

COVID-19 RISK ASSESSMENT FORM

SECTION A								
LOCATION: Cambridge Dance Studios			ACTIVITY: Dance classes for children					
DATE CARRIED OUT: 16 July 2020			TIME: 2.30pm					
COLLATED BY: Imogen Knight			DATE TO BE REVIEWED: 1 September 2020					
SECTION B								
1. Area	2. What are the risks?	3. Who is at risk?	4. Factors to control	5. Additional Controls	6. Risk Rating: low, medium or high	7. Action by whom?	8. Action by when?	9. Done
Street Entry & Stairs	<p>1 - Sole Entry & Exit point for the building. (transmission)</p> <p>2 - A potential bottleneck for arrivals and departures. (transmission)</p> <p>3 – Handrail on stairs (transmission)</p>	<p>1 – Staff member or volunteer attending the door</p> <p>2 – students (both children and adults) passing on stairs or congregating at entrance</p> <p>3 – touching of handrail for students of all ages coming up and down the stairs</p>	<p>1 – reducing transmission risk on surfaces & proximity by: clean handrails & any IT items hourly or between cohorts (whichever is more frequent), use of masks: social distancing</p> <p>2 – timetabling end/start times of classes to address separation of cohorts: keep adults and children separate, stagger times students will be on stairs</p> <p>3 – queuing parents & children for collection/drop off – keep entry and exit queues separate</p> <p>4 – medical declaration taken at entry to prevent unwell students entering class</p> <p>5 – students who are unwell asked to stay away</p>	<p>1 – medical declaration to be made by all students</p> <p>2 – circulate medical declaration in advance, put on website and as posters at entry</p> <p>3 – manage entry & queues clearly – use parking space to do so</p> <p>4 – uses signage to remind about social distancing</p> <p>5 – keep airflow high through door & windows on stairs being open</p> <p>6 – Perspex added to stairs rails as a precaution for safe stair use with children on stairs without parents</p>	Medium	<p>All staff to lead</p> <p>All Parents and All students</p>	<p>Daily Morning & evening</p> <p>Constant attendance by staff at entry 4pm to 6pm</p>	<p>On-going practise until further notice</p> <p>Signage printed and displayed</p> <p>H&S policy on CoD Website</p> <p>Medical Declaration on CoD Website</p>

Level 1 entry/lobby	<ul style="list-style-type: none"> 1 - Surface transmission 2 – Passing in corridor 3 – waiting for class 	<ul style="list-style-type: none"> 1 – Students 2 – teachers/staff 	<ul style="list-style-type: none"> 1 – internal door removed to reduce surface for touching 2 – regular (hourly) wiping of door handles to studios/fire doors that must be touched timetabling end/start times of classes to address separation of cohorts: keep adults and children separate, stagger times students will be on stairs 4 – use of signage to remind people to keep distanced 	<ul style="list-style-type: none"> 1 – increase airflow through keeping window open 2 – accompanying parents for under 5s to wear masks at all times 3 – development of good habits – reminders by staff and monitoring – parent & staff together 4 - Lino replaced with new and mopped after the end of every day. 	Medium	<ul style="list-style-type: none"> All Staff All parents & students 	<ul style="list-style-type: none"> Daily cleaning by staff at start & end of day plus additional cleaning between cohorts 	<ul style="list-style-type: none"> On-going practise until further notice
Level 1 Bathrooms	<ul style="list-style-type: none"> 1 – surface transmission 	<ul style="list-style-type: none"> 1 – students & parents 2 – teachers/staff 	<ul style="list-style-type: none"> 1 – touch-free bin installed 2 – paper towels added 3 – disinfectant wipes available 4 – signage advising to wipe surfaces & wash hands properly 5 – staff to do hourly cleaning of door handles 6 – single-use cubicles, so distancing preserved 	<ul style="list-style-type: none"> 1 - Lino replaced with new and mopped after the end of every day. 	High	<ul style="list-style-type: none"> All staff to monitor & remind. Admin staff to clean hourly Parents & students 	<ul style="list-style-type: none"> Hourly when studio open 	<ul style="list-style-type: none"> On-going
Studio 3 (Level 3)	<ul style="list-style-type: none"> 1 – surface transmission 2 – aerosol transmission 	<ul style="list-style-type: none"> 1 – students 2 – teachers 	<ul style="list-style-type: none"> 1 – ventilation – no aicon use 2 – ventilation - opening of windows & doors to increase air flow 3 – cleaning of multi-touch surfaces (barres & floors, doors, electronic equipment) 4 – distancing between students maximised at barre (no closer than 2m) and in centre by use of placing by teachers – all facing the same way and lines staggered to reduce likelihood of breathing 	<ul style="list-style-type: none"> 1 – safety around open windows – windows all checked and top half fixed to prevent sticking/accidents. Bottom half may be opened – barres are safety barrier 2 – class limits reduced to 15 for the summer (previously 16) for children’s classes and to 10 for adult classes 3 – medical declaration taken at entry to prevent unwell students entering class 	<ul style="list-style-type: none"> Low when windows are open Medium when windows are closed 	<ul style="list-style-type: none"> Teachers 	<ul style="list-style-type: none"> Start & end of each day Between classes 	<ul style="list-style-type: none"> On-going

