

**Overview : The Better Body Club  
1st September and Ongoing**

**Venue - Community Spaces and Outdoor Venues**

As a response to the Covid-19 Pandemic, the Better Body Club have been conducting Zoom Classes only since April 2020. Due to recent changes to Government guidelines we are now in a position to offer outside and inside live, face to face classes. We have conducted this risk assessment to ensure that both instructors and clients are kept safe at all times. When using community halls and rooms a limited number of clients will be allowed to attend based on size of room, type of class and space required to adhere to social distancing rules.

Community Centres are responsible for ensuring that the rooms and communal spaces are cleaned daily in accordance with government guidelines but in addition any equipment used by us such as tables, mats, weights will be disinfected before and after use. A record of all clients names and contact details who attend classes will be kept for 21 days as part of NHS track and trace.

Our risk assessment will be reviewed weekly and any necessary amendments will be made according to government guidelines.

**Likelihood of Risk; 1 = Low and 5 = High**

<b>Area/Hazzard</b>	<b>People at Risk</b>	<b>Likelihood</b>	<b>Control Measure</b>	<b>Residual Risk</b>
Paths and exterior areas - Social distancing is not observed as people congregate at entrances	Staff Hirers Community members	<b>3</b>	Clients asked to wait outside until instructed to enter and to adhere to the 2m marking signs outside the building and inside and social distancing guidelines. Clients to wear masks whilst moving through the building	<b>1</b>

<p>Non-essential furniture and goods in the foyer - These provide opportunity for spread of virus</p>	<p>Staff Hirers Community members</p>	<p><b>3</b></p>	<p>Clients to sanitise hands using sanitizer provided in the foyer and to walk straight to their designated class room.</p>	<p><b>1</b></p>
<p>Entrance lobbies and foyers Possible pinch points and busy areas where social distancing is not observed in a confined area- Door handles, light switches in frequent use</p>	<p>Staff Hirers Community members</p>	<p><b>3</b></p>	<p>Clients to sanitise hands using sanitizer provided in the foyer and to walk straight to their designated class room. All doors and lights to be opened/turned on by staff only - not clients. One way system in place for each hall -</p> <p>Main hall - enter through main entrance doors and exit through fire doors to left of stage.</p> <p>Bartholomew Room - enter through side entrance door and exit through fire doors into car park.</p> <p>Hook room - enter through side entrance door and exit through fire doors.</p> <p>Clients will be asked to wait outside the building at the relevant entrance until the instructor invites them in. Door handles and light switches cleaned regularly.</p> <p>No congregating/queuing in the foyer. Waste bins provided in the foyer and entrance lobbies</p>	<p><b>1</b></p>

Gents Toilets - Social distancing is difficult	Staff Hirers Community members	<b>4</b>	One cubicle, the middle urinal and one hand basin will be taken out of use. A sign on the door to say no more than 2 people in the toilet area at one time. Waste bin provided. Hand dryer not in use. Soap and hand towels regularly replenished.	<b>2</b>
Ladies toilets - social distancing is difficult	Staff Hirers Community members	<b>4</b>	Middle cubicle and middle hand basin will be taken out of use. No more than 2 people in the toilet area at any one time. Waste bin provided. Hand dryer not in use. Soap and hand towels will be regularly replenished by centre staff	<b>2</b>
Main Hall - social distancing, doors and window handles, light switches, table and chairs, curtains	Staff Hirers Community members	<b>3</b>	<p>Stage area out of bounds, curtains taped back and not to be touched by instructors or clients. Door curtains have been removed. Tables and plastic chairs can be used but must be cleaned by hirers before and after use.</p> <p>Door and window handles and light switches to be cleaned by instructors before and after use and not touched by clients.</p> <p>Social distancing to be observed; markers placed on the floor so that clients are spaced out evenly.</p> <p>A maximum of 16 clients for pilates and 12 for dance/cardio fitness. Clients to stay on their mats for pilates and keep their belongings with them. Dance and fitness classes will be planned so that clients don't travel further than their own 3m x 3m square</p>	

