# COVID-19 Risk Assessment

## Company name: The Moose Hall Assessment carried out by: Sue Way

## Date of next review: Monthly Date assessment was carried out: 01/09/20

This assessment aims to enable the safe return to use of The Moose Hall. Based on Guidance for the Safe Use of Multi-Purpose Community Facilities provided by Gov.UK and from The Foundation of Community Dance People Dancing website and RAD.

NB: Guidance may be subject to change at any time, and potentially at short notice.

| What are the hazards? | Who might be harmed and how? |
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| **The spread of COVID-19** | * Staff (cleaners, dance and yoga teachers, manager, maintenance)
* Students and parents
* Anyone who physically comes into the hall

Potential of spreading or contracting the disease |

| What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| Hand washing* Providing hand washing facilities
* Separate paper towels available for each hand wash
* Hand sanitiser available at entrance
* Monitoring hand washing on entering and leaving the premises
* Provide clear signage (location of facilities and guidance on stringent hand washing practice)
 | * Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels
* Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.
* Tissues will be made available throughout the premises
 | Everyone | Continuous |       |
| Checking for symptoms* All users of the space are advised not to enter if they are displaying any known COVID-19 symptoms or are in a household with anyone displaying symptoms
* All users will be asked the following questions before entering. If they answer ‘yes’ to any of these, they will not be permitted to enter.
1. Have you had a recent continuous cough?
2. Have you noticed any change in your normal sense of taste and smell?
3. Do you have a high temperature?
* A Berrcom non-contact infrared thermometer is available for use by staff
* Teachers are asked to brief their class on all safety procedures at the beginning of term and regularly thereafter
 | * Keep up to date with government guidelines and update our practices as needed
 | Staff | Continuous |       |
| Cleaning* Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods
* Teachers must clean the ballet bars, door handles, toilet handles etc before the next class arrive (cleaning materials will be provided)
 | * Rigorous checks will be carried out by the manager to ensure that the necessary procedures are being followed
* Purchase more cleaning supplies, including hand gel, sanitising spray and wipes from Medicare
 | Staff | Continuous |       |
| Social distancing* Staff and students must keep a distance of at least 1.4m apart at all times
* A maximum of 15 students will be allowed in each class to allow adequate space
* Students will be asked to face forward for the entirety of their session and no partner/group work will be allowed
* Staff members are advised to wear a face mask or covering during their sessions
* Teachers and students are advised to change their clothes before arriving at the hall
* If changing facilities are required, one of the three cubicles can be used
* A maximum of 2 people will be allowed to use the toilet facilities at any one time
 | * The cloakroom will be closed as this is a narrow space and so has been identified as a high-risk area
* The floor of the hall will be clearly marked with spaces for students at least 1.4m apart
* Entrance and exits will be clearly signed and monitored (1 in, 1 out) to avoid a bottleneck situation. Spare umbrellas will be provided on rainy days
 | Staff and students | Continuous |       |
| Reduced contact* Fabric (eg curtains and soft furnishings) have been removed from the hall as they have been identified as carriers of germs
* No costumes or props will be allowed in class
* Yoga students will be asked to bring their own mats and blankets
* All payments must now be contactless (either by card reader or pre-paid by BACS)
* Students must bring their own water bottle and bag, which must be placed at intervals around the hall
 | None | Staff and students | Continuous |       |
| Ventilation* Large doorways will be left open while premises are in use
* Teachers will be encouraged to use extractor fans located in the bar area
 | * Ask neighbour for permission to open back door onto their premises on fine days (in negotiation with their use of their garden)
 | Staff | Continuous |       |
| Behaviour* Any students that are unable to manage the pandemic protocols as set out in this risk assessment will be asked to leave. If under 18, they must wait in the bar area for a parent to collect them
* Teachers have agreed to reduce the amount of high intensity aerobic activity to reduce the risk of spreading particles
* Class times will be reduced to enable all of the safety protocols
 |  | Teachers | Continuous |       |
| Track and trace* Registers must be taken at the start of each session
* Records of all hall users will be kept for a minimum of 1 year (including sessions attended and contact information)
* Students and parents will be asked to inform us of any COVID-19 symptoms that occur after their session
 | * Dance school tutor will request a COVID-19 consent form from parents of any students under 18
 | Staff, students and parents | Continuous |       |