



## **COLCHESTER SCHOOL OF DANCE COVID – 19 RISK ASSESSMENT FORM WITHIN THE EARLS COLNE VILLAGE HALL SETTING**

### **SECTION A**

<b>LOCATION:</b> EARLS COLNE VILLAGE HALL	<b>ACTIVITY:</b> DANCE CLASSES
<b>DATE CARRIED OUT:</b> 28/07/2020	<b>TIME:</b> 12.00
<b>COLLATED BY:</b> JANE HANSFORD	<b>DATE TO BE REVIEWED:</b> TO BE UPDATED 2 DAYS PRIOR TO FULL REOPENING

**MAIN ASSESSOR:** Jane Hansford (Principal)

**OFFICE MANAGER:** Joanne White

**DAILY ASSESSORS:**  
Wednesday: Jane Hansford  
Thursday: Shannon Parker/Elisabeth Campbell  
Summer workshop: Jane Hansford





## **SECTION B**

<b>AREA:</b>	COMMUNAL ENTRANCE AND EXITS, CORRIDOR AND WAITING AREA
<b>RISKS:</b>	SPREAD OF COVID – 19
<b>WHO IS AT RISK:</b>	STUDENTS, STAFF AND PARENTS OF STUDENTS
<b>CONTROL MEASURES</b>	<p>Parents to drop off children by the main entrance observing social distancing, markers to be placed on the pavement by the Village Hall.</p> <p>One way system for drop off and collection, main door for entry, fire exit doors for exit.</p> <p>Teacher or TA to collect children from parents from the main entrance.</p> <p>No parents of children allowed in the building or waiting area</p> <p>Students to arrive in uniform, no other clothing will be allowed.</p> <p>Students will be permitted to bring shoes only in one small bag and their own named water bottle.</p> <p>Students who take multiple classes are to remain in one uniform and are not permitted to change between lessons.</p> <p>All students must observe social distancing and use the Hand Sanitiser facilities by the main entrance before entering the building.</p> <p>Breaks between classes will be added to the timetable to allow for one class to leave before the other arrives.</p> <p>Students to use hand sanitiser facilities when leaving the hall.</p>
<b>ADDITIONAL CONTROLS</b>	Safety plan to be emailed to parents before re commencing classes. Social distancing signs on arrival
<b>RISK RATING</b>	High
<b>ACTION BY AND WHEN</b>	Jane Hansford (Prior to opening) Teaching Staff on each day

<b>AREA:</b>	HALLS
<b>RISKS:</b>	SPREAD OF COVID – 19 DURING LESSONS DUE TO LACK OF SOCIAL DISTANCING
<b>WHO IS AT RISK:</b>	STUDENTS, TEACHERS AND TEACHING ASSISTANTS
<b>CONTROL MEASURES</b>	<p>Class sizes to be reduced to a maximum of 15 for the main hall and 9 for the small hall.</p> <p>Social distancing to be observed during lessons with taped markings on the floor. Children will remain within their marking.</p> <p>Children to use one chair for barre work and chairs placed between them to observe social distancing.</p> <p>No partner work, choreography, group practice or singing classes allowed.</p> <p>Lessons to be planned to accommodate syllabus classes rather than choreography and to be planned taking into consideration social distancing.</p> <p>Fire exit doors to remain open during all lessons to assist with air circulation.</p>
<b>ADDITIONAL CONTROLS</b>	<b>Additional TA to help young children adhere to social distancing whilst dancing.</b>
<b>RISK RATING</b>	<b>Medium</b>
<b>ACTION BY AND WHEN</b>	<b>Jane Hansford (Prior to opening) Teaching Staff on each day</b>

<b>AREA:</b>	HALLS - EQUIPMENT
<b>RISKS:</b>	SPREAD OF COVID – 19 ON SURFACES
<b>WHO IS AT RISK:</b>	STUDENTS, TEACHERS AND TEACHING ASSISTANTS
<b>CONTROL MEASURES</b>	<p>Hall to be cleaned and cleared by Parish council cleaner before our booking.</p> <p>Hall floor, chairs, light switches and door handles cleaned between lessons by the teacher or teaching assistant.</p> <p>Use of exercise bands, blocks and props to be prohibited.</p> <p>Acro mats to be cleaned between classes, each student will be allocated their own mat during class. Mats to be stored in the village hall.</p> <p>All teaching staff to bring their own music equipment.</p> <p>Any rubbish used by us will be removed.</p>
<b>ADDITIONAL CONTROLS</b>	<b>Additional TA to help with cleaning between lessons</b>
<b>RISK RATING</b>	<b>Medium</b>
<b>ACTION BY AND WHEN</b>	<b>Jane Hansford (Prior to opening) Teaching Staff on each day</b>

<b>AREA:</b>	TOILETS
<b>RISKS:</b>	SPREAD OF COVID – 19
<b>WHO IS AT RISK:</b>	STUDENTS, TEACHERS AND TEACHING ASSISTANTS
<b>CONTROL MEASURES</b>	
<p>Only one student at a time will be allowed to use the toilet.          Younger children will be accompanied by a teaching assistant observing social distancing.          Washing of hands and use of hand sanitiser before re entering the hall.</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>          Toilets to be cleaned by us after using the village hall.</p>	
<b>ADDITIONAL CONTROLS</b>	<b>Additional TA to assist young children when using the toilet.</b>
<b>RISK RATING</b>	<b>Medium</b>
<b>ACTION BY AND WHEN</b>	<b>Jane Hansford (Prior to opening) Teaching Staff on each day</b>



<b>AREA:</b>	INJURY DURING LESSONS
<b>RISKS:</b>	SPREAD OF COVID – 19 DURING WHEN ATTENDING TO AN INJURED STUDENT
<b>WHO IS AT RISK:</b>	TEACHER AND STUDENT
<b>CONTROL MEASURES</b>	<p>Full first aid kit onsite in the village hall. All teaching staff to carry their own first aid kit with PPE</p> <p>All staff and teachers have up to date first aid training.</p> <p>PPE to be used when administering first aid but social distancing may not be observed.</p> <p>Tissues to be placed in classes for students who may need them encouraging 'catch it, bin it, kill it'</p>
<b>ADDITIONAL CONTROLS</b>	NOTIFICATION TO PARENTS TO THE USE OF PPE FOR INJURIES IF TIME ALLOWS
<b>RISK RATING</b>	HIGH
<b>ACTION BY AND WHEN</b>	Jane Hansford (Prior to opening) Teaching Staff on each day





<b>AREA:</b>	ALL AREAS
<b>RISKS:</b>	SPREAD OF COVID – 19 DUE TO TAKING DANCE CLASSES
<b>WHO IS AT RISK:</b>	STUDENTS, TEACHERS, STAFF, PARENTS OF STUDENTS, EXTENDED FAMILY
<b>CONTROL MEASURES</b>	<p>Full up to date contact details of all students. Registration to be taken in every class on teachers own laptop. Safety guidelines and updated policies to be sent prior to re opening incorporating information for parents not to send their child to class if they have symptoms of the virus. <b>SEE APPENDIX A (School Policies doc)</b> New members to fill in registration form before attending a trial lesson. Parent/guardians will be contacted immediately should any child become unwell during lesson and asked to collect them. Line of contact will be from the teacher to the office manager to the parent.</p>
<b>ADDITIONAL CONTROLS</b>	
<b>RISK RATING</b>	MEDIUM
<b>ACTION BY AND WHEN</b>	Jane Hansford (Prior to opening) Teaching Staff on each day, office manager.



