

COVID – 19 Risk Assessment - For all Teachers, Pupils, Parents and All other Stakeholders

(‘All Stakeholders’ means anyone who has any dealings with Buntingford School of Dance)

This Risk Assessment applies to all venues used by Buntingford School of Dance Ltd

This Risk Assessment has been compiled in conjunction with

1. Gov.uk Working Safely during Coronavirus – Providers of grassroots sport and gym/leisure facilities
2. Gov.uk Guidance for the safe use of multi-purpose community facilities
3. Gov.uk Meeting People outside your household
4. Gov.uk Guidance for the opening of schools
5. Gov.uk Working safely during Coronavirus – the Performing Arts
6. Gov.uk Core public health guidance
7. Gov.uk Implementing Protective measures - Education and Childcare settings – (Although this seems to have been superseded by 4. Above)
8. Gov.uk Protective measures - out of school settings
9. ISTD document ‘Preparing to Return to the Studio’ Parts 1 & 2
10. ISTD Webinar ‘Returning to the Studio’
11. Great Hormead Risk Assessment
12. Great Hormead Special Conditions of Hire

Title: Coronavirus 19 – Teachers, Pupils, Parents and any other Stakeholders	Date of Assessment: 03 September 2020	Risk Assessor: Philippa McMeechan
Risk Assessment Reference: 0004	People involved in making this assessment: Philippa McMeechan	
Task/ Process: Coronavirus – opening after lockdown	People at Risk: Pupils, Teachers, Parents and all other Stakeholders	

Hazard: Failure to follow Government policies Will potentially lead to the spread of coronavirus infection among All Stakeholders and anyone they come into contact with.
Control Measures:
1. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.
2. Our arrangements and procedures are reviewed regularly in the light of additional Govt. guidance as published at Gov.uk/Coronavirus.
3. None of our teachers/staff are in the extremely vulnerable or at risk categories. Where we are aware of this our employees they will be working at home if that is possible.
4. Teachers/staff with family members in extremely vulnerable categories, or teachers who believe their circumstances to have changed have been instructed to inform Philippa/Zoe without delay. Decisions on home working are taken on a case by case basis.
5. Social distancing (2 mtrs) while in the workplace must be maintained at all times.

6. All stakeholders advised to strictly follow the Government regulations re. self-isolation for 14 days, when;
- returning from a country which is on the Government's 'self-isolation' list
 - contacted by Test & Trace and advised to do so
 - you have been in close contact with someone who has tested positive for Covid-19

Hazard:

Uninformed - All Stakeholders who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
2. All Stakeholders have been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. NHS and Public Health warning posters displayed at all our fixed workplaces?? and printed copies given to all teachers
4. We have shared with all stakeholders by email the arrangements we have in place and how we would expect them to cooperate with our staff at any premises used by BSD

Hazard:

Contact between Staff, Pupils, Parents and All Stakeholders Risk of infection being passed from contacts or with contaminated premises and equipment.

Control Measures:

1. All stakeholders are instructed to maintain the advised 2m separation from contacts at all times, wherever possible.
2. All stakeholders are instructed not to attend classes if they have the following symptoms; coughing, difficulty in breathing or sweating/fever. If a teacher or member of staff believes a child is not well, parents / guardians will be instructed to collect their child as soon as possible.
If number 2 above occurs, the teacher must ensure that the student remains as far from the other students as possible, and ensure sanitization of that area with cleaning products as much as possible
3. All Stakeholders instructed to wash their hands frequently with soap and water for at least 20 seconds, or use hand gel
4. All Stakeholders instructed not to touch their eyes, nose or mouth, if their hands are not clean
5. All Stakeholders instructed that physical contact, such as handshakes, hugs, etc are not to be undertaken.
6. Where possible a one-way system to enter and exit the studio will exist. If a one-way system is not possible, the 2metre distancing will be observed
7. Students will be dropped at the door by their parent/guardian who will not be allowed admittance to the building. A 'No Entry' sign will be used as appropriate.
8. Staff advised to supervise the entry and exit of students to and from classes
9. The timetable will include breaks in between classes and numbers can be controlled in accordance with distancing regulations
- 11 Staff will have access to cleaning products, disposable gloves and hand sanitizer. Any door handles and any high-contact areas will be deep-cleaned with the sanitising cleaning products provided, before and after each class.
- 12 Staff will use disposable gloves and sanitizing cleaning products to deep clean the toilet in between classes.

