



# COVID-19 RISK ASSESSMENT

## CANTERBURY BRANCH

**Assessment carried out by:** Katie Marquis (Manager)

**Venue:** 33 St Dunstan's Street, Canterbury. CT2 8BZ

**Date of Assessment:** August 2020

**Review Date:** Rolling Version 1.1

LOCATION/ ACTIVITY	HAZARDS	WHO IS AT RISK?	CONTROLS	ADDITIONAL CONTROLS	WHO IS RESPONSIBLE FOR PUTTING MEASURES IN TO PLACE / MAINTAINING THEM?
Entering the building	Transmission of virus via contact surfaces and airborne particles	All that attend site	Additional cleaning of door handles and other high-touch surfaces throughout the day.  Hand sanitiser available on entry and notices to remind about the washing/sanitising of hands.	Pupils reminded to wash and sanitise hands on entry.	Management and Staff
Signing pupils in / waiting for class	Transmission of virus via airborne particles	All that attend the site	A one-parent drop off and no waiting policy in place to maintain social distancing in line with government guidelines.  All students over 11 years waiting asked to wear face masks.  Windows open in waiting area for good ventilation.	Temperatures of staff and pupils checked on entry into the building.  Staff to monitor that pupils are adhering to social distancing whilst waiting.  Parents dropping off asked to wear face masks.	Parents and Staff

Moving in between waiting area and studio	Transmission of virus via contact surfaces and airborne particles	Students and Staff	<p>All students accompanied upstairs by a member of staff to ensure social distancing and no interaction with other users of the building.</p> <p>Cleaning of high-contact surfaces such as door handles carried out in between classes.</p>	Staff
Changeover of classes	Transmission of virus via airborne particles	Students and Staff	<p>Breaks in between classes to allow for changeover of class 'bubbles' without interaction.</p> <p>Cleaning of studio and waiting area in between classes to be undertaken.</p>	Staff
Changing and storage of personal belongings	Transmission of virus via contact surfaces	Students and staff	<p>Changing room taken out of use and all students asked to come dressed for class.</p> <p>Individual storage spaces provided for students and students reminded to only bring essential possessions to class. Staff will have a separate space to put their belongings.</p>	Management, Staff and Pupils
Use of toilets	Transmission of virus via contact surfaces and airborne particles	All that attend the site	<p>A one in, one out policy in place to maintain social distancing.</p> <p>Paper towels and liquid hand soap supplied for hand washing.</p> <p>Signs displayed to remind everyone of the importance of hand washing and in addition younger students reminded verbally by staff.</p>	Management and Staff

Use of kitchen area	Transmission of the virus via contact surfaces and airborne particles	Staff	<p>Kitchen area taken out of use for all except staff.</p> <p>Only one member of staff to use at a time.</p> <p>Staff instructed to thoroughly wash hands, surfaces and any utensils immediately after use. Cleaning products supplied.</p>		Management and Staff
Dance class in the studio	Transmission of the virus via contact surfaces and airborne particles	Staff and Students	<p>Class sizes restricted to 10 per class to maintain social distancing, allowing a 3m<sup>2</sup> space for all pupils.</p> <p>Clear markings to show students where to stand (both at the barre and in the centre) to maintain social distancing. Teachers also to maintain social distancing from pupils.</p> <p>Windows open to provide good ventilation.</p> <p>Used of shared props and contact partner work is prohibited. Any equipment that is used will be sanitised and cleaned after use.</p>	<p>Hand sanitiser provided for use before entering and on leaving the studio.</p> <p>Teachers to also guide students on spacing during classes and to adapt teaching styles to take social distancing in to consideration. No hands-on corrections to be given.</p> <p>A policy of no observers during the class will be in place.</p> <p>No outdoor shoes allowed in the studio, or bare feet.</p>	Staff
Leaving building / collection of students	Transmission of virus via contact surfaces and airborne particles	All on site	<p>A one-parent for collection policy in place to maintain social distancing.</p> <p>Hand sanitiser provided for use.</p> <p>Windows open in waiting area for good ventilation.</p>		Staff and Parents

<p>Someone becomes unwell or injured whilst on site</p>	<p>Transmission of virus to others via airborne particles</p>	<p>All on site</p>	<p>The unwell/injured person to be taken to the isolation room and a parent/guardian or emergency contact called to come and collect them. If they are displaying possible Covid-19 symptoms they will be advised of the stay at home guidance and must not return to the studio until after their period of self-isolation.</p> <p>The rest of the class' parents then contacted to collect them and a deep clean of room(s) that the person has been in will then be undertaken.</p> <p>Contact details of pupils attending classes will be kept on record on site.</p>	<p>A trained first aider always on site. PPE supplies (eg face masks and gloves) available to use.</p> <p>Should NHS 'Test and Trace' call we would follow guidance given and if necessary provide the names and contact details of those who have come in to contact with the unwell person.</p>	<p>Management and Staff</p>
<p>A member of staff develops Covid-19 having recently been on site</p>	<p>Transmission of virus via airborne particles and contact surfaces</p>	<p>Anyone who may have come into contact with the member of staff</p>	<p>The management will contact Public Health Authority to discuss the case and seek advice, and then take the appropriate action.</p>	<p>Management to offer support to staff and their families who are affected by Coronavirus.</p>	<p>Management</p>
<p>Cleaning of Premises</p>	<p>Transmission of virus via contact surfaces</p>	<p>Staff and Cleaners</p>	<p>High contact surfaces such as door handles, barras etc will be cleaned in between each class and frequently throughout the day.</p> <p>PPE (eg. gloves) and cleaning products provided, and ample supplies of hand soap, hand sanitiser and paper towels available for use.</p>	<p>Additional cleaning measures put in place.</p> <p>Additional floor cleaning measures in place on days when creative and contemporary dance is taught.</p>	<p>Management and Staff</p>