



Keyworth School of Theatre Dance

Covid 19 Risk Assessment 2020

Hazard Description	Consequences	Who is at Risk	Control Measures	Level of Risk
Pupil becomes ill whilst at class	Other pupils/teachers /hall users could become ill also	Pupils, teachers, hall users	<p>If a pupil develops a high temperature or a cough whilst at class they should:</p> <ul style="list-style-type: none"> • be collected immediately • avoid touching anything • be taken out of the main hall and away from other pupils and wait with the marshal (to wear PPE) until collected • follow guidance on self-isolation and not return to class until the self-isolation period is over • Cleaning of touch points will take place immediately without waiting for the end of the class 	Medium
Venue Space/Access	If too many people allowed in the building it increases the infection risk and will not adhere to social distancing rules	Pupils, teachers, hall users	<ul style="list-style-type: none"> • Ensure all parents/carers sign the KSTD Covid-19 Policy before pupils return to classes • No parents allowed inside the building to collect pupils unless in the case of an emergency • Parents to wait outside in cars or on pathway socially distanced • No visitors permitted or parents to watch classes • Only pupils, marshal and teacher/teacher's assistant to be in the building (total of 12 at any time-to meet the square footage rule) • All pupils to stand socially distanced upon entering the building and maintain social distancing inside. Temporary markers to be placed for dancer's area. • Pupils to arrive 5 minutes before the lesson starts and collected at the end of the session to avoid class crossover • Use of marshal for safeguarding reasons and to ensure pupils safely with parent/carer • At least 10 minutes in between classes for cleaning of toilet and high touch points • Signage to remind all to keep 2m distance 	Medium

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			<ul style="list-style-type: none"> • Signage to remind of regular hand washing • Marshal to be present during all classes to help pupils with social distancing/hand washing • Classes to be reduced to 8 pupils plus the teacher in Webster Hall • Pupils encouraged to walk to class if a feasible option, or to arrive at the dance class in their own bubble's transport • Senior school aged pupils to wear face coverings on arrival and departure at all the venues • Classes capped at: <ul style="list-style-type: none"> – 8 in Webster Hall – 15 in Village Hall – 13 in Table Tennis Pavilion – 12 in Tollerton Methodist Hall 	
Use of changing facilities/rest areas	Personal belongings have contamination potential	Pupils, teachers, hall users	<ul style="list-style-type: none"> • KSTD Covid 19 Policy states that there are reduced changing facilities available • Pupils encouraged where feasible to come to class ready with no personal belongings • Should the changing facility be required, the pupil will place belongings on a chair which will be cleaned as part of the cleaning process after each class • Pupils' dance classes will be placed back to back to encourage no toing and froing • No waiting room facility to be available • Pupils will not require food whilst at class but a personal labelled water bottle may be brought into the studio 	Low
Equipment	Use of props could cause cross contamination. Would need to be cleaned regularly/after each use	Pupils, teachers, hall users	<ul style="list-style-type: none"> • For examinations props will be distributed to pupils who will keep them on a temporary basis and return for cleaning afterwards • The ballet barre will be cleaned with anti-bacterial cleaner after each class 	Low
Cleaning/Hygiene	Poor hygiene will increase the risk of infection.	Pupils, teachers, hall users	<ul style="list-style-type: none"> • Everyone must sanitise hands on arrival at the hall and on departure • All enter and exit via the main entrance 	Medium

