

Risk Assessment – Artists and Staff

COVID-19 Officer: Susan Turner

Signature: *Susan Turner*

Date: 28th September 2020

Activity and Facility	Recommended Actions	Completed	In progress	Not in place
Travel	Staff should use private transport and avoid public transport wherever possible. If this is not possible, face coverings must be worn in accordance with government rules. On arrival at the destination, hands must be washed using soap and water for a minimum of 20 seconds.	Y		
Entrance/Doors/Buttons (Moving Through the Building)	<p>Pre entrance: all staff to complete a personal risk assessment prior to entering the building. High risk individuals will be reviewed by Senior Management Team.</p> <p>Face coverings to be worn at all times whilst in the building.</p> <p>DX staff must sanitise hands, complete Symptoms Declaration Form and receive a temperature check.</p> <p>On arrival, all artists must line up outside reception wearing a face mask, observing social distancing. Once called in – they must sanitise hands, complete Symptoms Declaration Form and receive a temperature check.</p> <p>Artists arrive in their groups/bubbles at designated time.</p> <p>Once completed, all must follow designated route through the building.</p> <p>Touching handles should be avoided. Handles/stairway handrail to be cleaned after use using antibacterial wipes provided.</p> <p>Doors will remain closed due to the air handling system, which will be set at appropriate ventilation at all times.</p> <p>Signage reminding visitors to observe social distancing are displayed along route.</p> <p>Sanitiser spray and paper towels/antibacterial wipes are provided for staff to wipe down surfaces before and after touching.</p>	Y		

<p>Toilets / Changing Rooms</p>	<p>Changing rooms are not able to be used at this stage.</p> <p>Toilets will be cleaned on a daily basis and throughout day. Staff/artists must clean all touchpoint areas after use (toilet handles, taps, sink etc) with sanitiser spray/antibacterial wipes.</p> <p>Artists to arrive ready changed – bags to be left in individual designated areas, 2m apart.</p> <p>Artists/staff must wear face coverings at all times throughout the building.</p> <p>Toilet extraction fans will be on maximum.</p> <p>Toilets are designated for DX/One Dance staff and artists. All areas touched to be wiped after use with sanitiser spray/antibacterial wipes.</p> <p>Showers are not able to be used at this stage.</p>	<p>Y</p>		
<p>Kitchen and dining</p>	<p>Kitchen area is only available to DanceXchange members of staff (or members of One Dance UK). All areas touched to be wiped after use with sanitiser spray/antibacterial wipes. Only one member of staff allowed in the kitchen at any one time.</p> <p>Water fountain outside of studio; signage to ensure it is only used for filling water bottles, machine button is cleaned prior and post use. Sanitiser spray and paper towels are provided.</p>	<p>Y</p>		
<p>Route to Studio</p>	<p>Face coverings to be worn at all time.</p> <p>Designated route to studio. Touching handles should be avoided. Doors will be propped open and in sight of a member of company management. Fire doors will not be permanently held open. Signage reminding visitors to observe social distancing are displayed along route.</p>	<p>Y</p>		

Work in Studio	<p>Studio to be cleaned daily.</p> <p>Floor to washed after use with detergent. Water temperature must be 60C.</p> <p>All surfaces to be wiped before and after use (including sound system, ballet barres etc.) using sanitiser spray/antibacterial wipes as provided.</p> <p>Studio floor marked out with tape to ensure social distancing is observed. Boxes designate a 2m space for each dancer, with a white mark in the middle where they are to stand to ensure they are 2m from the next dancer. 2m Grid system on studio floor to ensure social distancing for center work.</p> <p>DanceXchange member of staff to brief artist on markings, to aid in monitoring of social distancing.</p> <p>Guidance will be provided on safe practice including:</p> <ul style="list-style-type: none"> ▪ Music levels to be kept to moderate level ▪ Consider use of head mic to avoid shouting directions over music ▪ Refrain from contact work or close contact partner work where possible. If necessary, encourage use of face covering and hands should be washed/santised ▪ When travelling across the floor consider leaving long gaps between each artist/student to ensure reduced risk of contamination. In addition, dancers should not follow in a line the dancer in front. ▪ Maintain 2m distance from others, where possible ▪ Encourage working back to back or side to side ▪ Avoidance of floor-based work ▪ Encourage use of footwear rather than bare feet <p>Props (of any sort) will not be allowed to be used.</p>	Y		
First Aiders	<p>Where possible, ask the injured party to apply their own plasters, clean wounds etc. If this is not practical, the first aider must wear a mask, visor, gloves and apron. Only chest compressions will be allowed if resuscitation is required after covering the casualty's mouth to safeguard the first aider. Birmingham Hippodrome will be notified to enable appropriate emergency services to be called if required.</p>	Y		
Staff Selection	<p>Individuals must complete the staff individual assessment.</p>		Y	

GREEN- All necessary levels of preventions are in place Carry out duties

AMBER- Some levels of preventions are not sufficient to carry out duties. Carry out remedial actions prior to continuing with duties

RED- Levels of preventions are insufficient to carry out duties. **STOP WORK** – do not carry out duties until remedial actions are in place