



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: September 2021

Review Date: 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 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	Parents encouraged to drop off and not wait policy (unless absolutely necessary) in place to prevent over crowding in communal areas. All students over 11 years encouraged to wear face masks in communal areas.	Staff to monitor that pupils are adhering to social distancing whilst waiting. Parents dropping off encouraged to wear face masks in communal areas.	Parents and Staff

			Windows open for good ventilation.		
Moving in between waiting area 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. Students asked to wash or sanitise hands before entering the studio.		Staff
Changeover of classes	Transmission of virus via airborne particles	Students and Staff	Cleaning of studio in between classes to be undertaken, and communal areas as often as possible.		Staff
Changing and storage of personal belongings	Transmission of virus via contact surfaces	Students and staff	Changing room in use for limited usage and all students asked to come under-dressed for class. 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. Paper towels and liquid hand soap supplied for hand washing. Signs displayed to remind everyone of the importance of hand washing and in addition younger students reminded verbally by staff. Additional cleaning of toilet area undertaken throughout the day.		Management and Staff

Use of kitchen area	Transmission of the virus via contact surfaces and airborne particles	Staff	All users of the kitchen area instructed by signage to thoroughly wash hands, surfaces and any utensils immediately after use. Cleaning products supplied.		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 maintain social distancing, allowing a 2m² space for all pupils.</p> <p>Teachers to encourage students to keep good spacing.</p> <p>Windows open to provide good ventilation.</p> <p>Any equipment/props that are used will be sanitised/cleaned after use.</p> <p>Pupils asked to sanitise hands before any contact partner work.</p>	<p>Hand sanitiser provided for use before entering and on leaving the studio.</p> <p>No outdoor shoes 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 help maintain social distancing.</p> <p>Hand sanitiser provided for use.</p> <p>Windows open in waiting area for good ventilation.</p>		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 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	<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</p>	Management and Staff

			<p>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>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.</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>Additional floor cleaning measures in place on days when creative and contemporary dance is taught.</p>	<p>Management and Staff</p>