

**Carlisle Dance Academy**  
**COVID-19 Risk Assessment**

<b>Establishment: Carlisle Dance Academy</b>	<b>Assessment by: Laura Irwin</b>
<b>Date: 22/07/2020</b>	<b>Review Date: On going, continuous</b>
<b>RED -High risk</b> <b>YELLOW – Medium risk</b> <b>GREEN – Little or no risk</b>	<b>Signed by the assessor:</b>

Focus	Area of considerations	Recommendation	Risk and level of risks
Pupils Parents/carers Visitors Staff	Drop off and collection Entering and exiting the premises	<ul style="list-style-type: none"> <li>• Agree with parents/carers staggered class times to drop off/collect.</li> <li>• Parents/carers will be given allocated entrances/exits to use (only pupils will enter the door), to reduce congestion.</li> <li>• Social distancing will be adhered to at all times.</li> <li>• Parents will drop and pick up the pupils from outside the studio doors. A member of CDA staff will be present at all times during changeover to ensure all guidelines are followed and to ensure parents/carers DO NOT enter the premises.</li> <li>• There will be allocated marked waiting areas for pupils to wait outside of the studio doors (2m).</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/carers unable to adhere to staggered times or use good time management.</li> <li>• Parents/carers do not adhere to social distancing guidelines.</li> <li>• Parents/carers forgetting which entrance to use.</li> <li>• Parents/carers not clear about household health.</li> <li>• Pupils not arriving ready to classes, requesting to use changing rooms or toilets.</li> </ul>

		<ul style="list-style-type: none"> <li>• Pupils will not be allowed to attend a class if they arrive 5 minutes after their start time.</li> <li>• Only children who are symptom free or have completed the required isolation period can attend CDA.</li> <li>• On arrival we will ask all parents/carers to confirm that, their children or any member of the household have not had any of the symptoms of COVID-19 (high temperature, persistent cough and/or loss of smell and taste). If the answer is yes, they will not be allowed to leave their child. The child cannot return until a negative test result has been confirmed and agreed or current isolation guidelines followed.</li> <li>• On arrival at the studios staff will take pupils from parent/carers to our hand sanitiser.</li> <li>• Children will have their own allocated dance space marked out on the studio floor.</li> <li>• Children will be grouped in 'bubbles' of no more than 15 children. They will remain within the same group of 15 for all of their classes in August.</li> <li>• Children will not be able to use any equipment within the studio, when ballet barres are used they will be cleaned prior use and immediately after use.</li> <li>• Children will have to come ready for their lesson, changing rooms will be out of use.</li> <li>• Encourage children to avoid touching their face, eyes, nose and mouth where possible and appropriate.</li> <li>• Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend CDA classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff forget/do not ask parents/carers about health.</li> <li>• Hands not washed thoroughly.</li> <li>• Children will touch face, hands, mouth.</li> <li>• Non-essential travel and social interaction guidelines not followed by staff and families.</li> <li>• Enough staff in to support children.</li> <li>• Prior payment not made, parent/carer requiring to enter the building to make a payment.</li> <li>•</li> </ul>
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		hand washing in the bathroom; hand sanitizer stations; number of guests allowed within the studios; signs and symptoms of COVID-19 posters.	
Pupil	If a pupil or staff member begins to show symptoms	<ul style="list-style-type: none"> <li>• If a child begins displaying a continuous cough or a high temperature, they will be sent home to isolate as per the guidelines.</li> <li>• A child awaiting collection will be taken with the Officer in Charge in the main entrance where no other children are present. PPE will be available for the Officer in Charge if required and the window will be opened for ventilation. (The child will be cared for and looked after in the same way as normal and they will not be made to feel any different at this time). Books can be read or a familiar programme put on the computer to watch while waiting to ensure the child continues to feel safe, secure and happy during this time. The child will not be left unattended at any time and all children and families will be valued and treated with respect and honesty at all times.</li> <li>• Laura Irwin must be informed at this point. Contact of parent/carers for an immediate collection.</li> <li>• If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their</li> </ul>	<ul style="list-style-type: none"> <li>• Parents must agree to prompt collection when called.</li> <li>• Parents to confirm emergency/authorised contact details before child returns, to ensure we have correct telephone numbers.</li> <li>• On arrival we will ask all parents/carers to confirm that their children or any member of the household have not had any of the symptoms of COVID-19 (high temperature, persistent cough and/or loss of smell and taste). If the answer is yes, they will not be allowed to leave their child. The child cannot return until a negative test result has been confirmed and agreed or current isolation guidelines followed.</li> <li>• Staff forget/do not ask parents/carers about health.</li> </ul>

