



**COVID-19 Risk Assessment**

**Task:** Assessment due to working around COVID-19

**Date of Assessment:** 23/08/2020

**Risk Assessor:** Joyce McLelland

**Persons at risk:** Staff, students, guardians

<p><b>Hazard:</b> Untrained staff who have not been given sufficient information to fully understand and put in place new policies and procedures enabling us to work within Government Policy. This could compromise our arrangements and affect the health of others.</p>
<p><b>Control Measures</b></p>
<p>1. All employees given training via Zoom prior to returning to work on new protocols and reasons for their necessity.</p>
<p>2. All employees emailed written guidance of new work protocols.</p>
<p>3. Written guidance of new work protocols added to staff group &amp; printed copies made available in every studio.</p>
<p>4. All employees will be briefed on the content of this risk assessment and given access to it, alongside the government guidance that has shaped our risk assessment and corresponding procedures.</p>
<p>5. All employees have been instructed on the requirement to inform management of any breaches of protocol as per the arrangements to protect our employees and members of the public from COVID-19.</p>

<p><b>Hazard:</b> Inadequate cleaning &amp; hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.</p>
<p><b>Control Measures</b></p>
<p>1. Continued rigorous cleaning procedures have been introduced in house. Cleaning schedules have increased and will be monitored to fall in line with demand.</p>
<p>2. If there is a confirmed COVID-19 case in the facility, the facility will be closed to public and we will follow the guidance outlined by PHS here - <a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a></p>
<p>3. Staff will carry out regular cleaning of high-contact touch points such as switches, door handles throughout the premises, barres, PA equipment, buzzers. Areas will be cleaned in-between tuition sessions, before the studios opening and after the last customer has left.</p>
<p>4. Equipment and resources will be cleaned by staff in between every use.</p>
<p>5. Hand sanitizer stations have been installed at entry and in every studio. Antibacterial soap in toilets. Signage throughout building to remind users to maintain high standards of hand hygiene &amp; staff to encourage students to use hand gel on entering and exiting rooms.</p>

<p><b>Hazard:</b> Parents waiting. Close contact between reception staff on shift and members of the public could result in a higher risk of COVID-19 transmission due to both reception and corridors being restricted spaces with limited ventilation.</p>
<p><b>Control Measures</b></p>

1. Parents will drop and collect students from the main door and not enter the building unless necessary.
2. Reception facilities will be closed and will only be made available to parents of nervous or new students who are in need of support. Where reception is used all possible efforts will be put in place to ensure distancing, face coverings will be required and the space cleaned after they leave.
3. Masks will be worn in communal areas of building such as reception, corridors & when moving around.
4. Signage has been introduced to highlight the importance of social distancing.
5. Signage has been introduced to highlight at entrance to reception that it is a '1m zone' due to dimensions of space.

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

**Control Measures**

1. Signage installed to remind all of the importance of distancing.
2. Students will be kept within their distinct class groups and will not be permitted to mingle forming 'bubbles'.
3. Mark-ups on the floor will enable staff to space students easily and increase separation as per gov guidance. Teacher zones will be included.
4. As per government guidance the wellbeing of the students is of the utmost importance and it is also recognised that for younger children and children with additional needs, distancing is difficult. Where closer contact is essential between a staff member and student in terms of support, this should be kept to a minimum. Staff have visors available for in class use to provide some additional protection.
4. Studios must be cleaned between groups.
5. There must be no shared resources including props and handouts.
6. Staggered start times will be implemented to reduce the number of people arriving at once and maintain bubbles.
7. All possible attempts to increase ventilation will be implemented including opening windows (must be safe to do so and weather dependant so as not to pose further health and safety risk) and leaving studio doors.
8. Anyone displaying symptoms of COVID-19 will be sent home immediately. If this requires the person to wait for pick up they will be placed in isolation in a well ventilated space. Staff members will wear masks when collecting that person.

**Hazard:** Items from home. Staff and students bringing personal items including bags & jackets which could be contaminated creates a higher risk of infection.

**Control Measures**

1. Staff will be trained to ensure that any items needed from bags must be removed then bags and jacket packed safely out of the way. Following this they should use the hand sanitizer provided in each studio and antibacterial spray used to wipe down any personal items that will remain in studio/reception during classes such as laptops/water bottles/phones etc.

2. Students will be encouraged only to bring essential items to the studio. Bags and outdoor jackets will be stored safely and staff will remind them to use the hand sanitizer provided afterwards.

3. Lost property should be removed after every session. This should be bagged, labelled and stored in cupboard.

Date of next review: 30<sup>th</sup> September 2020