

Oxford University Dancesport Club Risk Assessment

Date: 2020-2021

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This document will continually be updated to stay in line with government guidance, the guidelines from the Inter Varsity Dance Association, and the guidelines from the University of Oxford

Activities usually carried out by the club:

- Training Sessions and Classes
- Competition and Travel
- Demonstrations
- Hosting Varsity (every other year)

Hazard	Control Measures in Place	Risk Factor	Further Control Measures to Consider
Training			
1. Standing on another person's foot	Heel protectors are required to be worn. Participants are made aware of this risk. Training facilities have first aid kits on hand	High	
2. Twisting one's ankle	Advice participants to wear correctly fitting shoes	Medium	
3. Collision with another couple	Participants are taught how to avoid other couples and to stop dancing if there is danger of a collision	High	In the event of an injury, any incidents will be filed via https://oxforduni-remoteforms.info-exchange.com/incident
4. Lack of fluid/Dehydration	Participants are encouraged to drink plenty of water and will be made aware of where to get water	Low	

<p>5. Lack of food</p> <p>6. Carrying the stereo system</p> <p>7. Moving furniture e.g. tables</p> <p>8. Slippery floors</p> <p>9. Pulling muscles due to poor warm-up</p>	<p>Participants are advised to eat before training to maintain energy levels</p> <p>The stereo is carried in two parts by different people</p> <p>Furniture is always moved by more than one person</p> <p>Participants are advised to brush their shoes before starting practice. If the floor is dangerously slippery, the session will stop</p> <p>Controlled warm-up sessions are run at the beginning of any session expected to exceed two hours</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Report the floor to the relevant authority if it is considered dangerous</p> <p>Reminders to warm up and stretch before any session</p>
<p>Competitions and Travel</p> <p>10. Allergy to cosmetics</p> <p>11. Jewellery causing abrasion</p> <p>12. Coach Crash</p>	<p>Dancers are responsible for their own cosmetics</p> <p>Participants are advised to wear jewellery that will remain securely attached</p> <p>Professional coach company hired with their own insurance. Ensure that a Trip Registration Form is logged with the ASO prior to a club trip outside of Oxford. Event Organiser responsible for informing Security Services and SSO of serious accident</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/111 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>

Written Report Required

All first aid incidents or other H&S matters, including near misses, to be reported by a club member via <https://oxforduni-remoteforms.info-exchange.com/incident>

Club to adhere to NGB and OUS H&S Policies and record keeping

<p>13. Minor injuries (first aid)</p> <p>14. Injuries or illness occurring during or outside of the event/ activity</p> <p>15. Returning to activity after injury or illness</p>	<p>Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly</p> <p>If not at a staffed facility, use any first aider/ medical staff provided (e.g. BUCS fixtures at Parks) otherwise seek advice on 111 (999 if life threatening)</p> <p>Coach/ Leader to liaise with any participant returning from injury to ensure it is not aggravated by returning too early, incorrect training, or overtraining</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Drivers of private vehicles are advised to check with their insurer they are insured to drive on 'sports club' business.</p>
<p>Demonstrations</p> <p>16. Tripping over trailing wires</p> <p>17. Making contact with the audience</p>	<p>Ensure no wires are encroaching on the dance space. Advise event organisers or our requirements</p> <p>Audiences are required not to enter the dance space. The dancers are emphasised the importance of floor craft</p>	<p>Medium</p> <p>Low</p>	<p>Tape down any wires that might move during the performance</p>

