

MDI Covid-19 Risk Assessment

Autumn 2020



Date:	August-December 2020
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Assessors Name:	Karen Podesta	Role:	Head of Programme	Review Date:	Ongoing – as per government guidance updates
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Endorsed By:	Martina Murphy	Signature:	<i>M Murphy</i>	Position:	Director	Date:	1/8/2020
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Description of assessment	Coronavirus (COVID-19)
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Location Details	Merseyside Dance Initiative, 24 Hope Street, Liverpool L1 9BX
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Identified Hazards	Who may be affected	Risk Level before control measures LOW / MEDIUM / HIGH / VERY HIGH	Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level LOW / MEDIUM / HIGH / VERY HIGH
Catching or spreading via hygiene measures	Staff, Teachers, Visitors	MEDIUM	<ul style="list-style-type: none"> Building is cleaned regularly 	<ul style="list-style-type: none"> Deep clean of the building will be completed pre-Phase 1 & new cleaning measures put in place. 	MM / SO	By 18 th August & ongoing	LOW
		MEDIUM	<ul style="list-style-type: none"> Building contains suitable levels of soap. 	<ul style="list-style-type: none"> Building has been equipped with suitable levels of soap and antibacterial gel and hand sanitisation stations have been fitted. 	MM	By 18 th August & ongoing	LOW
		MEDIUM	<ul style="list-style-type: none"> Employees are asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. 	<ul style="list-style-type: none"> Additional signage will be placed around the building to encourage this behaviour. 	MDI Staff, Teachers & Visitors	By 18 th August & ongoing	LOW
		MEDIUM					

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		MEDIUM	<ul style="list-style-type: none"> Employees and visitors are encouraged to use tissues when coughing or sneezing and place used tissues in the bin before washing hands. We have disposed of all in-house yoga mats, blocks, etc. Wearing face masks in communal areas is encouraged. 	<ul style="list-style-type: none"> Signage will be placed around the building to further encourage this behaviour. Designated bins have been assigned. Students must provide own (clean) yoga mats where required. Disposable face masks will be available in the building and designated bins assigned. Signage will explain hygienic use of masks. 	<p>MDI Staff Teachers & Visitors</p> <p>MDI Staff, Teachers & Visitors</p> <p>MDI Staff, Teachers & Visitors</p>	<p>By 18th August & ongoing</p> <p>By 1st Sept & ongoing</p> <p>Ongoing</p>	<p>LOW</p> <p>LOW</p>
Catching or spreading via exposure to others with Covid-19	Staff, Teachers, Visitors	HIGH	<ul style="list-style-type: none"> Contact with those suspected of having Covid-19 will be avoided 	<ul style="list-style-type: none"> Temperature checks of all visitors will take place before they enter the building, with a non-contact thermometer. Students are encouraged via teachers & website not to book or attend if they have symptoms or have been in contact with anyone with symptoms. Studio rules specify that anyone who discovers symptoms whilst in class must notify their teacher immediately and leave the building. Upon notification, MDI will sanitise the studio space or relevant communal area. Clinically vulnerable visitors must follow medical guidance issued to them. 	MDI Staff, Teachers & Visitors	Ongoing	LOW

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		MEDIUM	<ul style="list-style-type: none"> Social Distancing is encouraged within the building. 	<ul style="list-style-type: none"> Above processes also apply to MDI Staff New signage outside building will instruct queuing procedures. New signage inside building will provide social distancing reminders and guidance. Start and end times of classes will be staggered to avoid excessive queuing and movement in communal areas. Floor markings in studio will encourage social distancing in class. 	MDI Staff, Teachers & Visitors	Ongoing	LOW
Catching or spreading via class attendance	Staff, Teachers & Visitors	MEDIUM	<ul style="list-style-type: none"> All teachers and hirers have been asked to provide their own risk-assessment in advance of classes starting Risk assessment must cover in-class planning, control measures and mask-wearing policy. We advise teachers watch One Dance UK Return to Dance webinars when preparing risk assessment. 	<ul style="list-style-type: none"> Students are encouraged to attend in the clothes they intend to practice in. Cubby holes for outdoor shoes will be provided and sanitised after every class. Studio capacity has been reduced to allow for relevant social distancing. Reduced class times will allow for cleaning between classes & rehearsals. Increased ventilation – studio windows will remain open at all times. 	MDI Teachers & Students	Ongoing	LOW

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Catching or spreading via staff travel	Staff, Teachers & Visitors	HIGH	<ul style="list-style-type: none"> If studio rota is covered, working from home is advised / optional. Avoid Public Transport unless unavoidable. Staff to inform MM if they plan to leave the country. 	<ul style="list-style-type: none"> Staff to speak to MM about any home working requirements Staff to speak to MM about any issues regarding public transport. Staff must research government guidance in line with the area / country that they are visiting and follow relevant self-isolation guidance. 	MDI Staff	Ongoing	MEDIUM
Catching or spreading via accepting deliveries	Staff, Teachers & Visitors	MEDIUM	<ul style="list-style-type: none"> Maintain 1m social distancing when accepting deliveries. Wash your hands after accepting a delivery. 	<ul style="list-style-type: none"> Signage will explain that only MDI staff are to answer the door. If teachers are expecting students they may answer the door. 	MDI Staff, Teachers	Ongoing	LOW
Catching or spreading via working procedures	Staff, Teachers & Visitors	MEDIUM	<ul style="list-style-type: none"> If you don't need to be in the studio, work from home. When in the studio, limit face to face contact and work facing away from each other where possible. All equipment to be cleaned prior to and following use. 	<ul style="list-style-type: none"> Always consider whether tasks & meetings can happen without breaching social distancing rules. Limit frequency of working within 2m to an absolute minimum. Equipment and paperwork has been reduced to a minimum. 	MDI Staff	Ongoing	LOW
First Aid and Mental Health	Staff, Teachers & Visitors	MEDIUM	<ul style="list-style-type: none"> First aid and fire-safety procedures must take precedence over Covid-19 procedures. Mental health of all staff and teachers must be a priority. 	<ul style="list-style-type: none"> New signage to highlight this message and to provide further clarity on where to find first aid kits. Increased communication with members of staff around returning to work and with MDI teachers. 	MM, KP	Ongoing	LOW

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LOW	MEDIUM	HIGH	VERY HIGH
<p>Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>