

# COVID-19 RISK ASSESSMENT

Area of risk	Risk Identified	Actions to take to mitigate risk	Notes
<p>Cleanliness of hall and equipment</p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment to standard required.</p> <p>Our group leaves hall or equipment without cleaning.</p> <p>Use of props and dance equipment</p>	<p>Arrive to hall earlier than first session. Curtain Upp Staff to check hall is clean on arrival and if there is evidence this has not been done to correct standard, clean areas again.</p> <p>All Curtain Upp staff have been briefed on cleaning expectations and Helen Becque will check all areas have been cleaned adequately before departure.</p> <p>Props should only be used in baby classes.</p> <p>Each child to be given a prop box and are not to share with other children.</p> <p>Dancers to bring own mats to acrobatics class</p>	<p>PPE and cleaning products to be provided.</p> <p>Follow guidelines of areas to be cleaned (all touch points, floor, equipment, toilets, door handles, light switches, tables and chairs etc.)</p> <p>All props will be thoroughly cleaned and boxed again to be used the following week by the same child.</p> <p>Parents to be informed of this before start of term.</p>
<p>Managing social distancing and especially if people attending may be vulnerable</p>	<p>People do not maintain social distancing</p>	<p>Curtain Upp will provide social distance cones outside the front of the building for parents to stand at with their children ready to enter classes.</p> <p>Dancers will only enter through the front door.</p> <p>A social distanced gridded floor for the children to dance within.</p>	<p>Curtain Upp staff will direct children into the building without their parent unless they are under the age of 5 years old or considered vulnerable.</p> <p>One-way system created.</p> <p>Curtain Upp to create this. Children will not leave their gridded square unless it is necessary.</p>

		<p>Curtain Upp staff will remain socially distanced from children during classes.</p> <p>At the end of classes children will be dismissed at the back door individually. Parents will wait in the back carpark.</p>	<p>Curtain Upp staffed briefed before the start of the term.</p> <p>Guidelines will be sent to all parents about drop off and pick up, stating they must always remain socially distanced.</p>
Respiratory hygiene	Transmission to other members of the group	<p>Parents will be advised not to bring their children to dance if they are displaying any symptoms linked with Covid-19.</p> <p>Curtain Upp staff to wear PPE when bringing children in and out of the building.</p> <p>Parents will not be permitted to enter the building unless their child is under 5 years old, vulnerable or if there is an emergency.</p> <p>A maximum of 20 people allowed in the main hall and 10 people in the meeting room</p> <p>Signage to be placed around the building to promote hand hygiene and 'Catch it, Bin it, Kill it'.</p> <p>Dancers to dance in socially distanced grids.</p> <p>Less high intensity dance and more technique.</p> <p>Windows and non-fire doors will be opened when possible to allow ventilation into the room.</p> <p>There will be no travelling steps practised in group lessons unless they can be performed within the grids.</p>	<p>Clear instructions to be emailed out to parents before the start of term.</p> <p>Visors will be worn by Curtain Upp staff when bringing them in and out of the building.</p> <p>Parents will be encouraged to not enter the building if their child is under 5 years old, unless their child feels anxious or distressed.</p> <p>Lesson timetable adapted to accommodate this.</p> <p>Curtain Upp to provide extra signage if required.</p> <p>Curtain Upp to grid town hall floor. Children not to leave grid unless necessary.</p> <p>Teacher to plan lessons with this in mind.</p> <p>Check temperature in the room is adequate to dance safely. Make sure all doors and windows are closed on exit of the premises.</p> <p>Adapt group lessons based on no travelling or contact work.</p>

		<p>Dancers and Curtain Upp staff to bring own drinks.</p> <p>Dancers to arrive in dance shoes and with limited baggage (no coats).</p> <p>Children encouraged to change and tie their own shoes.</p> <p>Curtain Upp staff and dancers to have their own tissues where possible.</p> <p>Teachers to try and teach as much as they can with their backs to the class.</p> <p>Music to be kept at a low volume or not used at all when possible.</p> <p>Teachers voice to be kept at a minimum level.</p> <p>There will be a 15-minute gap between classes to prevent congestion entering lessons and to allow for the dancers to be dismissed orderly.</p> <p>There will be a 15-minute gap between each class to allow Curtain Upp staff to clean all areas of the town hall before the next class begins.</p>	<p>Parents and staff informed of this before the term starts.</p> <p>Parents and staff informed of this before the term starts.</p> <p>Parents informed to put elastic in tap shoes and practise taking shoes on and off at home.</p> <p>Parents and staff informed of this before the term starts.</p> <p>Curtain Upp staff briefed about all procedures before the start of the term.</p> <p>Curtain Upp staff briefed about all procedures before the start of the term.</p> <p>Curtain Upp staff briefed about all procedures before the start of the term.</p> <p>Teachers will not be expected to wear PPE when teaching as this will negatively impact the activity.</p> <p>Curtain Upp staff briefed about all procedures before the start of the term.</p> <p>Curtain Upp staff briefed about all procedures before the start of the term.</p>
Hand cleanliness	Transmission to other members of the group	Curtain Upp staff and dancers will sanitise their hands before they enter the building, in between classes and when they exit the building.	Sanitizer will be provided by Curtain Upp and placed in various areas of the building if needed.

		<p>Curtain Upp staff and dancers to remain social distanced with no physical contact.</p> <p>Curtain Upp staff and dancers to have their own sanitizer where possible.</p> <p>Curtain Upp staff and dancers to sanitize their hands before consuming food.</p> <p>Dancers required to use toilet before entering the building to minimise use of toilets on site.</p> <p>Only one child allowed to use toilet at one time. Close toilet seat before flushing and wash hands for a minimum of 20 seconds.</p>	<p>Curtain Upp staff briefed about all procedures before the start of the term.</p> <p>Parents and staff informed of this before the term starts.</p> <p>Parents and staff informed of this before the term starts.</p> <p>Parents informed of this before term starts.</p> <p>Dance assistant to be present while socially distanced.</p>
Someone falls ill with Covid-19 symptom	Transmission to other members of the group	<p>Curtain Upp staff and dancers will have their temperature checked if they are feeling unwell.</p> <p>If a staff member displays symptoms of Covid-19, they will be asked to leave the premises and arrange a Covid-19 test.</p> <p>If a Curtain Upp dancer displays Covid-19 symptoms they will be taken to the reception area of the town hall. Staff will wear PPE while parents are contacted to collect their child.</p> <p>Curtain Upp will keep records of all those present in the building (and their contact details) at each session.</p>	<p>Thermometer provided by Curtain Upp</p> <p>Staff members should inform Helen Becque of Covid-19 test results. Town clerk to be informed.</p> <p>Parents should inform Helen Becque of Covid-19 test results. Town clerk to be informed.</p> <p>After 21 days records will be destroyed.</p>