	Steward		
Suzanne Stracey	Steward		
Alex Groves	Steward		
Martha Bailey	Volunteer Coordinator		
Lisa Crump	Steward		
Joseph Warnett	Technical Advisor		

Weymouth Dance Festival Risk and Impact Assessment

Guidance Notes

Part 1 Main Risk Assessment (RA)

- Typical aspects (environmental hazard) that may be applicable:
 - Air emissions (fumes, dust odour, particulates)
 - Lighting
 - Spills
 - Resource used (utilities; water, electric, gas and fuel and raw materials; consumables)
 - General waste and packaging
 - Hazardous waste (including refrigerant gas, lamps)
 - Waste sewage
 - Chemicals
- Typical hazards that you may be applicable:
 - Slips, trips and falls
 - Electrical
 - Manual handling
 - Adverse weather
 - Confined space
 - Fire
 - Falling objects
 - Working at height
 - Lone working
 - Violence
 - Vehicle movement
- Only trained and competent employees may complete this RA.
- Ensure the Task Assessed section is completed with sufficient detail; to ensure that the individual activities associated with that task are fully assessed.
- Hazards should be identified and recorded for each activity, if there are duplicate hazards against the same activity, these must be recorded separately. A separate row must be used for each hazard as control measures and risk rating may be different for each hazard.
- Following implementation of the control measures if the risk rating is still unacceptable, further controls must be implemented until the final risk rating has been reduced to an acceptable level.