

Hamilton Dance Academy COVID19: Risk Assessment and Action Plan

DATE:08/09/2021



Activity	Hazard Identified	Persons at Risk	Risk Level Pre-Action	Action Required / Decision Made	Action Start Date	Risk Level Post-Action
Arriving at Studio	Transmission of COVID-19	Staff Students Parents/Guardians	M	<ul style="list-style-type: none"> ▪ Anybody displaying symptoms of COVID-19 must not attend class. ▪ Hand Sanitizer is provided in the entrance. ▪ Parents/guardians and students can wear a face covering if preferred but it is optional. ▪ Students over the age of 6 can enter alone or accompanied by an adult. 	13/09/21	L
Waiting in Waiting Room	Transmission of COVID-19	Staff Students Parents/Guardians	H	<ul style="list-style-type: none"> ▪ Parents/guardians and students can wear a face covering if preferred but it is optional. ▪ Parents/guardians are not advised to wait in the waiting room unless the child is participating in a Pre-School Class or Vulnerable. ▪ Chairs will be cleaned regularly. ▪ To maintain good airflow and ventilation, doors will be open, and fans used. 	13/09/21	L
Participating in Dance Class	Transmission of COVID-19	Staff Students	M	<ul style="list-style-type: none"> ▪ Class sizes have been limited to 12 students per class with 1 teacher ▪ Choreography and exercises will be prepared to prevent students from close contact. ▪ One student to one ballet barre. ▪ 	13/09/21	L

Collection	Transmission of COVID-19	Staff Students Parents/Guardians	M/H	<ul style="list-style-type: none"> ▪ Parents/guardians can collect their child from the waiting room or the double doors downstairs. ▪ The child will only be released to a contact name provided by parents/guardians on their registration form. (exception for older students that make their own way home, permission for the student to do this must be given by the parent/guardian to the Principal) ▪ Parents/guardians and students can wear a face covering if preferred but it is optional. ▪ If the parent/guardian is late collecting their child, the child will be taken back to the waiting room accompanied by a staff member and the parent/guardian will be notified via text or email. 	13/09/21	L
Personal Hygiene	Transmission of COVID-19	Staff Students Parents/Guardians	H	<ul style="list-style-type: none"> ▪ Hands should be washed/sanitized regularly with the sanitizer located around the premises. There are wipes for younger children to use if preferred. ▪ Parents/guardians and students can wear a face covering if preferred but it is optional. ▪ Students should arrive in the correct uniform ready for the class. They may change shoes in the waiting room where chairs are cleaned frequently. ▪ Water bottles should be clearly labelled. 	13/09/21	L
Cleaning	Transmission of COVID-19	Staff Students Parents/Guardians	M/H	<ul style="list-style-type: none"> ▪ Staff will clean touch point surfaces regularly. ▪ Equipment used during classes will be cleaned after use. ▪ Staff will ensure to maintain good stock levels of cleaning products. 	13/09/21	L
Reporting Transmission	Transmission of COVID-19	Staff Students Parents/Guardians		<ul style="list-style-type: none"> ▪ If symptoms of COVID-19 are displayed by a student during a class, they will be taken into a separate room to wait for a parent/guardian to collect them. Staff will notify the parents by a phone call. ▪ The student should be tested before returning to the studio. ▪ If a student/family tests positive for Coronavirus they should notify the Principal and follow Government guidance. 	13/09/21	L
Staff Working	Transmission of COVID-19	Staff Students Parents/Guardians	M	<ul style="list-style-type: none"> ▪ Staff have undertaken appropriate training courses to ensure the studio is COVID Secure, these certificates can be found on the website. ▪ Staff members are double vaccinated ▪ Staff will take two lateral flow tests per week 	13/09/21	L

				<ul style="list-style-type: none">▪ If a staff member tests positive for COVID-19, an email will be sent to parents/guardians to report the case, classes will be delivered on Zoom until they can return to the studio.		
--	--	--	--	--	--	--