

Hazard	Risk Who may be harmed?	Control Measures, What have we done to prevent this happening?	Further controls What else can we do
Spread of Covid-19 Coronavirus	Staff Visitors Children Drivers Staff with underlying health conditions Staff who are pregnant Anyone else who comes into contact with biz	<p><b>Hand washing and good hygiene</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot running water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Blue Paper towels for drying of hands</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> (wash hands thoroughly for at least 20 seconds ensuring all parts of the hands are covered with soap)</li> </ul> <ul style="list-style-type: none"> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p>Hand washing will be carried out regularly with all children, but will include on entry to the setting, after using the toilet, after coughing or sneezing and before eating. Help will be available for children who are unable to manage their own personal care.</p> <p>Ensuring children follow the “catch it, bin it, kill it” approach and this is promoted by staff. Tissues are available and lidded bins provided for the disposal of tissues and these are emptied daily. Group times and role modelling used to promote this strategy.</p> <p>Adequate ventilation will be promoted, by ensuring windows are open and when safe to do so, doors are propped open.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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 workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by staff to ensure that the necessary procedures are being followed.</p>



	<p><b>Cleaning</b></p> <p>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, (such as detergents and bleach) and methods. Regular steam cleaning of carpets and rugs and washing off all soft furnishing, eg cushions.</p> <p><b>Social Distancing and Class Sizes</b></p> <p>Where social distancing is not possible with children we will keep group sizes small (no more than 15 children) and not mix groups, so the same students are together each session. Outside spaces will be used where possible and appropriate for classes. Staffing will also be consistent within each group where possible to minimise the number of adults children come into contact with.</p> <p>Children are taken from parents at the main reception door and on pick up returned to parents at their assigned door, so no parents are in biz, we request that parents remain 2 metres apart when waiting for children and signs and spacing guidelines will support this.</p> <p>Cancelation of all unnecessary visits from outside agencies, zoom calls to be used instead of face to face meetings. All deliveries taken from the door and cleaned before being stored.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Principal will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>This risk assessment to be shared with parents.</p>
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		<p>will be sent home immediately, and the management will cover any shortfall in class ratios.</p> <p>We will ensure that students and staff who have someone in their household with symptoms also do not attend biz. Our principal will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises he management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b>Shielding and vulnerable children/staff</b></p> <p>Students who have been classed as vulnerable due to pre-existing medical conditions have been advised to take extra precautions but are no longer shielding. Support will be provided for learning at home, via the biz Facebook app ( where available ) and zoom. Staff who have been classed as vulnerable due to pre-existing medical conditions have been advised to shield, will take on a role which allows social distancing of at least 2 metres.</p> <p>Where students or staff live with someone who has been classed as vulnerable, they should consider their individual risks and what can be done, a separate risk assessment will be done to meet individual needs.</p>	
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<b>Downstairs</b>			
<b>Floor rug on entrance</b>	Anyone entering the building – trip and fall	<b>It is a non-slip, weighted matt so does not fold up unless manually moved therefore causing low level risk</b>	Remove matt but this would prove more hazardous in winter months for slips/ trips and falls.
<b>1:1 room-piano</b>	Children – piano lid if they small can catch fingers	<b>No child is alone in the room they are always supervised and staff close piano lid</b>	n/a
<b>Dance studio</b>	Ballet barres- children climbing on them	<b>No child is alone in the room they are always supervised</b>	n/a
<b>Stairs</b>	All- slip/ trip/ fall	<b>All additional guards on hand rails have been added, steps have contrasting colour to help visual aid and they have non slip strips on each step.</b>	n/a

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<b>Upstairs</b>			
<b>Teaching Studio- tables and chairs</b>	All- trip and fall	<b>To make sure tables and chairs are put away at the end of each session and not in the path way between studios.</b>	n/a
<b>Dance studio- chairs</b>	All- trip and fall	<b>To make sure chairs are put away at the end of each session.</b>	n/a

