



COVID-19 RISK ASSESSMENT

ASHFORD BRANCH

Assessment carried out by: Katie Marquis (Manager)

Venue: Dance Visions Studios, Unit 7 & 8, Kingfisher Business Park, Henwood, Ashford. TN24 8DG

Date of Assessment: August 2020

Date of Review: 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.	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 to the door and no waiting policy in place to maintain social distancing in line with government guidelines. All students asked to wear face masks whilst waiting for their class in the communal spaces. Door open in reception 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. All parents dropping pupils off asked to wear face masks.	Parents and Staff

Moving in between entrance and studio	Transmission of virus via contact surfaces and airborne particles	Students and Staff	<p>All students accompanied to studios by a member of staff to ensure social distancing and minimal interaction of 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 in between classes to be undertaken.</p>	<p>Staggered class start and finish times with other users of the building where possible to reduce a crossover of class 'bubbles'.</p> <p>One way system in place.</p>	Staff
Changing and storage of personal belongings	Transmission of virus via contact surfaces	Students and staff	<p>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, and automatic hand dryers available.</p> <p>All students reminded verbally by staff of the importance of hand washing, in particular younger students.</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 according to the studio size and type of class to maintain social distancing, allowing a minimum of 2m² space for all pupils and where possible a larger space.</p> <p>Clear markings to show students where to stand (both at the barre and in the centre) to maintain social distancing.</p> <p>Treated air circulation system and extractor fans in use to provide good ventilation / air flow.</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 or bare feet allowed in the studio.</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>Door open in reception area for good ventilation.</p>	Parents picking up asked to wear face masks unless exempt for medical reasons.	Staff and Parents
Someone becomes unwell or injured whilst on site	Transmission of virus to others via airborne particles	All on site	The unwell/injured person to be immediately removed from the class 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.	A trained first aider always on site. PPE supplies (eg face masks and gloves) available to use.	Management and Staff

			<p>The pupil to wait separately with a member of staff until collected avoiding touching anything.</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 before they are used again.</p> <p>Contact details of pupils attending classes will be kept on record.</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>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, and alert the venue owner.</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, barres 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>Management and Staff</p>