

Victoria Walker Dance Risk Assessment Sheet				
COVID1	RE: COVID 19 - Social Distancing Working Environment			
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Author(s):	Victoria Walker			
Note: Legislation	The Government has announced a number of protective measures to protect citizens by delaying the spread of COVID-19. One of these measures is social distancing. In order to comply with this requirement, Victoria Walker Dance has issued the following circulars to all employees.			
Definitions	<p>Social distancing aims, through a variety of means, to decrease or interrupt the spread of COVID-19. It does this by minimising contact between potentially infected individuals and healthy individuals.</p> <p>Social distancing is keeping a 2 metre (6.74 feet) space between you and other people. You should not shake hands or make close contact where possible.</p>			
Scope	<p>The following is a non-exhaustive list of prompts to be considered as part of the risk assessment process for all workplaces.</p> <p>All control measures must be documented on the appropriate risk assessment form.</p>			
No.	Hazard controls to be considered when carrying out your risk assessment	Yes	No	N/A
1	<p>Is there current capacity in the workplace to comply with the social distancing requirements i.e. Keeping a space of 2 metres (6 feet) between employees? If, No, consider the following:</p> <ul style="list-style-type: none"> • Introduction of flexible shifts, staggered shifts, extended working hours • Redeploying staff to other appropriate studios in the vicinity where such capacity exists • Alternate staff to work between base and home 	Y		

Work Environment Controls				
2	As far as is reasonably practicable, are all internal building doors left open to avoid the risk of potential contamination? (note: check with local fire officer)	Y		
3	Is there a documented cleaning schedule in place for each work location?	Y		
4	Have all unnecessary items been removed from the work area to include: spare /extra chairs, storage boxes or any items which could contribute to the risk of contamination?	Y		
5	Are there appropriate hand washing facilities available?	Y		
6	Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels etc. (alcohol hand rub can be used if hands are not visibly dirty)?	Y		
7	Is there an adequate number of waste bins?	Y		
8	Has appropriate COVID 19 signage been prominently displayed throughout the work location?	Y		
Work Practice Controls				
9	Has access to work locations been restricted to rostered personnel only as far as is reasonably practicable?	Y		
10	Has consideration been given to floor/barre markings to demonstrate minimum distancing between students to encourage social distancing?	Y		
11	Are work/rest breaks staggered in order to maintain social distancing requirements?	Y		
12	Is the use of communal areas restricted to ensure social distancing is maintained?	Y		
13	Are staff aware of respiratory hygiene and cough etiquette?	Y		
14	Do staff adhere to respiratory hygiene and cough etiquette?	Y		
15	Are staff familiar with hand washing technique/ guidelines?	Y		
16	Are all potable water outlets cleaned and sanitised on a regular basis?			N/A
17	Are waste bins emptied, cleaned and sanitised on a regular basis?	Y		
18	Are staff instructed to bring minimal personal belongings into the workplace to avoid risk of contamination?	Y		

Note: When all opportunities and flexibilities regarding maintaining staff in the workplace have been exhausted, managers must consider supporting staff to work from home with identifiable and measurable duties and regular reporting mechanisms.