			<p>over someone</p> <p>5 – class plan – arranged to pace the class and ensure that increased exercise is managed carefully with some students dancing and others standing at a safe distance apart.</p>	<p>4 – students who are unwell asked to stay away</p>				
Level 2 entry/lobby	<p>1 – surface transmission</p> <p>2 – aerosol transmission</p>	<p>1 – students</p> <p>2 – teachers</p> <p>3 – parents of under 5s</p>	<p>1 – ventilation – no aircon use</p> <p>2 – ventilation - opening of windows & doors to increase air flow</p> <p>3 – cleaning of multi-touch surfaces (barres & floors, doors, electronic equipment)</p>	<p>1 – scheduling arranged in age cohorts to reduce footfall overlapping. Gathering at doors discouraged and time added between classes to facilitate students leaving efficiently before next students arrive</p> <p>2 – class limits reduced to 15 for the summer (previously 16) for children’s classes and to 10 for adult classes</p> <p>3 – medical declaration taken at entry to prevent unwell students entering class</p> <p>4 – students who are unwell asked to stay away</p> <p>5 - Lino replaced with new and mopped after the end of every day.</p>	medium	Staff & parents working together		
Level 2 Bathrooms	<p>1 – surface transmission</p>	<p>1 – students & parents</p> <p>2 – teachers/staff</p>	<p>1 – touch-free bin installed</p> <p>2 – paper towels added</p> <p>3 – disinfectant wipes available</p> <p>4 – signage advising to wipe surfaces & wash hands properly</p> <p>5 – staff to do hourly cleaning of door handles</p>	<p>1 - Anything not needed in the bathroom cubicle will be removed</p> <p>2 – Lino replaced with new and mopped after the end of every day.</p>	High	<p>All staff to monitor & remind.</p> <p>Admin staff to clean hourly</p> <p>Parents & students</p>	Hourly when studio open	On-going

