



## **D.A.P.A. (Deal) Ltd - COVID-19 Risk Assessment**

This document is dated 5<sup>th</sup> August 2020 – it is due for review on the 5<sup>th</sup> September 2020 if not before. This Risk Assessment was prepared using guidance, advice and information from the UK Government Covid-19 Guidelines, The Health and Safety Executive, The Imperial Society of Teachers of Dancing and the UK National Youth Agency.

### **Overview**

DAPA recognises its responsibility to protect employees and students from harm. Under “The Management of Health and Safety at Work’ Regulations 1999, the minimum requirement is:

- identify what could cause injury or illness in your workplace (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn’t possible, control the risk

Before re-opening the Goodwin Academy Dance Studio after the 2020 Corona Virus lockdown it is necessary for DAPA to undertake and produce an additional Risk Assessment with specific reference to minimising the risk of contracting and transmitting Covid-19. Though DAPA is responsible for the arranging and organising of the after-school classes, the studio premises are provided by Thinking Schools Academy Trust who are ultimately responsible for the cleanliness and safety of the building and its facilities.

DAPA is a good example of an OOSS (Out Of School Setting) as defined and encouraged by the Government. DAPA provides enriching activities, giving children the opportunity to socialise with others outside their household and promoting their wellbeing. OOSS are further important in providing additional childcare options to parents and carers, particularly those with younger children, who may need to return to or continue to work out of school hours and during the school holidays.

### **Actions by DAPA**

1. **The promotion of best practices as detailed in this document in order to restrict the risk of infection and transmission of Covid-19 thereby ensuring the safe operation of after-school dance classes ...**
  - by insisting that all teachers, administrators, students and parents adhere to the guidelines contained in this document
  - by providing all teachers, administrators, students and parents with a copy of this document
  - by posting a copy of this document on the DAPA website
  - by constantly up-dating this document to reflect new or changed conditions which would necessitate variations to practices, and communicating those changes to all concerned

2. **Development and encouragement of cleaning, handwashing and hygiene procedures, specifically ...**
  - by increasing the frequency of handwashing and surface cleaning
  - by incorporating into the timetable of classes gaps between classes to allow for the studio to be cleaned and aired
  - by encouraging people to follow the Government guidance on hand washing and hygiene
  - providing hand sanitiser in addition to that available in the washrooms
  - by frequently cleaning and disinfecting objects and surfaces that are touched regularly, specifically between classes when change-over of personnel takes place
  - additional cleaning for busy areas
  - by restricting the volume levels of music to lessen the need for teachers to raise their voices, thereby reducing the risk of droplet transmission
  - by ensuring the studio's ventilation system is working at all times
  - when possible having doors and windows open to allow natural ventilation
  - by discouraging any physical contact between teachers and students, and students with other students
  - by insisting that any teachers, administrators, students or parents showing symptoms of Covid-19 do not visit the site
3. **Maintaining where possible 2m social distancing between people**
  - by putting up signs to remind teachers and students to maintain social distancing
  - by restricting the number of children in each class to the pre-agreed maximum
  - by restricting the number of teachers to the pre-agreed maximum
  - by restricting the students in each class to those that have pre-booked places, so as to create the Government definition of "fixed teams"
  - (if possible) by temporarily marking the floor with tape to designate areas of correct social distancing
  - adopting a one-way traffic system through the entrance vestibule, corridor and dance studio
  - restricting admittance to the premises to teachers, administrators and active students only
  - by managing the queue of parents outside the building to maintain social distancing
  - by insisting that all students and teachers arrive at the premises in uniform to avoid the necessity of changing clothing on site
  - by banning the use of student lockers to avoid crowding in the corridor
  - by removing water fountains to avoid hygiene risks and crowding
  - if meetings have to take place with parents, they must be on a one-to-one basis and by specific prior appointment. Face masks to be worn. Social distancing to be maintained
4. **Where 2m social distancing between people is not possible, the transmission risk must be managed ...**
  - by the use of face masks which DAPA will provide to each teacher and student
  - where appropriate using screens to separate people from each other
  - by using back to back or side to side positions rather than face to face
  - by staggering arrival and departure times to better manage the change-over between classes, thereby separating those entering the building from those leaving
5. **Monitoring teachers and students for symptoms of Covid-19**
  - by ensuring that all teachers can recognise symptoms of Covid-19

6. **Handling teachers and students with symptoms of Covid-19**
  - by insisting that anyone with symptoms quarantine immediately
  - by immediately closing the site
  - by notifying Thinking Schools Academy Trust so that they can instruct their team of cleaners to clean the areas prior to re-opening according to the specific Government guidance
7. **Assisting the NHS Test and Trace service**
  - by maintaining accurate contact details of all teachers and students
  - by accurately recording attendance via class registers thereby being able to identify the contacts made by people who show symptoms
  - by keeping all records for a minimum of 21 days

**This document was prepared by Kevin Wood - Director of DAPA (Deal) Ltd.  
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