

## The Georgina Weston Dance Academy, GWDA Ltd- Return to In-person Classes

### Self-assessment Checklist - Academy Risk Assessment for the ORPINGTON branch

	YES	NO	N/A	Notes
<b>Physical Space</b>				
Do you have sole control over the use of your facility?		x		We have liased with our venues for their protocols
Is it possible to negotiate sole use of any shared space, or to put shared areas out of use?	x			We usually have sole use of the studios, but where we share with another hirer we will ensure to stagger start times and entrance / exit points
Has the building owner/hirer put additional rules or regulations in place?	x			
Does your building have more then one entrance?				Technically it has a fire exit as well, but not to be used for entry/exit
Can students enter and exit the building whilst maintaining the mandated physical distance?	x			Clear floor markers also display this
Can students and parents queue to enter the building whilst maintaining physical distancing?	x			Outside and in the downstairs lobby area, where again, social distancing markers are in place.
Do you have a location to provide screening procedures prior to entry?			x	Parents/ carers have to comply with our safety procedures before being allowed to send their children to our classes.
Can you put in place a 'one-way' or similar system in the building?	x			Already marked out
Will arrows and signs be sufficient to guide your students through the building?	x			Very clear
Will an adult helper be needed to guide your students?		x		No
Can you ensure safe distancing when waiting for and entering and leaving studios?	x			We are only allowing pre-school parents into the studio (18-36 month students) and then the under 6's parents can remain socially distanced in the downstairs lobby area. NO ONE else is permitted to come upstairs in the buidling.
Is there a danger of bottlenecks at any point?		x		No
Can you identify a space where students can store their belongings that complies with distancing requirements?	x			Students will be asked to bring minimal items and already be changed for their class. They can put their personal belongings at the side of their allocated space.
Will you have a place for teachers to store their belongings?	x			Yes- teachers will have an area at the front of the studio, socially distanced from the studnets for their belongings and the music player.
Can you assure a good circulation of air?	x			Yes- air con machine pumps in fresh air and all filters have been cleaned and changed.
Is it safe, or legal to open windows or doors to improve air flow?		x		No, windows are fixed
Are there areas that are normally shared that need not be used or can be put to other uses?	x			No one will be waiting in the corridors
Can you ensure safe distancing when using lavatories?	x			One in, one out in place
<b>Health and Safety</b>				
Do you have handwashing facilities that can be accessed while still maintaining physical distance?	x			Hand sanitisers on entry of building, outside studios and in bathrooms
Do you have an adequate supply of hand soap, paper towels?	x			Yes- all supplied by OVH
Are there places at points of access and egress where hand sanitiser can be placed?	x			Yes- all in place
Do you have a place where hand sanitiser can be placed so that all can clean their hands before & after class?	x			Yes- all in place
Do you have an adequate supply of hands-free bins for public areas and studios?	x			Yes- all in place
Can you identify a place where cleaning materials can be kept so that they are both readily to hand but out of the reach of children?	x			In store cupboard
Can you provide gloves and/or aprons for anyone cleaning?			x	Managed by OVH
Is there a space where someone can be isolated in the case of noted illness?	x			Yes- there is a carpeted room at the end of the corridor
Do you have the ability to safely dispose of personal items left in the studio or storage area that should not be touched by others?	x			Yes, there are bins which are emptied daily
Are you willing to instigate a 'no lost property' policy and throw away any items left behind after each class?	x			Yes
Will an increased cleaning schedule be possible?	x			Yes- OVH have increased cleaning

Will you expect students to wear a mask as part of their uniform?
Will you expect staff members to wear masks?

x		
x		

For children at secondary school, we ask for masks to be worn on entry to the building, but once they are in their designated spot the mask can be removed for the dance class. It will then be put back on to exit the building.
Yes, for collecting and dismissing class groups but then again, removed for the actual lessons. Teacher choice for mask or visor.

**Timetable**

Will you need to split class groups to help manage class sizes and spacing?

x		
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Yes- classes are limited to 15 in each class in the small hall and 20 in the large hall in line with social distancing requirements.

If you can not accommodate your normal size class in your space, will you teach the class with some in-person and others joining in online?

x		
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Yes- we will also give the option for students to still participate but online via zoom if they don't feel confident attending classes in person or in the instance that they are self isolating as to not miss their classes.

Can you keep cohorts of students together to minimise the risks of cross-infection?

x		
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Yes, classes will be taught in 'class bubbles'. For students who attend more than one class on each night, they will be socially distanced within the studio in line with COVID19 guidelines

Are there any time limits in your area for how long a group can exercise together?

	x	
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No as they are socially distanced

Can you alter your timetabling to allow for cleaning between lessons?

		x
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We will not be using any props

Can you alter your timetabling to allow for access to and egress from the building?

x		
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We will be dismissing and collecting classes with 5 minute breaks between to allow time for both of these.

**Administration**

Do you know whether your staff can get to work safely?

		x
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They are self employed so it is their responsibility to abide by current guidelines

Can you make your administrative procedures contactless?

x		
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Yes, Georgina who does all the admin will do so from her own home

Are you able to offer online booking and registration, billing and payments?

x		
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Yes, contact fee booking and payment already in place

Are you able to offer online sickness absence reporting, queries & feedback to parents?

x		
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Yes, I can always be reached on my email

Do you have staff or volunteers available to you to help manage any additional tasks that will be necessary to restart in-person classes?

		x
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No, this isn't required

Are you, your teachers or staff from protected groups or have any conditions that prevent them from returning to work?

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No teacher should be forced to return to teaching if they are in a protected group or if suitable safety cannot be guaranteed for their workspace or their travel to and from work.