

COVID-19 RISK ASSESSMENT FORM

SECTION A						
LOCATION: MEZZANINE STUDIO, BIRCH FARM, HINTLESHAM			ACTIVITY: BALLET/DANCE CLASSES (BALLET WITH MISS REBECCA)			
DATE CARRIED OUT:			TIME:			
COLLATED BY: REBECCA O'NEILL			DATE TO BE REVIEWED:			
SECTION B						
AREA	WHAT ARE THE RISKS?	WHO IS AT RISK?	CONTROL MEASURES	RISK RATING: LOW, MEDIUM OR HIGH	ACTION BY WHOM?	DONE
ENTRANCE/RECEPTION AREA	Spread of Covid-19	Students, parents, teachers	<ol style="list-style-type: none"> Outdoor queuing system with social distancing Hand sanitizer upon entry Floor-marked one-way system to studio, toilets and cafe 	Medium-Low	Students, parents, teachers	On-going
STAIRCASE	Spread of Covid-19	Students, parents, teachers	<ol style="list-style-type: none"> Social distancing control of before/after classes, to prevent passing on stairs Cleaning of stair handrail with anti-bacterial product before/after classes 	Medium-Low	Students, parents, teachers	On-going
STUDIO	Spread of Covid-19	Students, parents, teachers	<ol style="list-style-type: none"> Hand sanitizer upon entry Reduced class numbers (max. 8) Floor markers to indicate position to adhere to social distancing requirements Barres to be cleaned with anti-bacterial product before/during/after classes Each individual child to be given own props for use throughout class Non-contact policy 	Medium-Low	Students, parents, teachers	On-going

TOILETS	Spread of Covid-19	Students, parents, teachers	<ol style="list-style-type: none"> 1. Floor-marked one-way system to toilet 2. Toilet facility at the rear of the coffee shop will be for use of coffee shop customers, staff, and Ballet With Miss Rebecca students 3. Anti-bacterial soap and sanitiser to be available within the toilet 4. Only one adult, or one adult and child, in the toilet at any time 	Medium-Low	Students, parents, teachers	On-going
CAFE	Spread of Covid-19	Students, parents, teachers	<ol style="list-style-type: none"> 1. The coffee shop will only be open for limited sit-down food orders and take-away snacks/drinks 2. A socially-distanced one-way system throughout the café 3. Socially-distanced tables available for those who wish to purchase food 4. Customers and staff to use hand-sanitiser upon entering, during service, and on leaving 5. Vacated tables will be thoroughly cleaned before being able to reuse 	Medium-Low	Students, parents, teachers	On-going