**Risk Assessment (COVID-19 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 | * Thorough COVID-19 procedure in place to minimise risk of infection including the use of small classes that do not cross-infect. * Trained staff in COVID-19 procedure to ensure safeguards are in place. Front of house staff to oversee coming and going of children. Dance staff oversee social distancing is adhered to within the studio. PPE available for staff when needed. * No parents/carers allowed on site. * Each class allocated individual drop off and collection points by 2 separate entrances. * All children’s hands will be sanitised on arrival and departure. * On arrival students to go to allocated pegs in the changing room and then enter the studio where every student goes to their allocated number and remains on this position throughout the session to guarantee social distancing. * No one with COVID-19 or suffering symptoms allowed on site (possibility of temperature checks). * Classes reduced by 15 minutes to thoroughly clean studio, changing room, toilet facilities (which are also cleaned after every use) and regular touch points between each session. This also allows time for children to leave safely and the next class to enter without crossing over. * All indoor spaces are well ventilated. * All equipment either brought or used for one group alone, or thoroughly cleaned between groups by staff. * Principal has regular staff meeting updating staff on the latest government guidelines. | All staff, students and their parents/guardians |

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| Students not following COVID-19 Procedure | Spread of Virus | Low | All Users | * Students and parents fully briefed on new ‘rules’ they must follow both before joining and upon arrival at site. * If any students are unable to follow procedure they are asked to leave. Child-friendly posters and images are displayed in all rooms which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing. Hand sanitising etc) | All staff, students and their parents/  guardians |
| Teachers not following COVID-19 Procedure | Spread of Virus | Low | All Users | * The Principal has regular staff meetings updating staff on the latest government guidelines. * Teachers fully briefed on procedure before lessons begin. * The Principal constantly ensure procedures are followed. | Staff and  Principal |
| Spread of COVID-19 through Physical  Activity | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Social distancing measures implemented (2m) * Regular rest and water breaks controlling student’s heart rates and breathing. * Children have to bring their own water bottles to every session. | Staff and  Principal |
| 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 needing to be isolated must socially distance and wear PPE. | Principal / staff |
| Loss of vital staff due to illness | Loss of management capabilities | Medium | Principal,  Staff, All Users | * Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business. * Staff wellness checks. | Principal |
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| Loss of teaching staff due to illness | Lessons cannot go ahead as planned | Medium | Principal, staff and Students | * Use of cover teachers and deputies * Principal able to cover classes | Staff and Principal |
| Examination sessions | Spread of virus | Low | Principal, staff, Students and examiner | * Examiner to have 3m social distance box around her. * Examiner to bring own drinks and food. * Examiner to have use of own toilet. * Hand sanitiser available for examiner and desk and chair cleaned before arrival. * Person putting music on to wear a face mask * Children to 3m social distance within the exam room and given allocated spots. * Barres cleaned after each grade. * Children to enter and leave the exam room at 3m apart. * Exams papers, timetable and risk assessment left on the examiners desk. | Examiner, staff and Principal |