

STREET DANCE ACADEMY LTD.
RISK ASSESSMENT.

Title : COVID-19

Date of Assessment : 2/9/2020

Risk Assessor : Julie Harris

Risk Assessment Reference : SDA COVID-19 SBS

People involved in making this assessment : Julie Harris / George Harris

Task/ Process : Assessment Due to working around COVID-19

People at Risk : Employees, Contractors, Members of the Public, Children & Young Persons

Hazard : Training Untrained staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and affect the health of others.

Control Measures:

1. All teachers have completed zoom talks relating to hygiene measures, have read the risk assessment and completed e-learning for returning to work.
2. All teachers will be briefed on the content of this risk assessment and will sign to state they have read and understand the content.
3. All teachers have been instructed on the requirement to inform to management of any breaches of protocol as per the arrangements to protect our employees and members of the public from COVID-19.

Hazard : Cleaning Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Continued rigorous cleaning procedures have been introduced in house. Cleaning scheduled have increased and will be monitored to fall in line with the demand. Classes will finish 10 minutes early for cleaning to take place in-between each class.

2. If there is a confirmed COVID-19 case in the Academy, the facility will be notified and closed to public and we will follow the PHE Guidance – COVID-19 Cleaning in non-healthcare settings while cleaning all areas of the facility.

3. Staff will carry out regular cleaning of high-contact touch points such as entries, door handles throughout the premises, areas will be cleaned in-between tuition sessions, before the centre opening and after the last customer has left.

4. Equipment is cleaned by staff in between every use.

5. Hand washing and sanitising encouraged throughout tuition for students and teachers.

7. Class times to be spaced or reduced so cleaning measures can take place in between student tuition.

8. Everyday cleaning products are acceptable at this time. Milton as a possible steriliser.

Hazard : Reception areas Close contact between reception staff on shift and between reception staff, teachers and members of the public could result in a higher risk of COVID-19 transmission.

Control Measures:

1. Processes have been introduced to make sure social distancing remains in place for reception staff.

2. Queue management - 2m spacing markings are placed on the floor, only one member of public at any one time can queue inside, all others are instructed to queue outside.

3. Signage has been installed in the reception areas to inform members of the occupancy limits within the centre and these are emailed to the members/posted on social media/website.

Hazard : Reception areas Close contact between reception staff on shift and between reception staff, teachers and members of the public could result in a higher risk of COVID-19 transmission.

4. All member fees are paid in advanced online no cash to be handled. In the instance a member cannot Pay online payment will. Be handed to receptionist in a clearly marked sealed envelope

5. Where possible, only one person is to work in the reception area at any one time.

6. A mark between the customer and receptionist is in place.

7. NO Food may be brought into the studios. Water bottles are permitted but must be stored with the member at all times. Nothing to be left on the side waiting areas.

8. A one way system has been introduced, from the carpark and entry and exit to both studios.

9. All dancers to wear mask on entry and exit, when travelling to the toilets. Whilst participating in class a mask is not required but is advised.

Hazard : Toilets Risk of overcrowding, towels and other cleaning aids preventing cross contamination leading to a higher risk of COVID-19 transmission.

Control Measures:

1. Extra care/signposting will be provided to maintain social distancing when in these areas. A one way system has been introduced to reduce close contact.

2. Members are instructed only to use the toilets in an emergency. Members will ask permission from the teacher and only be allowed entry if necessary one person at a time.

3. Hand sanitising stations are available on entry to the studios and must Be used.

4. Toilet facilities remain open but only those inside the studio itself.

5. Toilet facilities will be well equipped for hand hygiene. Monitored and cleaned by staff more frequently.

6. Any dance wear or drink items brought into the premises must be stored in a bag when not being used and kept with the owner at all times.

Hazard : Studio Floors Risk of overcrowding and close contact between members on the Studio floor whilst exercising causing a higher risk of COVID-19 transmission.

Control Measures:

1. Studio has been spaced, using clearly marked areas for the dancers to remain during class to enable social distancing.
2. Tuition times booked in advance to limit numbers and crowd control. NO walk ins, or entry for dancers who have not registered online.
3. Regular cleaning takes place of the studio floors.
4. Maximum Studio capacity has been based on 3m² per person as per UK Active recommendations, if studio space allows, this should be extended. Students may have to calculate recommended areas.
5. Touch points of equipment are cleaned after use – this will be performed by the staff using spray and cloths provided. This is in addition to the cleaning schedule.
6. Markings on the studio floors to assist distancing measures.

