

The Georgina Weston Dance Academy, Bromley High Classes, Return to In-person Classes

Risk-assessment

	YES	NO	N/A	Notes
Physical Space				
Do you have sole control over the use of your facility?		x		It's a school so we are working in line with them
Is it possible to negotiate sole use of any shared space, or to put shared areas out of use?	x			We will be the only ones using the hall during our classes and wont be moving anywhere else throughout the duration of our classes.
Has the building owner/hirer put additional rules or regulations in place?	x			yes, one way systems
Does your building have more than one entrance?	x			yes, the outdoor exit and inside entry creating a one way system
Can students enter and exit the building whilst maintaining the mandated physical distance?	x			yes
Can students and parents queue to enter the building whilst maintaining physical distancing?			x	Students will be collected from their classrooms and brought into the hall and parents will collect from outside so wont be in the building.
Do you have a location to provide screening procedures prior to entry?			x	Taught in year group bubbles and children wont be at school if any signs of COVID19- Ballet is at the end of the school day
Can you put in place a 'one-way' or similar system in the building?	x			In one way, out the other so not crossing year groups
If a one-way system is not practical are your halls wide enough to allow for two-way traffic?			x	
Will arrows and signs be sufficient to guide your students through the building?	x			YES
Will an adult helper be needed to guide your students?	x			Yes, at least one teacher will be with the children at all times
Can you ensure safe distancing when waiting for and entering and leaving studios?	x			Yes, the children will be brought straight in
Is there a danger of bottlenecks at any point?		x		No, one way system in place around the school
Can you identify a space where students can store their belongings that complies with distancing requirements?	x			Yes, around the outside of the studio
Will you have a place for teachers to store their belongings?	x			Yes, at the front of the studio in the teacher area
Can you assure a good circulation of air?	x			Yes, the windows and door can be opened
Is it safe, or legal to open windows or doors to improve air flow?	x			Yes, as above
Are there areas that are normally shared that need not be used or can be put to other uses?		x		We have sole use of the hall during our classes
Can you ensure safe distancing when using lavatories?	x			Yes, being an afterschool club there are less children around and we can limit who goes in / out of the toilets.
Health and Safety				
Do you have handwashing facilities that can be accessed while still maintaining physical distance?	x			Yes
Do you have an adequate supply of hand soap, paper towels?	x			Yes, as a school this is mandatory
Are there places at points of access and egress where hand sanitiser can be placed?	x			Yes, the school will arrange this
Do you have a place where hand sanitiser can be placed so that all can clean their hands before & after class?	x			Yes, the school will arrange this
Do you have an adequate supply of hands-free bins for public areas and studios?	x			Yes, the school will arrange this
Can you identify a place where cleaning materials can be kept so that they are both readily to hand but out of the reach of children?	x			Yes, the school will arrange this
Can you provide gloves and/or aprons for anyone cleaning?	x			Yes, the school will arrange this
Is there a space where someone can be isolated in the case of noted illness?	x			Yes, first aid room
Do you have the ability to safely dispose of personal items left in the studio or storage area that should not be touched by others?	x			Yes- in the bins provided
Are you willing to instigate a 'no lost property' policy and throw away any items left behind after each class?	x			Yes, we will insure the parents are aware of this.
Will an increased cleaning schedule be possible?			x	The school will clean the facilities in line with guidance
Will you expect students to wear a mask as part of their uniform?		x		No, we will be teaching in year group bubbles
Will you expect staff members to wear masks?	x			Yes, if the school ask us to but not during our classes

Timetable				
Will you need to split class groups to help manage class sizes and spacing?	x			We will be teaching classes in year group bubbles except for the following class: Grade 4 Ballet/ pointe work. For our Grade 4/pointe work pupils who are from different year groups, we will be applying social distancing which we are confident the girls can abide by given they are that much older. Masks will not be required for our classes. The class is very small and the hall large, so they can have more than enough space each to ensure social distancing and walkways.
If you can not accommodate your normal size class in your space, will you teach the class with some in-person and others joining in online?			x	We will keep all classes on site and in year groups. The hall is large enough to accommodate our classes.
Can you keep cohorts of students together to minimise the risks of cross-infection?	x			yes, year group bubbles and then social distancing for the senior girls.
Are there any time limits in your area for how long a group can exercise together?	x			The classes are 1 hour long each
Can you alter your timetabling to allow for cleaning between lessons?			x	No props etc will be used. The onsite clean team will clean if necessary.
Can you alter your timetabling to allow for access to and egress from the building?	x			We will be dismissing promptly out of the outside exit at the end of the class. Then the new class will come in via the entrance door to the hall.
Administration				
Do you know whether your staff can get to work safely?	x			They will either be driving, or, if taking public transport will be wearing masks and travelling off peak time.
Can you make your administrative procedures contactless?	x			Yes, Georgina who does all the admin will do so from her own home
Are you able to offer online booking and registration, billing and payments?	x			Yes, contact fee booking and payment already in place
Are you able to offer online sickness absence reporting, queries & feedback to parents?	x			Yes, I can always be reached on my email
Do you have staff or volunteers available to you to help manage any additional tasks that will be necessary to restart in-person classes?			x	No, this isnt required
Are you, your teachers or staff from protected groups or have any conditions that prevent them from returning to work?			x	No teacher should be forced to return to teaching if they are in a protected group or if suitable safety cannot be guaranteed for their workspace or their travel to and from work.