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**SAMPLE COVID-19 RISK ASSESSMENT FORM**

This document is for the use of BCPA Members only.

*Issue: 160720*

**General comments**

1. Please apply common sense when adhering to these guidelines. We have tried to be comprehensive, but locations and circumstances vary and we cannot predict every eventuality. Government advice is constanty being revised - it is your responsbility to stay up to date by visiting www.gov.uk.
2. By applying these guidelines you are fulfilling your duty of care to your clients and, if appropriate, to your staff.
3. All clients must complete an electronic Covid-19 Supplementary Questionnaire (CVSQ) before attending classes for the first time post-lockdown.
4. Should one of your clients be tested positive for COVID-19, you may be contacted by the NHS Test and Trace Team if the client was in ‘close contact’ with anyone before, during or after your session. For more clarity on what is meant by ‘close contact’ please visit <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>. By signing the CVSQ, your clients are giving you permission to hand over their details to NHS Test and Trace.
5. **Regular hand washing** and maintaining **social distancing** are the priority for preventing transmission of infection. WHO guidance is wash hands frequently and properly with, hot water and soap for minimum of 20 seconds. If you can't wash your hands, use a hand sanitiser containing at least 60% alcohol and wash your hands at the earliest opportunity. Also avoid touching your face.
6. UK Government guidance on socially distancing, in particular, is subject to change. Please check [www.gov.uk](http://www.gov.uk) for the latest advice. At present, it is 2 metres or ‘1 metre plus’ with mitigating circumstances.
7. Even though the Government states the symptoms of COVID-19 include a new continuous cough; high temperature; a loss of, or change to, your sense of smell or taste; other symptoms may include new and unexplained muscle aches and pains, fatigue/tiredness, diarrhoea, vomiting, abdominal pain, headache. Anyone who is unwell in any way should stay away from the class, because you never know! See the CVSQ (Covid-19 Supplementary Questionnaire) sent to members.
8. Risk Assessments may differ for different venues. Hired venues should have their own Risk Assessment, so ask to see their ‘Covid Secure’ procedures and follow their guidance, in addition to the advice below. Studio owners should share their Risk Assessment with their staff members.

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| **COVID-19 MEASURES: FOR TEACHERS**  |
| **HAZARD** | **CONTROL MEASURES IN PLACE** | **RISK FACTOR** | **FURTHER CONTROL MEASURES** | **RISK FACTOR** |
| Spreading COVID-19 | Check your own temperature and assess overall wellbeing prior to teaching a session following the latest government advice (see above) | Medium  | Follow current government guidance and stay alert to minimise risk of exposure to COVID in a class setting.Wash hands or, if not possible, use antibacterial/anti viral hand sanitising gel (60% alcohol min.) before, during and after sessions as well as upon arrival and departure from the venue.If Teacher has any COVID-19 symptoms as above, either cancel the session or to find a replacement Body Control Pilates Teacher. | Low |
| Spreading COVID-19 Preparing for sessions | Teacher to follow government advice on using public transport when travelling to venues.Wash or sanitise hands on arrival. | Low | Teacher to attend a minimum of 30 minutes prior to the start of the session to ensure the venue is cleaned and set up according to social distancing regulations prior to the arrival of participants. | Low |
| **HAZARD** | **CONTROL MEASURES IN PLACE** | **RISK FACTOR** | **FURTHER CONTROL MEASURES** | **RISK FACTOR** |
| Spreading COVID-19 through venue set up  | Clean all mats and equipment before and after sessions using antiviral solution or wipes.Provide hand sanitiser at the entrance and request all participants wash / sanitise their hands upon arrival.Plan layout of class, positioning the mats to ensure social distancing rules can be maintained | Medium  | Teacher to allow time before and after sessions to ensure cleaning of mats and equipment with antiviral solution or wipes. Teacher to bring all necessary cleaning solutions, including mops/cloths, to and from the venue. Teacher is to also to bring his/her own gloves to be used for cleaning the venue.Bring ‘bin bags’ for disposal of wipes, gloves, masks etc. These should be sealed and disposed of safely.Teacher to clean the floors between sessions with appropriate antibac/antiviral floor cleaner. Note you may need to check which type of cleaner is effective at killing the virus and yet is also permitted for the floor covering.The Teacher wears gloves for cleaning the floors which is only used for this purpose. Cloths used for cleaning are disinfected/boil-washed between uses or disposable mop cloth heads are thrown away after one use.Provide, or ensure there is, clear social distancing and hygiene signage at the venue entrance as well as demarcations within the venue to where participants safely exercise. | Low |

