

# The Georgina Weston Dance Academy, GWDA Ltd- Return to In-person Classes

## Self-assessment Checklist - Academy Risk Assessment for the CHISWICK branch

	YES	NO	N/A	Notes
<b>Physical Space</b>				
Do you have sole control over the use of your facility?	x			During our Saturday hire time yes
Is it possible to negotiate sole use of any shared space, or to put shared areas out of use?			x	N/A
Has the building owner/hirer put additional rules or regulations in place?				
Does your building have more than one entrance?	x			Yes, we will bring the students in through the normal entrance and out through the sliding glass doors to create a one way system
Can students enter and exit the building whilst maintaining the mandated physical distance?	x			Yes due to the one way system
Can students and parents queue to enter the building whilst maintaining physical distancing?	x			Yes, under the shelter outside
Do you have a location to provide screening procedures prior to entry?			x	Parents/ carers have to comply with our safety procedures before being allowed to send their children to our classes.
Can you put in place a 'one-way' or similar system in the building?	x			Yes but they will have to go back on this for access to the toilet so this will need to be managed
If a one-way system is not practical are your halls wide enough to allow for two-way traffic?			x	We will keep it one way and manage the toilet separately.
Will arrows and signs be sufficient to guide your students through the building?			x	It is very self explanatory
Will an adult helper be needed to guide your students?		x		No
Can you ensure safe distancing when waiting for and entering and leaving studios?	x			Yes, due to low numbers the snug can be used for parents of our younger students, and seniors waiting for their classes to begin and social distancing in here
Is there a danger of bottlenecks at any point?	x			Only if someone needs the toilet, but this can be managed by the teacher.
Can you identify a space where students can store their belongings that complies with distancing requirements?	x			Yes, in the snug

Will you have a place for teachers to store their belongings?	x			Yes, at the front of the studio
Can you assure a good circulation of air?	x			Yes, the side glass doors can easily 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	Only shared within our dance class bubbles. The tennis club will no longer have access to the snug during our hire time
Can you ensure safe distancing when using lavatories?	x			Yes, one in one out policy for the toilets
<b>Health and Safety</b>				
Do you have handwashing facilities that can be accessed while still maintaining physical distance?	x			Yes, in the bathroom - again, one in one out
Do you have an adequate supply of hand soap, paper towels?	x			Yes, this will be provided
Are there places at points of access and egress where hand sanitiser can be placed?	x			Yes, once they enter the studio before going into the snug, there will be hand sanitiser available
Do you have a place where hand sanitiser can be placed so that all can clean their hands before & after class?	x			Yes, as above
Do you have an adequate supply of hands-free bins for public areas and studios?			x	No rubbish can be left by our dance academy on site, this is an on going rule
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, in our lockec cupbaord at the back of the studio
Can you provide gloves and/or aprons for anyone cleaning?			x	Cleaners will be brought in to clean the facilities before and after our hire
Is there a space where someone can be isolated in the case of noted illness?	x			Yes, we can use the snug or male toilets and close them off
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, bins
Are you willing to instigate a 'no lost property' policy and throw away any items left behind after each class?	x			Yes, no lost proeprty will be kept on site
Will an increased cleaning schedule be possible?		x		Not during our hire, but equally, no props or equipment will be used, doors are on open hooks and no light switches will be needing to be touched

Will you expect students to wear a mask as part of their uniform?

Will you expect staff members to wear masks?

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No, but if they chose to that's fine

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<b>Timetable</b>				
Will you need to split class groups to help manage class sizes and spacing?		x		No, classes are very small and we have plenty of studio space
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	
Can you keep cohorts of students together to minimise the risks of cross-infection?	x			Yes, classes will be taught in 'class bubbles'. For students who attend more than one class on each night, they will be socially distanced within the studio
Are there any time limits in your area for how long a group can exercise together?		x		No as they are socially distanced
Can you alter your timetabling to allow for cleaning between lessons?			x	We will not be using any props
Can you alter your timetabling to allow for access to and egress from the building?	x			We will be dismissing and collecting classes with 5 minute breaks between to allow time for both of these.
<b>Administration</b>				
Do you know whether your staff can get to work safely?	x			Yes, drives
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 free 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 isn't required
Are you, your teachers or staff from protected groups or have any conditions that prevent them from returning to work?				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
Please see our academy Question and Answers page to read other questions we thought might be useful to know!				


