

COVID-19 Risk Assessment

Pilates with Hazel - Indoor, Outdoor and Online Classes



From September 2020, Pilates classes will be taught A) outdoors whenever possible B) inside if A is not possible, and if A & B are not possible, C) online using zoom.

What are the hazards?		Transmission of COVID-19	
Who might be harmed?		Clients, the instructor, other users of the facility 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	Remind clients at the start of the course and periodically that they must not attend if they have a fever, cough or feel unwell. They must not attend if they have been contacted through track and trace, even if they feel well.	
2	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing	<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>	
3	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	Personal belongings should not be brought into class, other than a mat, any personal equipment such as a towel, block and resistance band, water bottle and keys	
4	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	Advise person to leave class and arrange to get a test ASAP. Advise manager of facility of situation and evacuate room. Place notice on room door to advise other facility users not to enter until appropriate cleaning and ventilation has taken place. Advise other participants to avoid all non-essential contact until a result from the test is available.	

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	
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. Online streaming option available for every class, allowing participation without exposure to risk. Participants deemed 'clinically extremely vulnerable' should continue to follow government advice. This currently includes maintaining 'shielding' and therefore, should continue to use online options.	
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.	
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.	
10	Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.	Bookings to all take place through gym catch, payment to be taken online and records of attendance kept online also.	
11	Ensure instructor is operating to highest standards of practice and ensure professional body endorsement and professional indemnity insurances are still valid.	Insurance with Fit Pro; £1m of public liability cover valid to December 2020 CPD with JPilates CIMSPA & Sport England endorsed training of COVID-19 Awareness undertaken	
Buildings and Venues			
12	Assess ventilation in the building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Where no air conditioning is fitted ensure the room is well ventilated and allow more time between classes to allow fresh air to circulate Have windows and doors open wherever possible. Advise clients to wear extra layers as windows will be open even when cold.	

13	Assess the maximum occupancy of your class	<p>Limit online bookings via gym catch in line with occupancy rates</p> <p>Communicate with participants the reason for limited numbers in advance of class</p> <p>Where possible / allowed, mark the floor with temporary areas defining required space</p>	
14	Check the venue has a deep cleaning strategy to minimise COVID-19 transmission risk	Check the strategy with the venue	
15	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	
16	Check the venue has a high-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records	<p>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</p> <p>Plan route into classes with minimum use of doors and where possible, prop doors open, after discussing with venue about which doors are fire doors and must remain shut. Provide hand gel and ask clients to use it on entry to room. Instructor to supervise single-file entry into class and to fill spaces further from the door first, to avoid any cross over into another person's 2 metre space.</p>	
17	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	
18	Ensure accesses, exits, passage, main room and stairways are safe, unobstructed, and accessible	<p>Ensure there is a 2 metre social distancing allowance outside of classroom and signposted</p> <p>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)</p> <p>Check all furniture and equipment is neatly stored</p> <p>Sufficient cleaning equipment available to wipe fitness equipment (such as bikes) after each class</p>	
19	Review emergency exits and access in the event of an emergency	<p>Ensure exits are clearly marked</p> <p>that there is clear access to doors and that they are not locked</p> <p>Review if the premises are accessible to the emergency services</p>	
20	Understand venue requirements in relation to toilet usage	<p>Suggest to clients in advance to avoid using toilets if possible, but they are open if required.</p> <p>Signage for social distancing and hand cleaning</p>	
21	Kitchen spaces are not to be used	Ensure participants bring their own water	

Hygiene and Cleaning			
22	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/	
23	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. Instructor to provide hand sanitiser on entry to the room.	
24	Only essential items of equipment to be used as per EMD UK guidelines. All equipment before and after use to be cleaned	Check if equipment is in good repair Check if equipment is suitable for its intended use and, required, limit use where possible Ensure equipment is cleaned after contact with antibacterial wipes/cleaning product	
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			
25	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		
26	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).		

27	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>	
28	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>Participants to bring their own equipment where possible, no equipment to be shared within a class.</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			
29	Check that your first aid kits are stocked and accessible during all activity		
30	What steps have you taken to improve your understanding of first aid provision under COVID-19?	Follow guidance from St Johns Ambulance. Covered during COVID-19 awareness training	
31	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		
32	Check you have an accessible Incident Report Book		

33	Implement a Register of all attendees for each class (this must be kept for 21 days in case of outbreaks)		
34	Ensure you have access to a phone in case of emergencies		