



COVID-19 RISK ASSESSMENT
September 2020

1 - **RISK** - Too many people in the foyer/waiting area

MEASURES TAKEN -

We will NOT (temporarily) be allowing parents into the building. (exceptions may be made for new students who may be nervous). The front door will be on a security lock, (which can be opened from the inside in case of an emergency) and children will NOT be allowed in until their class is about to start. This means that children need to be changed and ready for the class when they arrive, as we will have no changing facilities. Where possible please also have their shoes on, with other outdoor shoes over the top in the case of ballet shoes! Please also limit the amount of things they bring with them. Payments will need to be made ONLINE before the term starts, as we will not have a receptionist on the desk at the moment. Details of amounts will be sent out shortly. If you are not sure of the amount owed please email me as soon as possible. Uniform (second hand and new) will only be given out if you have pre-ordered from me. It cannot be tried on in the building. It will need to be paid for online and taken away. If anything does not fit it can be exchanged, and we will then keep any items given back (in quarantine!) for at least 72 hours.

2 - **RISK** - Too many people gathering outside the building, arriving or leaving

MEASURES TAKEN -

Please ensure that you keep a distance from other parents and students whilst outside the studio building.

Class times have been adjusted so that we do not have any classes starting at the same time as another class is leaving. However this will only work if you arrive at the correct time given, and stay away from the front of the building until the children are entering or being collected.

CHILDREN WILL NEED TO ENTER VIA THE MAIN DOOR -

Please stay away from the door safely, either in your car, or by the path, until you see the teacher come to the door. If you are late you will need to ring the correct doorbell on the outside of the building (upstairs and downstairs studios have separate bells) in order for your child to be allowed entry. However if the class is underway and the teacher cannot leave the children safely to come to the door, you may not be allowed entry. In the event of an emergency you will also need to ring the correct bell. You will NOT be able to talk to the teachers at the beginning or end of class at the moment. If you need to discuss anything please phone or email during office hours (9am-2pm Monday-Friday) .

CHILDREN WILL NEED TO BE COLLECTED FROM THE FIRE EXIT DOOR (TO THE LEFT OF THE MAIN DOOR AS YOU ARE FACING IT). -

Please wait until the time of collection, and then you can queue in front of the cars, or to the left of the fire exit door. The children will then be brought out one at a time to be collected. Please ensure you are there! We have a short changeover time to sanitise any areas which have been used (toilets, barres etc.) but this can only be done if children are collected on time.

3 - RISK - Safety of students in class

MEASURES TAKEN -

Please do NOT bring your child to class if they are displaying any coronavirus symptoms. If they test positive for Covid-19 please let me know. We have contact details for all students in case they need to be informed by the test and trace system. If a child is displaying any persistent symptoms when they arrive they will not be allowed entry. If they are displaying symptoms in class they will be isolated, and you will be contacted to come and collect them.

The building will be sanitised every day before the first class starts. Teachers will wash their hands and sanitise before each class.

Please make sure your child has washed their hands before arrival. Children's hands will be sanitised on entry, and they will be reminded of respiratory hygiene (cough or sneeze into elbow).

Junior school age - the classes are like a "bubble". Once the term has started the children will remain with the same group. Focus will be on minimising touching any equipment, and contact with other students will also be limited. Teachers will be allowed contact where required (in case of accident or emergency) but will sanitise hands after contact.

Senior school age - Class numbers have been reduced to ensure distancing within the class. Children will be directed to where they can put their bags, and then where to stand or sit, maintaining a distance from each other. Choreography will be adjusted to avoid face to face or close contact with other students. Teachers will be allowed contact where required (in case of accident or emergency) but will sanitise hands after contact.

We will have a short changeover time between classes to open doors to allow for ventilation, and ensure cleaning of any areas which have been used, such as the barres or toilets.

Where possible please ensure that your child has been to the toilet before their class, to avoid having to use the toilet at the studio. Remember they will NOT be allowed entry to the building to use the upstairs toilet when they arrive, however we have toilet facilities for when they are in the class. If they use the toilet they will be reminded to wash their hands and then given sanitiser.

If children need to change for the next class they can stay and change quickly in the studio, but will then need to wait in the corridor area to allow for the studio to be cleaned. If needed they will be helped with shoes, but please try and get them to learn to do ballet ribbons and tap shoe laces, to avoid close contact with a teacher or assistant. Where possible they will be supervised waiting in the corridor (if I have an assistant with me), but if you would prefer they can come out to you to be helped. This will have to be in your car or in the car park though. Please let me know if this is the case.

We have tried to do as much as we can to make our premises Covid secure, and to ensure that our students and teachers are safe to come back. However if you are concerned about anything discussed in this document please email me. (info@andersondance.co.uk).