		<p>hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> <li>• The area should be thoroughly cleaned after the child has been collected. Including the room where the child has been and anywhere they have been in contact with.</li> <li>• The person responsible for cleaning the area should wear appropriate PPE.</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working, they will return home immediately and isolate at home in line with the government guidance.</li> <li>• If a child or member of staff becomes ill then they must be tested. They will only be allowed back to CDA after a negative test result or appropriate isolation has finished.</li> <li>• It is recommended that all other staff and children that have been in contact with them also get tested.</li> <li>• If there is a positive test result, all other children and adults who have been in contact must get tested and can only return after a negative result. There is no need to test members of their household unless they have a positive result.</li> <li>• In the result of a positive test, CDA will take the appropriate reflection where or not they will remain open or necessary to close the doors for isolation periods.</li> <li>• This will all be followed in conjunction with the governments track and trace scheme.</li> <li>• If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 or call 111</li> </ul>	
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Pupils	Supporting children's emotional well being when returning to CDA	<ul style="list-style-type: none"> <li>• Pupils will be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>• Children will be supported to understand the changes and challenges they may be encountering as a result of COVID-19.</li> <li>• Staff will ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>• Children will be encouraged to approach their class teacher for support or comfort if needed or wanted.</li> <li>• Children will be modelled and encourage to take part in good hygiene routines as always.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff awareness of childrens needs.</li> <li>• Staff awareness of children needing more reassurance.</li> <li>• Follow current guidance.</li> </ul>
Pupils	Social distancing and grouping	<ul style="list-style-type: none"> <li>• Pupils will mix only with the children within their 'bubbles' or studio.</li> <li>• Parents/carers will be asked to line up outside 2 metres apart when collecting or dropping off.</li> <li>• We will continuously review the number of children within each studio.</li> <li>• Children will have their own allocated dance space marked out on the studio floor.</li> <li>• Children will be grouped in 'bubbles' of no more than 15 children. They will remain within the same group of 15 for all of their classes in August.</li> <li>• Children will not be able to use any equipment within the studio, when ballet barres are used they will be cleaned prior use and immediately after use.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff mixing with different studios and cross contamination.</li> <li>• Parents/carers unable to adhere to staggered times or use good time management.</li> <li>• Parents/carers do not adhere to social distancing guidelines.</li> <li>• Parents/carers forgetting which entrance to use.</li> </ul>

		<ul style="list-style-type: none"> <li>• Children will have to come ready for their lesson, changing rooms will be out of use.</li> <li>• Toilets will be allocated to 'Bubbles'.</li> </ul>	
Staff Members	Attendance	<ul style="list-style-type: none"> <li>• Staff should only attend the CDA if they are symptom free, have completed the required isolation period or received a negative test result.</li> <li>• Risk assessing with regular health declarations and supervisions for staff.</li> <li>• Staff will be limited to the number required in the studios to only those required to teach.</li> <li>• Staff are to use the back fire entrance if arriving and exiting when parents/carers are using the main entrance.</li> <li>• Staff to stagger their arrivals as much as possible and not congregate in any areas.</li> <li>• Staff must wash their hands or use hand sanitiser immediately on entering the building.</li> <li>• Staff must report any symptoms or signs of the virus immediately to LAURA IRWIN.</li> <li>• Staff members are to use initiative to make sensible decisions to maintain social distance.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be vigilant on health and stay away if unwell.</li> <li>• Current government guidelines followed.</li> <li>• Staff being honest with Laura Irwin.</li> </ul>
	Distancing	<ul style="list-style-type: none"> <li>• Wherever possible, staff should remain with their 'bubbles' of children who they are allocated to and not come into contact with other groups.</li> <li>• Social distancing must be maintained during breaks.</li> <li>• One member of staff may use the staff room kitchen at any one time, once they are finished they must take</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing may not be possible.</li> <li>• Staff to engage with virtual conferencing. This can be done via app on phone/tablet or laptop.</li> </ul>

		<p>their lunch and personal items into the staff room and have their allocated break in this room.</p> <ul style="list-style-type: none"> <li>• Staff must spray disinfectant on the items they have used after use before leaving the staff room kitchen.</li> <li>• Only two members of staff will be able to use the staff room at any one time. These staff must maintain the 2 metres of social distancing.</li> <li>• Staff must wash their hands before and after their lunch breaks.</li> <li>• Staff members must not have physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing/emails.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff mixing with different studios and cross contamination.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</li> <li>• All staff have completed COVID-19 prevention training.</li> <li>• Staff must read all instructions on cleaning products before use.</li> <li>• Staff must be up to date in first aid and safeguarding.</li> <li>• Staff to read, understand and adhere to follow all polices and risk assessment for COVID-19 prior to starting.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to complete training. Certificates to be presented/emailed before start date.</li> <li>• Staff to read, understand and agree to this risk assessment, all CDA policies and procedures.</li> </ul>
Pupils	Food and drink Snack Breaks	<ul style="list-style-type: none"> <li>• All items of food and drinks must be provided by the pupil themselves. CDA will not be opening the tuck shop, selling any items of food or water. Additionally</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils not bringing substantial food and water.</li> </ul>