Level 2 Changing Room	1 – surface transmission	1 – students & parents 2 – teachers/staff	1 – will be closed to students & Parents 2 – available only in an emergency as a space where a person who falls sick whilst on site may be isolated.	1 - safety around open windows – Perspex added to all windows to prevent accidents or objects falling out 2 - Lino replaced with new and mopped after the end of every day.	Low	First aiders	As needed	As needed
Level 2 Waiting Room	1 – surface transmission	1 – students & parents 2 – teachers/staff	1 – will be closed to students & parents 2 – available only to staff as a private space where they may rest/take time out whilst being able to distance safely. 3 – staff responsible for wiping down coffee machine after use	1 - safety around open windows – Perspex added to all windows to prevent accidents or objects falling out 2 - Lino replaced with new and mopped after the end of every day.	Low	Staff	As needed	As needed
Level 2 Kitchen	1 – surface transmission	1 – cleaning or admin staff	1 - available only to staff where cleaning materials are stored or as access to costume cupboard 2 – where costume boxes are accessed for sorting, this will be singly and boxes left untouched for at least 24 hours 3 – cleaning staff responsible for wiping down sink & cleaning materials after use		Low	Staff	As needed	As needed
Level 2 Office	1 – surface transmission	1 - staff	1 – Only 1 staff member to be in this office at a time 2 - wipe down of electronic items between use – 1 staff member to take responsibility for phone/no shared use 3 – separate laptops to be used/no sharing of PC	2 – wiping down of desk & cupboard door handles with cleaning fluid at the end of every day	Low	Staff	As needed	As needed

<p>Studio 1 (Level 2)</p>	<p>1 – surface transmission 2 – aerosol transmission</p>	<p>1 – students 2 – teachers</p>	<p>1 – ventilation – no aicon use 2 – ventilation - opening of windows & doors to increase air flow 3 – cleaning of multi-touch surfaces (barres & floors, doors, electronic equipment) 4 – distancing between students maximised at barre (no closer than 2m) and in centre by use of placing by teachers – all facing the same way and lines staggered to reduce likelihood of breathing over someone 5 – class plan – arranged to pace the class and ensure that increased exercise is managed carefully with some students dancing and others standing at a safe distance apart.</p>	<p>1 – safety around open windows – windows all Perspex applied to bottom half of window 2 – class limits reduced to 15 for the summer (previously 16) for children’s classes and to 10 for adult classes 3 – medical declaration taken at entry to prevent unwell students entering class 4 – students who are unwell asked to stay away</p>	<p>Low when windows are open Medium when windows are closed</p>	<p>Teachers</p>	<p>Start & end of each day Between classes</p>	<p>On-going</p>
<p>Studio 2 (Level 2)</p>	<p>1 – surface transmission 2 – aerosol transmission</p>	<p>1 – students 2 – teachers</p>	<p>1 – ventilation – no aircon use 2 – ventilation - opening of windows & doors to increase air flow 3 – no classes held here – used as a temporary waiting room for parents of under 5s – seats arranged with distancing 4 – parents will be asked to wipe down their seats before leaving 5 – 1 parent only with each student 6 – floors to be mopped daily at end of the U5 cohort & door kept shut</p>	<p>1 – safety around open windows – windows all Perspex applied to bottom half of window 2 – class limits reduced to 15 for the summer (previously 16) for children’s classes and to 10 for adult classes 3 – medical declaration taken at entry to prevent unwell students entering class 4 – students who are unwell asked to stay away</p>	<p>Low when windows are open Medium when windows are closed</p>	<p>Teachers</p>	<p>Start & end of each day Between classes</p>	<p>On-going</p>

<p>If someone falls sick whilst in the building</p>	<ol style="list-style-type: none"> Peer to peer transmission through surface or aerosol 	<p>Anyone in proximity (teacher, classmates, other staff, surfaces that have been touched) the building at the time</p>	<p>Possibility of further transmission amongst people in the building so the following steps will be taken:</p> <ol style="list-style-type: none"> Ensure that a mask is given and worn by the ill person Isolate the person in the changing room Call the emergency contact to come and collect that person Establish where that individual has been in the building, wipe surfaces as needed Follow up with person to have them confirm results of a test and then communicate as needed to the people in the building at the same time Move classes online if needed for both teacher and students 		<ol style="list-style-type: none"> Low (medicate declaration taken at entry) 	<ol style="list-style-type: none"> Staff on duty at time Principal for Contact/trace 	<p>As needed</p>	<p>Ongoing</p>
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