**AMY GREAVES SCHOOL OF DANCE : Risk Assessment (COVID-19)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard Description** | **Consequences** | **Level of Risk** | **Who is at Risk** | **Controls** | **Responsible** |
| Spread of COVID-19 | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect * No parents/carers allowed on site; collection/drop off points socially distanced * Trained staff in COVID-19 procedure to ensure safeguards are in place * No one with COVID-19 or suffering symptoms allowed on site (signed declaration) * Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes regular touch points, bathrooms and deeper changeover cleaning * All indoor spaces used well ventilated * All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff | All staff, students and their parents/guardians |
| Students not following COVID-19 Procedure | Spread of Virus | Low | All Users | * Student’s fully briefed on new ‘rules’ they must follow both before joining and upon arrival at site * Students who are continually unable to follow procedure asked to leave course * Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc) * Individual assessments and monitored ‘trials’ for any children with individual support needs that may result in breaking social distancing (i.e. potentially violent children and SEND students) | All staff, students and their parents/guardians |
| Teachers not following COVID-19 Procedure | Spread of Virus | Low | All Users | * Teachers fully briefed on procedure before course begins * Management staff constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure. * Teachers must keep meticulous logs of, and be forthcoming regarding teaching within other settings so that AGSOD can make informed decisions regarding their suitability to teach. | Staff and Management |
| Spread of COVID-19 through Physical Activity including dance and high-energy games | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Adhering to government gym guidance that allows 100ft2 per person in settings * Increased Social distancing measures implemented (2m+) or mitigate risk by using masks, bubbles or screens. * Regular rest and water breaks controlling students heart rates and breathing | Staff and Management |
| Suspected case whilst in the Studio | Spread of Virus | Medium/High (dependant on R rate) | All Users | If someone develops a high temperature or a persistent cough while in the studio, they should:  1) Return home immediately  2) Avoid touching anything  3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.  4) They must then follow the guidance on self-isolation and not return to the studio until their period of self-isolation has been completed.  5) The Studio area of contact should receive deep cleaning and social distancing MAINTAINED | Staff and management  Students  Parent/guardians |
| Spread of COVID-19 through Singing | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Government advice to avoid all singing and chanting * No singing permitted on site | Staff and Management |
| Access / egress to the studio | Spread of Virus | Medium | All users | Where possible, please consider and implement the following practices:  1) Ensure all extremely clinically vulnerable persons do not attend the studio  2) Stop all non-essential visitors  3) All class/lesson registration in advance and payment  4) Introduce staggered start and finish times to reduce congestion and contact at all times  5) Monitor studio access points to enable social distancing,  6) Remove or disable entry systems that require skin contact e.g. door/buttons automatic and look to increase cleaning or removal of common ‘touch points’  7) Require everyone to wash or clean their hands before entering or leaving the studio  8) Allow plenty of space (two metres) between people waiting to enter site with the one way system  9) Regularly clean common contact surfaces in reception, studios, access control and delivery areas e.g. ipads, printers, screens, telephone handsets, desks, particularly during peak flow times  10) Reduce the number of people in attendance to classes and windows and door left open for air flow  11) Parents/Guardians should remain in their vehicles and only enter the building for under 6 years collection.  12) Designate walking routes and one way systems with signage to help maintain social distancing | Staff and management |
| Inclement weather – cold temperature | Spread of virus | Low | All users | |  | | --- | | * All persons to dress appropriately for the weather for queuing outside   ● Welfare facilities provided to shelter from the elements  ● Maintain good hygiene measures at all times  ● PPE on individual issue basis and not to be shared | |  | | All staff, students and their parents/guardians |
| Spread of COVID-19 through Drama Activity/Shouting | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Government advice to avoid all activity that increases speaking voice above a normal volume * Projection within drama not encouraged * Games that result in volume increase from children will calmed down * Teachers who must project to teach must do so outside (dance) or if indoors must increase social distancing and ensure space is well ventilated or use a mic/headset. Or teach NOT facing the students. * Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave course. | Staff and Management |
| First Aid, Medical or Isolation  Including mental Health | Spread of Virus | Medium | All Users | * PPE to be worn if social distancing must be reduced to provide first aid or medical intervention * Staff member chaperoning any student needed to be isolated must socially distance and wear PPE | Management |
| Loss of vital staff due to illness | Loss of management capabilities | Medium | Management Staff, All Users | * Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business * Staff wellness checks and signed declaration | Management |
| Loss of teaching staff due to illness | Lessons cannot go ahead as planned | Medium | Management and Students | * Use of cover teachers and deputies * Management able to cover classes | Teachers and Management |