

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

		<p>Markers on the ground in the communal areas, to show where to stand.</p> <ol style="list-style-type: none"> 2. Entrance and exit to be different locations, in order to reduce the opportunity of two classes overlapping. 3. Use markers on the studio floors to provide students with their own safe dance space, maintaining safe social distancing from other dancers. 4. Remind students before each exercise, the importance of social distancing and not to move from their area. 5. No partner or group work in class to maintain social distancing. 6. Open any windows / doors in the studio, where and when possible, to maintain ventilation. 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. 8. Parents / Carers to drop off and collect in a prompt and orderly fashion. 9. Parents / Carers to social distance at pick up area, following the signs for guidance. 	<ol style="list-style-type: none"> 3. Business Owner / Dance Teacher 4. Dance Teacher 5. Dance Teacher 6. Dance Teacher 7. Business Owner to advise parents / carers 8. Business Owner to advise parents / carers 9. Business Owner to ensure that signs are visible and clear 10. Business Owner 11. Business Owner / Dance Teacher 12. Dance Teacher 13. Business Owner
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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 Owner</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>