

## COVID-19 RISK ASSESSMENT



Tuffney performing Arts Ltd

Risk Assessment carried out by Kylie Tuffney (Business Owner)

Risk Assessment carried out on 08/07/2020

| HAZARD                                | WHO / HOW AFFECTED       | CONTROL MEASURES  | WHOS RESPONSIBILITY   |
|---------------------------------------|--------------------------|---|---|
| Contaminated surfaces spreading virus | Staff / Pupils / Parents | <ol style="list-style-type: none"> <li>1. Deep Clean of Studio and communal areas before the start of lessons – Disinfect the barre, Disinfect all door handles, Disinfect sinks &amp; taps etc. in toilet</li> <li>2. Disinfect and clean barre, door handles, sinks and taps between each class</li> <li>3. All staff &amp; pupils to sanitise hands on entry and exit in case of touching a contaminated surface</li> <li>4. No use of Props in the class to limit what the children touch</li> <li>5. Children to go to the toilet at home before class to limit the use of toilets</li> <li>6. Leave any doors that are not fire doors propped open to limit touching of door handles / push plates</li> <li>7. Tuffney Performing Arts will operate a no cash policy</li> </ol> | <ol style="list-style-type: none"> <li>1. Business Owner / Dance Teacher</li> <li>2. Dance Teacher</li> <li>3. Business Owner / Dance</li> <li>4. Teacher to provide hand sanitiser at entrances and exits</li> <li>5. Dance Teacher</li> <li>6. Dance Teacher</li> <li>7. Parents (It is the responsibility of the Business Owner / Dance Teacher to inform the parents of this policy)</li> </ol> |

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| Transmission of virus due to lack of social distancing | Staff / Pupils / Parents | <ol style="list-style-type: none"> <li>1. Parents to queue with 2-meter distance when dropping children off</li> <li>2. Entrance and exit to be different to stop 2 different classes from bumping into each other. I.e. Entrance through the usual studio door and exit from the fire exit</li> <li>3. Use markers on the studio floor to give each pupil their own safe dance space that maintains social distancing with other dancers</li> <li>4. Remind dancers before each exercise the importance of social distancing and not to move from their area as they dance</li> <li>5. No partner or group work in class to maintain social distancing</li> <li>6. Open any windows / door in the studio (where possible) to provide ventilation</li> <li>7. Parents are not to wait on the premises, but drop off and wait in car or leave to limit the number of people in the building</li> <li>8. Parents to be on time for drop off / collection so there is no cross over between classes</li> <li>9. Parents to social distance at pick up – if this is a different door / area from drop off signs will be up to remind the</li> <li>10. Staggered class start times if more than 1 studio to prevent lots of people arriving at the same time.</li> </ol> | <ol style="list-style-type: none"> <li>1. Parents are responsible for adhering to the social distancing</li> <li>2. Dance Teacher</li> <li>3. Business Owner / Dance Teacher</li> <li>4. Dance Teacher</li> <li>5. Dance Teacher</li> <li>6. Dance Teacher</li> <li>7. Business Owner / Dance Teacher to let parents know and to enforce this</li> <li>8. Business Owner / Dance Teacher to let parents know, and remind them</li> <li>9. Business Owner / Dance Teacher to put up social distancing reminder signs</li> <li>10. Business Owner / Dance Teacher to create a suitable staggered timetable</li> <li>11. Business Owner / Dance Teacher to create a suitable timetable with gaps between classes</li> <li>12. Dance Teacher</li> </ol> |
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|  |  | <ol style="list-style-type: none"><li>11. Provide a gap of 10/15 minutes between classes to allow one class to leave and vacate the building before the next class arrive.</li><li>12. Pupils needing the toilet will only be allowed to go one at a time so they don't congregate in the toilets</li><li>13. A maximum of 15 pupils in each class - dependant on social distancing and space available. This number will be reduced in a smaller studio or older pupils over the age of 12</li></ol> | <ol style="list-style-type: none"><li>13. Business owner to limit class sizes</li></ol> |
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| <p>Spread of virus through lack of hygiene</p>             | <p>Staff / Pupils / Parents</p> | <ol style="list-style-type: none"> <li>1. Hand Sanitiser available at entrance and exit</li> <li>2. Parents and Children reminded to use hand sanitiser as they enter and exit – through signs / posters and/or verbal communication</li> <li>3. Remind pupils of the importance of hand washing should they need to use the toilet</li> <li>4. Teacher to use hand sanitiser between each class</li> </ol> | <ol style="list-style-type: none"> <li>1. Business Owner / Dance Teacher</li> <li>2. Business Owner / Dance Teacher to let parents know the policies and get posters to put up</li> <li>3. Dance Teacher</li> <li>4. Dance Teacher</li> </ol> |
| <p>Lack of current and relevant information / guidance</p> | <p>Staff / Pupils / Parents</p> | <ol style="list-style-type: none"> <li>1. The Business owner ensures daily checks are made with government updates. Any key changes are implemented and shared with staff / parents</li> <li>2. All staff, pupils and parents are informed of the rules and procedures for social distancing and hygiene precautions</li> </ol>   | <ol style="list-style-type: none"> <li>1. Business Owner</li> <li>2. Business Owner</li> </ol>  |

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| Suspected & Confirmed cases of COVID-19 | Staff / Pupils | <ol style="list-style-type: none"> <li>1. Ensure a register is taken in each class to have accurate records to enable track and test regimes</li> <li>2. If a pupil is taken ill they will be sent home immediately and advised to get a COVID-19 test</li> <li>3. If a pupil is taken ill and has to wait to be picked up they will be kept away from other staff / students in a well ventilated room if possible</li> <li>4. If a member of staff is taken ill they will go home immediately and another member of staff will either take their lessons or cancel them – they will get a COVID-19 test</li> <li>5. If any staff / pupils have a confirmed case of coronavirus then all other staff / students in their class will be informed and advised to self- isolate for 14 days</li> </ol> | <ol style="list-style-type: none"> <li>1. Dance Teacher</li> <li>2. Dance Teacher</li> <li>3. Dance Teacher</li> <li>4. Dance Teacher</li> <li>5. Business Owner</li> </ol> |
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