13. Students have been advised to make sure they have used the toilet at home before they come out, to minimize the need to use the toilet at the BSD venue
14. If props / ballet barres are used teachers will deep-clean these with the sanitizing cleaning product provided
15. Students will be required to use the hand gel before their class and when they leave
16. Where possible floor tape will be used to mark a grid on the floor in order that pupils are reminded to distance during the class. If floor tape is not possible, 'floor spots' will be used for the younger students
17. Doors and windows will be open as much as possible for optimum ventilation
18. Students advised to ensure all uniform is very clearly named
19. Students advised to arrive in their dance uniform, with a tracksuit or similar over the top. All stakeholders advised there will be no admittance to a changing room
20. All stakeholders advised no cash payments will be accepted for either payment of fees or for purchase of dance uniform
21 All stakeholders advised that the 2 nd -hand dance uniform supplies system is no longer available
22 All stakeholders advised not to raise voices. Teachers advised to distance as much as possible whilst teaching classes, whilst still giving clear instructions.
23. Teachers advised to adapt their classes as necessary to comply with distancing regulations. Teachers advised to seek advice from the Principal where needed.
24. All stakeholders advised class numbers will be limited to comply with distancing regulations
25. Teachers advised of the need for accurate registers in order to support 'NHS Test and Trace'
26. No bare feet allowed AT ALL IN ANY CLASS. Ballet shoes /Jazz shoes must be worn for Modern classes
27. Teachers to remove all rubbish from a hall at the end of a session in a bin liner/carrier bag, take home and throw away in their bin
28. Big gaps to be left when performing travelling steps/pirouettes and other dynamic movements. Risk of Cumulative Aerosol Transmission to be mitigated by leaving larger gaps, at least 4 metres, before next person starts. Alternate pattern of travelling steps from person to person so not in 'slipstream'. Floor spots to be used down the side of room for students to stand on to space effectively. e.g. one at a time... Pupil 1 C3 to C1 Pupil 2 C4 to C3 Pupil 3 C2 to C4 Pupil 4 C1 to C2

Hazard: Travel and vehicles Risk of the spread of infection from vehicles and during travel.
Control Measures: 1. Public transport should only be used where absolutely essential. All Stakeholders are instructed on avoiding contact with surfaces, distancing and hand washing as per Government policies.

Hazard: Personal hygiene Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces
Control Measures: 1. All Stakeholders are instructed that a tissue, should be used when coughing and or sneezing then put into bag / pocket and taken home. 2. All Stakeholders are instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.

Hazard: Food and drink Potential for cross-infection
Control Measures: 1. All Stakeholders are required to bring their own drink which should be clearly named and under no circumstances shared. 2. Students are not allowed to access kitchens / taps / cooking facilities in the venues which we use. If teachers/staff use a kitchen they are required to use the sanitizing products issued to deep-clean directly following use.

Hazard: Personal Protective Equipment Contact with potentially cross contaminated PPE may transmit infection.
Control Measures: 1. Personal protective equipment is required to remain PERSONAL to person to whom it was issued. Workers instructed not to borrow from colleagues 2. Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged taken home and disposed of

Hazard: Telephone and IT equipment Contact with potentially cross contaminated equipment may transmit infection.
Control Measures: 1. Teachers instructed to ensure that all IT and electronic equipment, e.g. ipods, ipads & mobile phones, that may be used on premises are cleaned/disinfected on a regular basis using a disinfecting wipe 2. Teachers and All Stakeholders instructed to refrain from sharing their mobile phone or any equipment as above with other people.

Hazard: Smoking Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection.:
Control Measures:
1. All Stakeholders are reminded to comply with no smoking regulations at all times.

Hazard: Inaccurate Contact Information Held
Control Measures:
1. Parents/Guardians advised to ensure contact details are up to date, in particular telephone numbers for when a student is in a class

Hazard: Evacuation of the Building in and Emergency
Control Measures:
1. Teachers to take all students out of the building, via our designated exit, maintaining social distancing where possible. 2. Teachers to escort the students over to the top corner of the car park and take a register.

Documents Associated with this Risk Assessment:	BSD Covid-19 Procedures and As listed above in the introduction
Review Date : 12 October 2020	Reviewer : Philippa McMeechan

