

<b>HAZARD</b>	<b>WHO / HOW AFFECTED</b>	<b>CONTROL MEASURES</b>	<b>RESPONSIBILITY OF:</b>
Contaminated surfaces spreading virus	Staff / Students / Parents / Carers / Visitors	<ol style="list-style-type: none"> <li>1. Thorough clean of the studios and communal areas before the start of each day including wash of the studio floors / disinfect all barres, door handles, sinks and taps and toilets.</li> <li>2. Disinfect and clean barres, door handles, between each class.</li> <li>3. Remove all unnecessary items in the communal areas – eg. Bins, flyers, toys, magazines etc.</li> <li>4. All staff and students to sanitise hands on entry and exit.</li> <li>5. No use of props or mats in the class in order to limit what the students touch.</li> <li>6. Children to go to the toilet at home before the class, to limit the use of the studio toilets.</li> <li>7. No payments of cash.</li> </ol>	<ol style="list-style-type: none"> <li>1. Business Owner</li> <li>2. Dance teacher</li> <li>3. Business Owner</li> <li>4. Business Owner / Dance teacher</li> <li>5. Dance Teacher</li> <li>6. Parents / Business Owner to advise of the instruction</li> <li>7. Business Owner</li> </ol>
Transmission of virus due to lack of social distancing	Staff / Students / Parents / Carers / Visitors	<ol style="list-style-type: none"> <li>1. Parents / Carers to queue with relevant distance when dropping students off.</li> </ol>	<ol style="list-style-type: none"> <li>1. Business Owner</li> <li>2. Business Owner</li> </ol>

		<p>Markers on the ground in the communal areas, to show where to stand.</p> <ol style="list-style-type: none"> <li>2. Entrance and exit to be different locations, in order to reduce the opportunity of two classes overlapping.</li> <li>3. Use markers on the studio floors to provide students with their own safe dance space, maintaining safe social distancing from other dancers.</li> <li>4. Remind students before each exercise, the importance of social distancing and not to move from their area.</li> <li>5. No partner or group work in class to maintain social distancing.</li> <li>6. Open any windows / doors in the studio, where and when possible, to maintain ventilation.</li> <li>7. Parents / Carers are not to wait on the premises but drop off and wait in the car or ideally vacate the area to prevent congestion.</li> <li>8. Parents / Carers to drop off and collect in a prompt and orderly fashion.</li> <li>9. Parents / Carers to social distance at pick up area, following the signs for guidance.</li> </ol>	<ol style="list-style-type: none"> <li>3. Business Owner / Dance Teacher</li> <li>4. Dance Teacher</li> <li>5. Dance Teacher</li> <li>6. Dance Teacher</li> <li>7. Business Owner to advise parents / carers</li> <li>8. Business Owner to advise parents / carers</li> <li>9. Business Owner to ensure that signs are visible and clear</li> <li>10. Business Owner</li> <li>11. Business Owner / Dance Teacher</li> <li>12. Dance Teacher</li> <li>13. Business Owner</li> </ol>
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Spread of virus through lack of hygiene	Staff / Students / Parents / Carers / Visitors	<p>1. Hand sanitiser to be available at the entrance and exit, and throughout the studios.</p> <p>2. Everyone to be reminded to use hand sanitiser as they enter and leave via signs, verbal communication and posters</p> <p>3. Remind students of the importance of hand washing should they need to use the toilet facilities.</p> <p>4. Teacher to use hand sanitiser in between each class.</p>	<p>1. Business Ower</p> <p>2. Business Owner / Dance Teacher</p> <p>3. Dance Teacher</p> <p>4. Dance Teacher</p>
Lack of current and relevant information / guidance	Staff / Students / Parents / Carers / Visitors	<p>1. The Business Manager will check on a daily basis, the government updates and</p>	<p>1. Business Manager</p> <p>2. Business Owner</p>

		<p>guidelines. Any key changes are to be communicated to staff / parents / carers.</p> <p>2. All staff, students, parents, carers and visitors to be informed of the rules and procedures for social distancing and hygiene precautions.</p>	
Suspected and confirmed cases of COVID-19	Staff / Students	<p>1. Ensure a register is taken in each class to maintain accurate records and enable track and test regimes.</p> <p>2. If a student is taken ill they will be sent home immediately and advised to follow Government guidelines regarding having a COVID-19 test.</p> <p>3. If a student is taken ill and has to wait to be picked up, they will be kept away from other staff / students in a well ventilated area if possible.</p> <p>4. If a member of staff is taken ill, they will go home immediately and another member of staff will take over the class, if possible. They will take a COVID-19 test.</p> <p>5. If any staff / student has a confirmed case of COVID-19 then all contacts will be informed and advised to follow Government guidelines regarding self isolation.</p>	<p>1. Dance Teacher</p> <p>2. Dance Teacher</p> <p>3. Dance Teacher</p> <p>4. Dance Teacher</p> <p>5. Business Owner</p>