<p>18. Hosting Varsity/ Cuppers</p>	<p>Separate risk assessment required for each event</p>	<p>N/A</p>	<p>Liaise with Sports Federation (see Events Process via Sharepoint or contact Sports Safety Officer)</p>
<p>COVID-Specific Measures -These measures follow the current the Inter Varsity Dance Association guidelines for step 3 on the Roadmap out of lockdown, with additional guidance from the Sports Federation, and are in line with University policy</p> <p>19. Not washing hands or inadequate hand washing</p> <p>20. Covid Officer role, registering and booking of participants and record keeping</p>	<p>Follow guidance on cleaning, hygiene, and hand sanitising. Ensure hand sanitiser is available at all events, classes, and practices. Require the cleaning of one’s hands upon arrival. Provide information on how to wash hands properly</p> <p>Club to appoint a ‘Covid Officer’ (duties can be shared but make sure there is good and recorded) communication who should be up to date with NGB guidance. Maintain a register of all participants involved with each training slot / game. QR codes will be provided at all locations in order for participants to register with NHS Track and Trace.</p>	<p>Low</p> <p>High</p>	<p>Provide information on when and where participants should wash their hands</p> <p>Any queries regarding RTP process email safety@sport.ox.ac.uk</p>

	<p>Arrange a booking system for participants to book in advance as part of the NHS Track and Trace protocols. Failure to book in advance – should not be allowed to participate in training or match.</p> <p>Such information will be held for 21 days in line with the club’s data storage policy and destroyed accordingly.</p>		
21. Class sizes (in accordance with current government guidance)	Indoor dance classes can take place. There is no upper limit, but you must ensure 3mx3m for each person in attendance for movement classes	High	Set maximum numbers for all venues and remain up to date with all guidance. Ensure more space is available if necessary for an individual with a disability to attend Iffley Sports Hall: capacity of 30
22. Mixing between different households/ support bubbles	Class participants are not to gather / interact together (unless they are in the same household or bubble) – social distancing must be maintained at a distance of 2m. If groups of people are attending the class together, that group must only be formed from people within the same household/support bubble. Bubbles must not mix	High	Ascertain in advance who is in the same household/ support bubble
23. Instructors	Instructors should be aware of the return to sport process and roadmap and are expected to follow guidelines set out. Instructors should have a risk assessment for each class they teach and provide evidence should the local authority or other party (e.g. facility provider) make checks. Insurance should be up to date. Instructor should be aware of the distance between themselves and other individuals when giving verbal instructions	High	Instructor must clean all equipment before and after all classes
24. Using common spaces of high	Follow the guidance of the facilities being used. Wear face coverings always except when exercising. Allow a 20-minute gap between sessions during which the necessary cleaning measures should be taken	Medium	

<p>traffic e.g. corridors</p>			
<p>25. Individuals travelling to sessions together</p>	<p>Participants not to travel together unless they are part of the same household/ support bubble.</p>	<p>Low</p>	<p>Encourage to cycle or walk to location of exercise class. If using public transport, a face covering is mandatory, maintain social distancing and good hand hygiene</p>
<p>26. Contaminated surfaces and equipment</p>	<p>Identify surfaces that are frequently touched by many people and disinfect them before and after using the facilities. Only allow one individual to touch the music system (with the exception of two people carrying it) and require this individual to disinfect it after use. Dresses and other dancewear will not be handed out; all dancers must provide their own. Disinfectant will be provided at all sessions. Surfaces will be kept clear to reduce the chance of contaminating objects. Individuals will not be allowed to use the changing facilities and are expected to arrive in whatever they intend to wear when dancing</p>	<p>High</p>	<p>Provide instruction and training to people who need to clean music systems. Also provide instructions on disinfecting surfaces and reminders on when to do so</p>
<p>27. Failing to social distance from other persons</p>	<p>A one-way system will be used on the dancefloor (anti-clockwise). Dancers will stagger the beginnings of their dances to ensure the person(s) ahead of them remain(s) distanced. The number of people allowed to attend a session will be limited (see part 21 of this risk assessment). All sessions will need to be booked in advance to ensure we do not exceed the allowed number of participants</p>	<p>High</p>	<p>Should a venue be large enough, a room may be subdivided into smaller spaces. This will require physical barriers, such as curtains, to divide the spaces</p>
<p>28. Poor ventilation</p>	<p>Ensure windows are always open so fresh air can circulate the room</p>	<p>Low</p>	<p>Make use of any ventilation systems available at venues</p>
<p>29. Infectious persons spreading the virus at sessions</p>	<p>Those who should be self-isolating will not be allowed to attend until two weeks have passed, or they are tested and the result is negative, whichever is sooner. A test and trace system will be in place for anyone attending our sessions</p>	<p>High</p>	<p>See positive results at end of Risk Assessment</p>