<p>Bartholomew Room - Social distancing, door and window handles, light switches, tables and chairs and curtains</p>	<p>Staff Hirers Community members</p>	<p><b>3</b></p>	<p>Curtains are taped back and not to be touched. Tables and plastic chairs used by clients and instructors will be cleaned before and after use. Doors and window handles and light switches to be cleaned by instructors before and after use.</p> <p>Social distancing to be observed; markers placed on the floor so that clients are spaced out evenly. A maximum of 10 clients for pilates and 8 for dance/cardio fitness. Clients to stay on their mats for Pilates and keep their belongings with them. Dance and fitness classes will be planned so that clients don't travel further than their own 3m x 3m square</p> <p>Waste bin provided. Small kitchen out of bounds</p>	<p><b>2</b></p>
<p>Hook Room - social distancing, door handles and windows, light switches, tables and chairs and curtains</p>	<p>Staff Hirers Community members</p>	<p><b>3</b></p>	<p>As we feel this room is a bit too small we have decided not to hire out the Hook room for the time being.</p>	
<p>Other areas of the building - Newbury, cupboards, back store room - social distancing, fabric chairs, door handles/light switches, fitness equipment</p>	<p>Staff Hirers Community members</p>	<p><b>3</b></p>	<p>All of these areas are out of bounds. All clients will need to provide their own equipment, eg mats, weights, bands, drinks</p>	<p><b>1</b></p>
<p>Rubbish and handling of rubbish - can provide cross contamination opportunities</p>	<p>Staff Hirers Community members</p>	<p><b>3</b></p>	<p>All rubbish will be removed by instructors at the end of the hire from waste bins in rooms used, using rubbish bags provided by the victory hall</p>	<p><b>1</b></p>

General Practise	Staff Hirers Community members	<b>3</b>	Instructors will ensure a general practice of, 'catch it, bin it, kill it' advice is followed and clients hands are washed/sanitised before and after classes	<b>1</b>
Emergencies - Fire Evacuation/First Aid	Staff Hirers Community members	<b>3</b>	In an emergency instructors and clients would, where ever possible try to follow social distancing and exit procedures unless it deemed unsafe to do so. PPE will be added to the first aid boxes and instructors will all ensure they carry masks and gloves in case a client becomes unwell and requires physical assistance/first aid administered.	
Managers office - confined space with not enough space for social distancing to take place	Staff Hirers Community members	<b>3</b>	If instructors or clients need to speak to the Hall Manager they need to observe social distance markers outside the office door	<b>1</b>
Clients attending classes with Covid 19 and passing it on to other clients/instructors/staff during the class	Staff Hirers Community members	<b>4</b>	<p>Before clients return to classes at the Victory Hall they will be asked to complete a PARQ. On the form will be questions relating to Covid-19 and clients will be requested to sign to say that if they or anyone they know has signs/symptoms of Covid-19 that they will not attend for 14 days from the start of symptoms and/or get a test to get the all clear before they return to class.</p> <p>In addition instructors will remind clients at the beginning of each class that they shouldn't attend if they have any symptoms of Covid-19</p>	<b>2</b>

<p>Flooring - clients touching floors with their hands during class an/or contact with bare feet</p>	<p>Instructors and clients</p>	<p><b>3</b></p>	<p>During class it is expected that Pilates clients, if lying or kneeling may place their hands on the floor and/or stand on the floor with bare feet. To avoid cross contamination between classes and clients, everyone must sanitise their hands on arrival and ensure that feet and faces remain on their mat where ever possible. In addition clients should wipe down their area before leaving with covid safe wipes or antibacterial spray and paper towels.</p> <p>For Dance/Fitness clients shoes should be worn at all times and hands should be placed on mats for floor exercises.</p>	<p><b>1</b></p>
<p>Taking payments - risks involved with taking cash/cheques from clients and giving change.</p>	<p>Instructors and clients</p>	<p><b>3</b></p>	<p>Clients will be encouraged to make online payments before attending classes and we have made it possible to pay for individual classes online as well. If clients have to pay by cash then we will provide money boxes that clients can slot their money into and we will ask them to bring the correct money so that cash isn't exchanging hands</p>	<p><b>1</b></p>
<p>Track and Trace</p>	<p>Instructors</p>	<p><b>3</b></p>	<p>A register of all attendees to classes is kept by instructors for at least 14 days which contains mobile phone numbers and/or email address and home addresses, so that if someone attending class develops symptoms we will be able to alert any attendees that came to the same class.</p>	