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| **HAZARD** | **CONTROL MEASURES IN PLACE** | **RISK FACTOR** | **FURTHER CONTROL MEASURES** | **RISK FACTOR** |
| Spreading COVID-19 through participant contact and equipment use, within venues and studios. | Class/session sizes are reduced to ensure a minimum 2 metre distance between teacher and all participants. Provide verbal instruction only.Teacher to monitor participants while entering and leaving venue to ensure social distancing.Avoid participants being face to face, Side by side, or behind eachother is preferable. Depending on the shape of the venue it may be appropriate for participants to position themselves so that ‘heads’ are at same end of mats when exercising. However, there may be venues when head /toe is safer. Equipment Studios should be set up so that different equipment is grouped in separate ‘bubbles’ thus minimising the sharing of equipment. Clients should be able to use the equipment whilst maintaining social distance. | Medium  | No tactile cueing. Teachers can choose to wear a mask\* or visor when teaching. Teacher should avoid touching their face. \*Please see ‘Guidelines for Covid Secure Teaching’ for advice on masks and check latest government advice. Within a studio, ensure equipment is arranged to reduce incidents of face-to-face clients. All shared equipment and floors are to be wiped clean after each session. In studio sessions, equipment will need to be wiped down by a participant/teacher before the next participant uses itFloors and equipment should be dry before the next session. Erect signage ‘Caution Wet Floor’ if necessary. | Low |

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| **COVID-19 MEASURES: FOR PARTICIPANTS**  |
| **HAZARD** | **CONTROL MEASURES IN PLACE** | **RISK FACTOR** | **FURTHER CONTROL MEASURES** | **RISK FACTOR** |
| Spreading COVID-19 through unwell participants | Participants are not to attend sessions if they are unwell or feel unwell as detailed above.Vulnerable persons who are still ‘shielding’ or self-isolating are to not attend in-person sessions.Participants are not to attend sessions if they have come into contact with a person who has tested positive for Covid-19 in accordance with government guidelines. | High  | Teacher to ask participants if they are feeling well at the start of the session. If a participant states they feel unwell, they are requested to leave the venue.  | Low |

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| **HAZARD** | **CONTROL MEASURES IN PLACE** | **RISK FACTOR** | **FURTHER CONTROL MEASURES** | **RISK FACTOR** |
| Spreading COVID-19 via travel to sessions | Participants are requested to follow government guidelines on travel.  | Medium  | Participants should use masks if using public transport on way to the venue. | Low |
| Spreading COVID-19 within the venue | Participants are required to socially distance prior to entering the venue and await instruction from teacher prior to entering/leaving the venue. If possible, all doors remain open during entry and exit to reduce contact with surfaces. Participants are to wash their hands/or use hand sanitiser at the start and end of every session and will refrain from physical contact with each other.Participants may be encouraged to wear non-slip socks to avoid contact with the floor and mats.Rooms should be well ventilated between and during sessions. Air conditioning units should be left on FAN setting before, during and after sessions for as long as possible.Windows, studio or internal doors should be kept open if possible during class. | Medium  | Participants can bring their own hand sanitiser and wear their own face masks during sessions *if they wish* (or if that is your preferred policy).Participants to be encouraged to bring their own mats and equipment if possible.Participants are required to arrive wearing suitable exercise clothing and avoid entering changing facilities.Facilities (toilets, changing rooms) are discouraged from use unless absolutely necessary. If facilities are used, participants should be encouraged to wipe down cubicle surfaces touched before/after use. Teachers/venue to provide wipes. Toilets should be flushed with the lid down. Signs encouraging this should be displayed.Teachers should wipe commonly touched surfaces, e.g door handles between sessions.No food. No sharing of food/drinks at all. No use of mobile phones during sessions. | Low |
| **HAZARD** | **CONTROL MEASURES IN PLACE** | **RISK FACTOR** | **FURTHER CONTROL MEASURES** | **RISK FACTOR** |
| Spreading COVID-19 via administration | Participants are encouraged to pre-pay for their sessions via online banking.All Client Enrolment Forms and Covid-19 Supplementary Questionnaires (CVSQ) and other documentation are to be sent electronically. Exchanging of cash and paperwork is discouraged. | Low  | If paperwork and cash needs to be exchanged, it should be placed in an envelope/folder. Hands should be washed/ sanitised after handling and paper quarantined for at least 48 hours before handling again. | Low |

Completed by:

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