



COLCHESTER SCHOOL OF DANCE COVID – 19 RISK ASSESSMENT FORM WITHIN KINGSLAND CHURCH SETTING

SECTION A

LOCATION: KINGSLAND CHURCH CENTRE	ACTIVITY: DANCE CLASSES
DATE CARRIED OUT: 02/09/20	TIME: 6.00PM
COLLATED BY: JANE HANSFORD	DATE TO BE REVIEWED: TO BE UPDATED AT HALF TERM

MAIN ASSESSOR: Jane Hansford (Principal)

OFFICE MANAGER: Joanne White

DAILY ASSESSORS: Tuesday: Elisabeth Campbell

Thursday: Sarah Lloyd/Shannon Parker/Elisabeth Campbell



SECTION B

AREA:	COMMUNAL ENTRANCE AND EXITS, CORRIDOR AND WAITING AREA
RISKS:	SPREAD OF COVID – 19
WHO IS AT RISK:	STUDENTS, STAFF AND PARENTS OF STUDENTS
CONTROL MEASURES	<p>Parents to drop off children by the main entrance observing social distancing, signs by the entrance</p> <p>One way system for drop off and collection, using main door, one for entry and one for exit. Signs and arrows are in place</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 with the exception of pre school (Tots) parents who may use the waiting area. Adults must wear masks when entering and walking around the communal area.</p> <p>Parents of Pre school children and teachers/assistants must sign in.</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 level to leave before the other arrives.</p> <p>Students to use hand sanitiser facilities when leaving the hall.</p>
ADDITIONAL CONTROLS	Safety plan to be emailed to parents before re commencing classes. Social distancing signs on arrival
RISK RATING	High
ACTION BY AND WHEN	Jane Hansford (Prior to opening) Teaching Staff on each day



AREA:	HALLS
RISKS:	SPREAD OF COVID – 19 DURING LESSONS DUE TO LACK OF SOCIAL DISTANCING
WHO IS AT RISK:	STUDENTS, TEACHERS AND TEACHING ASSISTANTS
CONTROL MEASURES	<p>Class sizes to be reduced to a maximum of 20 for the auditorium and 15 for the other halls.</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>
ADDITIONAL CONTROLS	Additional TA to help young children adhere to social distancing whilst dancing.
RISK RATING	Medium
ACTION BY AND WHEN	Jane Hansford (Prior to opening) Teaching Staff on each day



AREA:	HALLS - EQUIPMENT
RISKS:	SPREAD OF COVID – 19 ON SURFACES
WHO IS AT RISK:	STUDENTS, TEACHERS AND TEACHING ASSISTANTS
CONTROL MEASURES	<p>Hall to be cleaned and cleared by Kingsland before and after the hire. CSOD to hang 'Clean now' sign after use of each room. Hall floor, chairs, light switches and door handles cleaned between lessons by the teacher or teaching assistant. Use of exercise bands, blocks and props to be prohibited. All teaching staff to bring their own music equipment.</p>
ADDITIONAL CONTROLS	Additional TA to help with cleaning between lessons
RISK RATING	Medium
ACTION BY AND WHEN	Jane Hansford (Prior to opening) Teaching Staff on each day



AREA:	TOILETS
RISKS:	SPREAD OF COVID – 19
WHO IS AT RISK:	STUDENTS, TEACHERS AND TEACHING ASSISTANTS
CONTROL MEASURES	<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>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>
ADDITIONAL CONTROLS	Additional TA to assist young children when using the toilet.
RISK RATING	Medium
ACTION BY AND WHEN	Jane Hansford (Prior to opening) Teaching Staff on each day





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





AREA:	ALL AREAS
RISKS:	SPREAD OF COVID – 19 DUE TO TAKING DANCE CLASSES
WHO IS AT RISK:	STUDENTS, TEACHERS, STAFF, PARENTS OF STUDENTS, EXTENDED FAMILY
CONTROL MEASURES	
<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. SEE APPENDIX A (School Policies doc) 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>	
ADDITIONAL CONTROLS	
RISK RATING	MEDIUM
ACTION BY AND WHEN	Jane Hansford (Prior to opening) Teaching Staff on each day, office manager.



