## COMPANY NAME: Foster’s School of Dance ASSESMENT CARRIED OUT BY: Amy Foster (Principal)

## DATE OF NEXT REVIEW: 1st October 2020 DATE ASSESMENT WAS CARRIED OUT: 24th August 2020

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| **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 | * Hand washing facilities with soap and water in place.
* Stringent hand washing taking place.
* Drying of hands with disposable paper towels.
* Hand sanitizer in place at the entry point for all students to sanitize hands on arrival.
* No bags, coats or shoes allowed in the main dance hall.
* 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
* Advise parents to limit public transport use.
* No contact/partner work in classes.
* Bo props or equipment to be shared.
* One was system 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
* If a child/student or staff is tested positive the rest of that class will need to self-isolate for 14 days and track and trace will be informed for further guidelines and advice from the government.
 | 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 and every day
* 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 Fosters School of Dance 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 | * Government advice to prioritise outdoor physical activity
* Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency
* Regular rest and water breaks controlling students heart rates and breathing
 | Staff and Management |
| Spread of COVID-19 through Singing | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Government advice is for all students to sing towards the front in the same direction. Singing towards each other is not allowed.
* Avoid projection and very loud singing.
 | Staff and Management |
| 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
* Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave.
 | Staff and Management |
| First Aid, Medical or Isolation  | 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
* If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.
* If advised that a member has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.
* Track and Trace/ Test and Trace will also be used.
 | 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 |