		<p>CDA staff will not refill any pupils water bottles (increased risk of infection).</p> <ul style="list-style-type: none"> <li>• Pupils must stay in their allocated studios when taking breaks, snacks.</li> <li>• Removal of bins after breaks, reduced food waste and contamination.</li> <li>• Hand cleaning facilities or hand sanitiser will be available in the studios. Pupils will be asked to use this before any meal/snack times.</li> <li>• Tables and chairs will not be offered. CDA reception is closed</li> <li>• All areas used for eating will be thoroughly cleaned at the end of each break, including chairs (if used), door handles and flooring.</li> </ul>	
Staff Pupils	Track and Trace	<ul style="list-style-type: none"> <li>• CDA will be using an electronic track and trace system. This is an automatically generated from our class registers.</li> <li>• Proving CDA with information who has been in classes with one another and which dates.</li> <li>• In the event of a positive confirmation CDA will use this system to contact in the pupils/staff/parents/carers, in line with the government track and trace scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorrect/out of date contact details for pupils.</li> </ul>
Staff Members Cleaning	General Cleaning	<ul style="list-style-type: none"> <li>• All doors are to be propped open to reduce contact needed.</li> <li>• Front door will be propped open also to allow staff to come into the building and wash their hands on arrival. (Pupils only when instructed by CDA staff).</li> </ul>	<ul style="list-style-type: none"> <li>• Staff not following this guidelines and doing a violent, though clean.</li> <li>• Cleaning not completed thoroughly.</li> </ul>

		<ul style="list-style-type: none"> <li>• All windows to be opened and remain open as much as possible to create a maximum ventilation.</li> <li>• All lights to be turned on and remain on throughout the day.</li> <li>• Staff member to disinfect all door and light switches, in addition to other surfaces throughout the day and a thorough clean when closing the premises.</li> <li>• Studio floors to be mopped at the end of each session.</li> <li>• Clean and disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Staff are to be disinfected the bathroom after use by each staff member.</li> <li>• Children to only use their allocated bathrooms.</li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>• Cloths must not be reused at any point.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>• Cleaners will be coming in more regularly.</li> <li>• Bins will be emptied and taken out of the building at the end of the day or sooner if needs to be done so.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning supplies not available.</li> <li>• Cleaning implemented before closure to be continued.</li> <li>• Props to be removed from the studios Thorough clean at the end of every day</li> <li>• If there is a positive test result, then current guidance must be followed for cleaning of the premise.</li> </ul>
	Disposal of potentially contaminated	<ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and disposed of.</li> </ul>	

	Toys Equipment Props	<ul style="list-style-type: none"> <li>• No props, equipment will be offered for any classes – when this is required (little stars) pupils will be asked to bring their own. Only using the resources they bring. Pupils will not be allowed to share another pupils resources (increased risk of cross contamination).</li> <li>• All toys/books will be removed from our reception.</li> <li>• No pom poms will be used in cheerleading.</li> <li>• No block, resistance bands, air mats, yoga mats will be used.</li> <li>• A reduced use of ballet barres will be used. When barres are used these will be disinfected after use.</li> </ul>	
	Cleaning of CDA Staff equipment	<ul style="list-style-type: none"> <li>• Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> <li>• Disinfecting the sound systems if there is a change in staff member in the studio.</li> <li>• Staff will have their own set of stationary to be keep, this must not be shared at any time.</li> </ul>	
Staff Pupils	PPE	<ul style="list-style-type: none"> <li>• Wearing a face covering or face mask is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example if parents/carers we to enter the reception. We therefore do not require staff, pupils to wear face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>• Disposable gloves, aprons and other PPE to be available to staff to use appropriately.</li> <li>• Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time.</li> <li>• PPE may not be available to purchase.</li> </ul>

		<ul style="list-style-type: none"> <li>• Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>• PPE is only needed in a if a pupil or staff member becomes unwell with symptoms of coronavirus while in at CDA and needs direct personal care until they can return home. A full fluid-resistant surgical face mask should be worn by the Officer in Charge if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a full fluid-resistant surgical face mask should be worn by the Officer in Charge.</li> <li>• PPE is available in reception.</li> </ul>	
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<b>Reviewed by:</b>	Emily Allen
<b>Comments made:</b>	Will be continuously reviewed and updated in line with government guidelines All parents/carers/pupils will be given a copy of this document before they return to CDA – via email, also printed copies available in reception.
<b>Date:</b>	23/07/2020
<b>Signed by reviewer:</b>	

The Government Guidance is updated daily, please refer to [www.gov.uk](http://www.gov.uk) for the latest advice