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			<ul style="list-style-type: none"> • Pupils will be reminded not to touch their face • Hair to be tied back for all classes • In the classes where bare feet are required, pupils will be reminded to sanitise feet with the wipes provided before and after the session and or examination • All hall users will use “catch it, bin it, kill it” • Tissues and hand sanitiser will be available in the main hall and a bin provided • Enhanced cleaning will be adopted after each class ie the regular touch points, ballet barres, toilet (only one in use during classes), chairs in waiting room • The floor will be cleaned daily at the end of the sessions • Only one pupil allowed in the toilet (1 in use); ensure good hygiene/hand washing and toilets cleaned after each class • Guidelines of the facility will be followed by all users of the dance school regarding cleaning and disposal of rubbish 	
First Aid	Without risk mitigation could increase spread.	All effected pupils, first aider	<ul style="list-style-type: none"> • PPE (apron, mask and gloves) is available in KSTD first aid cupboard for the teacher (first aider) to wear in the event of administering first aid on a pupil. • Parents to sign the KSTD Covid 19 Policy stating the above • All parents/carers will sign a declaration within the KSTD Covid 19 Policy to state their child must not attend classes if they show any symptoms of Covid 19 or if they should be self-isolating due to a positive case in their household • First aid PPE supplies to be monitored 	Low
Cash Handling Class registration New pupils	Carries contamination potential	Parents/administrator	<ul style="list-style-type: none"> • All payment for classes via BACS to avoid cash handling • All pupils to have pre-booked for the block (6 weeks) • Dated class registers to include pupils’ names, the teacher, teacher’s assistant (where applicable) and marshal’s name for “test and trace” purposes • All new KSTD members complete an online registration form to reduce the unnecessary handling of paper 	Low
Purchasing of dance uniform/shoes	Risk of cross contamination for pupils trying on uniform	Pupils, teachers	<ul style="list-style-type: none"> • To be purchased via BACS and sent in mail • To be kept for 3 days before returning to stock in cases of 	Low

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			exchanges	
Staff on site	Too many staff will affect the square footage to person ratio	Pupils, teachers	<ul style="list-style-type: none"> Ensure pupil to teacher ratio is covered but no more than required 	Low
Staff awareness	Staff not briefed on procedures will create inconsistency and risk of spread of infection.	Pupils, teachers	<ul style="list-style-type: none"> All teaching staff to attend a meeting before the dance school opens about the full procedures All staff to receive a copy of the risk assessment All staff to be made aware of the cleaning process taken after each group, the location of all the cleaning products and briefed on the guidelines of the venue 	Low
Voices raised over the music; projection of voices by pupils/teachers	If the music is too loud and teachers raise their voices over the music this can create excess droplets in the air and increase the risk of spread	Pupils, teachers	<ul style="list-style-type: none"> Teachers to keep music volume low Teachers to keep shouting/raised voices to a minimum Pupils reminded not to raise voices unduly Teachers to remain in their teacher area at the front of the class 	Medium
Singing	Increased risk of spread of the virus through droplets	Pupils, teachers	<ul style="list-style-type: none"> Singing is permitted during Musical Theatre classes at the Village Hall Pupils to wear visors for the duration of the class as a preventative measure 	Medium
Students not following new procedures	Spread of virus	Pupils, teachers	<ul style="list-style-type: none"> Brief all pupils on new procedures Child friendly posters to remind them of hand washing and importance of 'catch it, bin it, kill it' New pupils to attend a trial first to assess if they will be able to follow the procedures Keep new members joining to a minimum in the current climate Registration to take place online 	Low
Young children - under 5s	Young children under 5 and children with additional needs, according to government guidelines are not expected to social	Pupils, teachers	<ul style="list-style-type: none"> To reduce the risk by keeping these children in fixed groups Children given colourful rubber spots to stand on to encourage their dance space Children, even under 5, will still be encouraged to keep 2m distance from each other and the teacher 	Medium

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	distance.		<ul style="list-style-type: none"> • Children will not hold hands or work in pairs • The teacher of these fixed groups will wear a child-friendly mask in the event of a young child needing help that requires the teacher to be within 2m distance • Teacher to be made aware of the additional risks of working with a fixed group of under 5s • Teacher to use a fogger/anti bacterial spray on clothes, clean the area and use hand sanitiser before teaching the next fixed group of children 	
Examinations	Spread of the virus	Pupils, teachers, examiner	<ul style="list-style-type: none"> • Touch points will be cleaned in between examinations unless pupils are in the same dance class bubble and then instead will be cleaned in between bubbles • Regular cleaning of floor in the breaks • Music operator and organisers of the session to wear a visor at all times • Entrants to arrive ready for the examination. No change facilities available • Examinations to be timetabled together where possible to avoid having entrants waiting • Maximum capacity (12- WH) will be adhered to at all times • Musical Theatre examinations: candidates to wear a visor and no large group examinations to take place 	Medium