



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: September 2021

Date of Review: Rolling Version 1.2

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 parent drop off to the door and no waiting policy in place to maintain social distancing. All students over 11 years encouraged to wear face masks in communal areas. Door open in reception area for good ventilation.	Staff to monitor that pupils are adhering to social distancing whilst waiting. All parents dropping pupils encouraged 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	Cleaning of high-contact surfaces such as door handles carried out in between classes.		Staff
Changeover of classes	Transmission of virus via airborne particles	Students and Staff	Cleaning of studio in between classes to be undertaken.	Staggered class start and finish times with other users of the building where possible to reduce a crossover of class 'bubbles'. One way system in place.	Staff
Changing and storage of personal belongings	Transmission of virus via contact surfaces	Students and staff	All students asked to come under-dressed for class where possible. 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.		Management, Staff and Pupils
Use of toilets	Transmission of virus via contact surfaces and airborne particles	All that attend the site	A one in, one out policy in place to maintain social distancing. Paper towels and liquid hand soap supplied for hand washing, and automatic hand dryers available. All students reminded verbally by staff of the importance of hand washing, in particular younger students.		Management and Staff
Dance class in the studio	Transmission of the virus via contact surfaces and airborne particles	Staff and Students	Class sizes restricted according to the studio size and type of class to maintain social distancing, allowing a minimum of 2m ² space for all	Hand sanitiser provided for use before entering and on leaving the studio.	Staff

			<p>pupils.</p> <p>Treated air circulation system and extractor fans in use to provide good ventilation / air flow.</p> <p>Any equipment/props that are used will be sanitised and cleaned after each use.</p>	<p>Teachers to also guide students on spacing during classes and to adapt teaching styles to take social distancing in to consideration.</p> <p>Teachers to sanitise hands before any hands-on corrections are given.</p> <p>No outdoor shoes allowed in the studio.</p>	
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>	<p>Parents picking up encouraged to wear face masks unless medically exempt.</p>	Staff and Parents
Someone becomes unwell or injured whilst on site	Transmission of virus to others via airborne particles	All on site	<p>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. 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</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>	Management and Staff

			<p>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>		
A member of staff develops Covid-19 having recently been on site	Transmission of virus via airborne particles and contact surfaces	Anyone who may have come into contact with the member of staff	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.	Management to offer support to staff and their families who are affected by Coronavirus.	Management
Cleaning of Premises	Transmission of virus via contact surfaces	Staff and Cleaners	<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>	Additional cleaning measures put in place.	Management and Staff