**All Areas in RED to be risk assessed by the Hall User or class leader. Return to a member of the Hall Management Committee**

| **Risk Assessment**  **RE-OPENING Church Halls – users - July 20th 2020**  **All Areas in RED to be risk assessed by the Hall User or class leader. Return to a member of the Hall Management Committee** | | | | |
| --- | --- | --- | --- | --- |
| **Name of Church Hall:**  **St Hilda’s Church Hall** | **Address:**  **Kemys Street, Griffithstown NP4 5DJ**  **Gemini School of Dance..Jacqui Everson..07962233396** | | **Date: 01.09.2020** | |
| **Area of Focus**  **Gun room (Dance studio)** | **Control Measure**  *These are the main themes from the checklist and guidance. They may not apply in each case.* | **Detailed arrangements**  *Set out below the detailed arrangements you will implement under each control measure.*  ***The boxes will expand as you complete them.*** | **Action**  **by** | **Completed** |
| PREPARATIONS | Defined Opening Time | Confirmed by booking secretary |  |  |
|  | **Session Staffing arrangements** | Jacqui Everson..Rosie Balfry..Adam Cornes .(.teachers)Monday to Thursday inculsive...Hours of teaching 4pm to 9.pm pm..Teachers will clean after each 45 minute session then allowing 15 minutes for thorough cleaning in between each new session. Action by Gemini dance staff and class helpers. | Gemini dance staff and class helpers |  |
|  | Airing and Cleaning | Part of the hall processes undertaken by the caretaker and cleaner |  |  |
|  | Check services e.g. water, electrical, heating systems | Responsibility of the Hall Management Committee |  |  |
|  | Fire Risk Assessment | Responsibility of the Hall Management Committee. |  |  |
|  | **Track and Trace Register** | A register of each class will be taken by staff who will ensure that all telephone numbers are recorded for track and trace to be retained by Jacqui Everson |  |  |
| PHYSICAL DISTANCING | **Staffing arrangements including PPE for the session**  **2 metre distancing** | Masks will be worn in general instruction, but not during the teaching ,by staff or pupils.Hands will be sanitised on entering the building by all staff and pupils .Stickers will be placed on the floor of the studio to ensure 2 mtre social distancing.All pupils will arrive ready dressed for class and only bring a drinks bottle.They will have an allocated place for their bottles/coats.Pupils for their class will only be allowed to enter the building 15 minutes after the previous class have left.Parents will not be allowed to enter the hall.Pupils will be dropped off at the door. |  |  |
|  | Signage – General  **Session Specific** | Entry to the hall and generic signs are the responsibility of the Hall Management Committee  Gemini School of Dance will use the general signage of St.Hildas Church Hall. |  |  |
|  | Entry and Exits | Responsibility of the Hall Management Committee. |  |  |
|  | **One-way system during the session** | Dancers will enter and leave through the same door at 2 metres apart under the supervision of staff. |  |  |
|  | Taped/barriered routes | Responsibility of the Hall Management Committee |  |  |
|  | **Seating arrangements – plastic chairs only to be used from the marked area.** | Cleaned with Bacterial wipes provided by the Hall Committee  Jacqui Everson will also bring cleaning products and not require and chairs in the classroom.NB only the disabled toilet will be used.Students will have constant reminders of using hand sanitisers. |  |  |
|  | Restricted areas | Responsibility of the Hall Management Committee |  |  |
| HYGIENE | Hand washing sanitising – Wall mounted in entrance. | Responsibility of the Hall Management Committee. |  |  |
|  | **Equipment used within session** | Clean with Bacterial wipes. |  |  |
|  | **Shared objects** |  |  |  |
| CLEANING | **Cleaning team immediately after the session** | All floor areas sprayed with products provided and wiped with mop. |  |  |
|  | **PPE for use in session and disposal** |  |  |  |
|  | General Cleaning regime | Responsibility of the Hall Management Committee |  |  |

|  |  |  |
| --- | --- | --- |
| **Compiled By: Jacqui Everson** | **Approved by:**  Date: 03/09/2020 |  |