

Risk assessment

Company name: Yogabase Limited

Assessment carried out by: Lucy Morris

Date of next review: 15 December 2020

Date assessment was carried out: 15 July 2020

Amended: 23 July

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Toilets / changing rooms Transmission on surfaces and in air	Users (include: teachers / students / older clients / cleaners / Director and all visitors)	Social distancing in toilets of one-at-a-time use Masks to be worn inside toilets Increased cleaning Hirers advised to minimise use of changing rooms and encourage student to arrive dressed appropriately for the	Monitoring of guidelines	YB and hirer	Immediate	Yes

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		activity Showers are not to be used – hirers advised				
Studio equipment Transmission on surfaces		New signage New terms and conditions of use for hirer circulated and available on the website Installation of new hand sanitising units at entry points New signage and hand sanitiser for use of water dispenser Provision of cleaning materials if equipment is used Provision of more	Monitoring of guidelines and ensuring terms of hire are followed	YB and hirer Students	Immediate	Yes

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		<p>time between classes for adequate cleaning Equipment use to be discouraged Users to bring own mats where possible All equipment used to be wiped clean with disinfectant / bleach solution after use All users to wash hands before entry and discouraged to touch face</p>				
<p>Studio air Transmission in air</p>	<p>Users of room</p>	<p>Limiting users to 9 users in the studio / premises including all spaces Banning air</p>	<p>Getting quote for ventilation system depending on successful negotiation of rent</p>	<p>YB</p>	<p>As soon as possible</p>	<p>Yes</p>

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		conditioning unit use Instructing hirer with instructions as condition of hire Encouraging opening of all windows Installation of carbon dioxide monitoring Windows are not easily accessible for opening in the studio	Carbon dioxide monitoring being researched YB investigating improvements to window access and or new windows depending on successful negotiation of rent	YB		
All surfaces Transmission on surfaces	Transmission of Covid via unclean hands	Installing of hand sanitiser at entry point Displaying hand washing signs Instructing hirer to ensure users wash	Monitor guidelines	YB / hirer	Immediate	Yes

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		hands Hirer to clean any equipment used Cleaning schedule increased to daily and monitored (daily or when studio has been used) Cushions removed upstairs to facilitate cleaning				
Lockers	Users of lockers	Locker use is banned temporarily	Monitor guidelines	YB	Ongoing	Yes
Showers	People who use showers / cleaner	Shower use is banned temporarily	Monitor guidelines	YB	Ongoing	Yes
Air conditioning units	All users	Air conditioning unit is not to be used for the interim period	Respond to government guidelines, possibly install ventilation system	YB	Ongoing. Cannot spend further on studio until rent is agreed with landlord	Yes

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Stair well and case	All users	Installation of mirrors to ensure people can maintain social distance and use staircase one at a time	None Possibly monitor guidelines	YB	Immediate	Yes
Social distance within the studio space and upstairs		Hirer advised as to appropriate numbers allowed within the studio (currently 9) Changeover time increased to allow for spacing Timetable amended Class sizes reduced Yogabase in total is 981 sq ft according to the lease – 1 people per 100sq ft government guidelines. No more	Monitor guidelines	YB and hirer	Immediate / asap	Yes

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		than 9 people to be on the premises. Signage indicating this to be displayed	New signage bought and dispalyed			
Track and tracing	All users	Existing visitor records amended to include phone numbers to allow contact Visitor book to be used by hirer. All participant records to be kept electronically by hirer	Monitor guidelines	YB and Hirer	Immediate	Yes
Leaflet and timetables	Users	All leaflets and timetables will not be available for circulation	Monitor guidelines	YB / teachers	Immediate	Yes
Water dispenser	User transmission	Hand sanitser unit	Monitor guidlines	YB	Immediate	Yes

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		added and signage next to water unit Cups removed and signage instructing use of own bottles				
Sign in book	Users transmission	Teachers instructed to monitor classes electronically YB installing broadband by September and investigating online registers that comply with fire safety regulations In the interim sign in book still to be used by facilitator / teacher	Install broadband / further research	YB and teachers	Immediate / asap	Yes and ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