<p>30. Spreading the virus to one's dance partner</p>	<p>Partnered dancing will only be permitted when both partners are not required to socially distance from each other, in line with government guidelines on social distancing, university policy, and IVDA guidelines</p>	<p>High</p>	
<p>31. Spreading the virus to vulnerable people attending sessions</p>	<p>Follow guidance for 'vulnerable groups' as outlined by the government</p>	<p>High</p>	
<p>32. Hosting or attending large events</p>	<p>No competitions will be held, or attended, including varsity. No demonstrations will be performed live, though they may be video recorded. No social dancing events will be held, or attended</p>	<p>Low</p>	
<p>33. Spreading the virus between members of the competitive team</p>	<p>The team trials and partnering events will not occur. Any other team events are subject to all of the above restrictions</p>	<p>Low</p>	
<p>34. Positive/Negative responses, self-isolation, and definition of close contact</p>	<p>If a member had been tested positive for COVID-19 and has been participating in trainings, they should inform the COVID-19 officer about that fact. If the person wishes to remain anonymous, the COVID-19 officer will then inform other participants of the session that someone on the session have tested positive, so they can check for symptoms. Additionally, COVID-19 officer will notify the Sports Federation via safety@sport.ox.ac.uk about a case in the club.</p> <p>If the individual has been within the sports centre in the 48 hours preceding their positive test, COVID-19 officer will notify the facility operations team immediately via text message to 07780712901. This number should only be used for notifications of positive tests.</p>		

If the COVID-19 officer is contacted by PHE or NHS Test and Trace (can happen via the Sports Federation) to outline close contacts of an individual that has tested positive, they are obliged to share the information. However, they should not share the personal information unless it's officially requested.

Club members who have developed symptoms and got tested should follow the guidance below:

Individual Response - If You Have Symptoms and Get Tested

Confirmed Positive Test – Early Alert System (University of Oxford)

You should have already notified your household and been self-isolating. You should be contacted by Public Health England or NHS Test and Trace to identify your close contacts.

Confirmed Positive Test – NHS

You should have already notified your household and been self-isolating. If you haven't already you should notify your college and/or department. You should be contacted by Public Health England or NHS Test and Trace to identify your close contacts.

Confirmed Negative Test

You and your close contacts can stop self-isolation in relation to this case and can return to normal activities, unless you are required to self-isolate relating to another case. This is not the case if you are identified as a close contact and then test negative – see below for different procedure.

Guidance for individuals who have been identified as a close contact

The information below describes how you should respond if you are contacted by Public Health England or NHS Test and Trace because you are a 'close' contact of an individual that has already tested positive for Covid-19.

Self-Isolation

If you are identified by Public Health England or NHS Test and Trace as a 'close contact' of someone who has tested positive, you are legally required to self-isolate for 14 days following your contact with that person. Even if you are then tested and the test result is negative, you still must maintain self-isolation for 14 days following your contact with that person. This is because the incubation period for the virus can vary and, in the early days after exposure to the virus, there is a greater risk of a false negative test result.

Definition of Close Contact

A contact is a person who has been close to someone who has tested positive for COVID-19 (the 'index') during the period in which the index is infectious to others. This period typically lasts from 48 hrs before symptoms develop until up to 10 days after the onset of symptoms.

'Close' is defined as:

- Being within 2m of the index for more than 15 mins
- Being within 1m of the index for more than a minute without face-to-face contact

- Having a face-to-face conversation with the index within 1m
- Having skin-to-skin physical contact with the index
- Being coughed on by the index
- Travelling in a small vehicle with the index; or in a large vehicle/plane near to the index

As current guidelines do not require social distancing to be maintained within a household setting, all members of an index's household are automatically deemed to meet the definition of a close contact.