Hazard : Studio Equipment Unclean equipment following member use causing a higher risk of COVID-19 transmission.

Control Measures:

1. Staff will clean equipment before and after use.
2. Any equipment with porous surfaces has been removed and will not be used e.g. bean bags, prop cloths, chairs
3. Regular cleaning takes place.
4. One way systems enabling customers to socially distance.
5. Only the teacher to access music systems.

Hazard : Studios & Functional Areas Member grouping within close proximity causing a higher risk of transmission.

Control Measures:

1. The number of participants in Group classes may be limited to ensure social distancing between students

2. There is sufficient times between classes to allow a full clean and decontamination of the area and equipment is only used by one person where possible.

3. Equipment (including mats etc) are cleaned in between use. This will be done by the staff member after the class has finished using spray and cloths provided.

4. Markings are on the floor to show the area for individuals to use.

5. Class regimes have been reviewed, there will be no stop student to student interaction during exercise e.g. two person lifts, this will ensure social distancing can be maintained through the class.

6. Crowding whilst waiting for classes is not permitted. A queuing system is in place which indicates social distancing in the way of floor markings.

7. Doors to remain open at all times where possible to reduce contact. certain fire doors, toilet and changing room doors may be exempt from this.

8. Windows to be open where possible. only to be opened by teachers with handles being cleaned regularly.

9. Air conditioning and fans to be used or not used following government advise. Fresh air is the preferred way of ventilating the dancespace so opening windows and doors (that are not fire doors) can help.

Hazard : Teacher, Parent/Student interaction Risk of transmission between teachers, parents and students creates a higher risk of infection.

Control Measures:

1. Students asked to wait outside the premises and to be called in by a teacher when safe.
2. One way system in place for entrance and exit.
3. Teachers to accompany students towards the exit to ensure safe pick up for parent/guardians. Only the dancer/member is allowed to enter the studio.
4. Online payments available.
5. Teachers to arrive at a minimum of 15 minutes prior to their start time to avoid contact.
6. Teaching timetable and studios split into time slots to allow distancing measures between teachers.
7. Temperature checks to be used upon entry. If students temperature reads high they are to be collected straight away. If that is not possible, placed in isolation until collected.
8. Teachers to wear masks.
9. All members are to complete a health screening form before entry to class.
- 10 SDA Requires participants to wash hands before and after dance class.
- 11 Members urged to leave jewellery at home to avoid hand to face contact.
12. Encourage dance teachers to face away from participants whilst teaching.
13. Travelling from corner will need more time between participants. Also participants not to follow 'in line' of the dancer ahead of them.

Hazard : First Aid There are increased risks of COVID virus transmission during provision of first aid and CPR.

Control Measures:

1. Although there may be heightened concerns around first aid, this will continue as normal, with the below aspects to be used when needed:
Gloves. Resus masks for emergency first aid are provided to all first aiders. Face masks for general first aid.
2. Resuscitation Council UK has provided specific guidance on CPR delivery has been adopted.
3. Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are provided for use.
4. Disposable gloves are worn if physical contact is likely to be made with potentially contaminated areas or items.
5. The use of a face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.
6. When using a face mask, users must know that the mask covers over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.
7. All first aiders instructed to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.

Hazard : Failure to follow Government policies Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.

Control Measures:

1. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.
2. Our arrangements and procedures are reviewed daily in the light of additional Govt. guidance as published at [gov.uk/Coronavirus](https://www.gov.uk/coronavirus).
3. Teachers or dancers with family members in at risk categories or believe their circumstances to have changed have been instructed to inform the SDA Management without delay. Decisions on attendance accordance with Govt. policy are taken on a case by case basis.

Hazard : Failure to follow Government policies Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.

4. This risk assessment has been displayed on our website.

Mental health and wellbeing affected through isolation or anxiety about coronavirus

Control Measures:

1. Talk openly with teachers and dancers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk issues through.

2. Keep teachers and dancers updated on what is happening so they feel involved and reassured.

Hazard: Dance teachers and participants spreading coronavirus.

1. All dancers to complete a health screening form before entry to studio.

2. Communicating ahead of arrival and on arrival the guidance about who should self-isolate.

3. Dancers should contact Julie Harris and inform SDA if they have any symptoms IMMEDIATELY within a two week period of attending class.

Reviewer : Julie Harris & George Harris.