



COLCHESTER SCHOOL OF DANCE COVID – 19 RISK ASSESSMENT FORM WITHIN THE STANWAY SCHOOL SETTING.

SECTION A

LOCATION: STANWAY SCHOOL	ACTIVITY: DANCE CLASSES
DATE CARRIED OUT: 16/07/2020	TIME: 11.30AM
COLLATED BY: JANE HANSFORD	DATE TO BE REVIEWED: TO BE UPDATED 2 DAYS PRIOR TO RE OPENING

MAIN ASSESSOR: Jane Hansford (Principal)

OFFICE MANAGER: Joanne White

DAILY ASSESSORS:

Monday: Jane Hansford/ Elisabeth Campbell

Tuesday: Jane Hansford/Elisabeth Campbell

Wednesday: Shannon Parker/Samantha Bearman

Thursday: Sarah Lloyd, Elisabeth Campbell/Shannon Parker

Friday: Shannon Parker

Saturday: Jane Hansford/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 community side entrance of the school observing social distancing. Teacher or TA to collect children from parents from the main entrance door and accompany to class. No parents of children allowed in the waiting area. Students to arrive in uniform, no other clothing will be allowed and no bags. Students will be permitted to bring shoes only and their own named water bottle. Students who take multiple classes are to remain in one uniform and are not permitted to change between lessons. All students must observe social distancing and use the Hand Sanitiser facilities by the main entrance before entering the building. Breaks between classes will be added to the timetable to allow for one class to leave before the other arrives. Students to use hand sanitiser facilities when leaving the studio.</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:	MAIN STUDIO LESSONS
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 15 for lower school and 10 for upper school.</p> <p>Social distancing to be observed during lessons with 2 metre squared markings on the floor. Children will remain within their marking.</p> <p>Social distancing taped markings on the fixed ballet barre and mobile ballet barre.</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>
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:	MAIN STUDIO EQUIPMENT
RISKS:	SPREAD OF COVID – 19 ON SURFACES
WHO IS AT RISK:	STUDENTS, TEACHERS AND TEACHING ASSISTANTS
CONTROL MEASURES	<p>Studio to be cleared of all day time equipment and cleaned by Stanway staff prior to and after CSOD letting. Studio floor, fixed barre and mobile barres to be cleaned between lessons by the teacher or teaching assistant. Mirrors to be covered at the end of the letting by the teacher only. Use of mats, exercise bands, blocks and props to be prohibited. All teaching staff to bring their own music equipment. Entry to studio is via a security pass so doors and handles do not need to be touched.</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 studio.</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	<p>Full first aid kit including PPE stored in the CSOD locked cupboard. 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.</p>
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 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.



