

**Natalie Jane Dance School: Risk Assessment (COVID-19)**

**ALL CLASSES**

**Date: 14/08/2020, 24/11/2020, 07/04/2021**

**Review Date: 01/06/2021**

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	<ul style="list-style-type: none"> <li>· Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect (<i>please refer to COVID-19 procedure</i>)</li> <li>· No parents/carers allowed on site; collection/drop off points socially distanced</li> <li>· Children aged 11+ to wear a mask to and from the venue, but not during class</li> <li>· Students to wear suitable dance shoes for all classes</li> <li>· Trained staff in COVID-19 procedure to ensure safeguards are in place</li> <li>· No one with COVID-19 or suffering symptoms allowed on site</li> <li>· Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes regular touch points and toilets</li> <li>· Use of larger spaces if possible</li> <li>· All indoor spaces used well ventilated</li> <li>· Hand washing/sanitising before and after class</li> <li>· All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff</li> </ul>	All staff, students and their parents/guardians
Students not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> <li>· Student's fully briefed on new 'rules' they must follow both before joining and upon arrival at site</li> <li>· Students who are continually unable to follow procedure asked to leave the class</li> </ul>	All staff, students and their parents/guardians

				<ul style="list-style-type: none"> <li>Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc)</li> <li>Individual assessments and monitored 'trials' for any children with individual support needs that may result in breaking social distancing (i.e. potentially SEND students)</li> </ul>	
Teachers not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> <li>Teachers fully briefed on procedure before term begins</li> <li>Management staff constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure.</li> <li>Teachers must keep meticulous work logs and be forthcoming regarding teaching within other settings so that Natalie Jane Dance School can make informed decisions regarding their suitability to teach.</li> </ul>	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	<ul style="list-style-type: none"> <li>Adhering to government gym guidance that allows 100ft<sup>2</sup> per person in settings</li> <li>Increased Social distancing measures implemented (2m or 1m+ with risk mitigation)</li> <li>Regular rest and water breaks controlling students heart rates and breathing</li> </ul>	Staff and Management
Spread of COVID-19 through Drama Activity/Shouting	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> <li>Government advice to avoid all activity that increases speaking voice above a normal volume</li> <li>Teaching activities that may result in volume increase from children will be calmed down</li> <li>Teachers who must project to teach must increase social distancing, ensure space is well ventilated and lower music volume to speak</li> <li>Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave the class.</li> </ul>	Staff and Management

				<ul style="list-style-type: none"> <li>Face to face teaching to be minimised, encouraging side to side, or teaching facing the same way as children.</li> </ul>	
First Aid, Medical or Isolation	Spread of Virus	Medium	All Users	<ul style="list-style-type: none"> <li>PPE to be worn if social distancing must be reduced to provide first aid or medical intervention</li> <li>Staff member chaperoning any student needed to be isolated must socially distance and wear PPE (toilet breaks)</li> </ul>	Management
Loss of vital staff due to illness	Loss of management capabilities	Medium	Management Staff, All Users	<ul style="list-style-type: none"> <li>Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business</li> <li>Staff wellness checks and signed declaration</li> </ul>	Management
Loss of teaching staff due to illness	Lessons cannot go ahead as planned	Medium	Management and Students	<ul style="list-style-type: none"> <li>Use of cover teachers, adhering to the above guidelines</li> <li>Management able to cover classes</li> </ul>	Teachers and Management