

Nice Swan Academy Risk Assessment

Risk Assessment Title
Risk Assessor

Running Academy Sessions COVID-19
 Jamie Owen Gray

Date completed
Date of review

07/07/20
 Reviewed 26/03/21

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	
Dropping off and Picking up students				
Spread of COVID-19 (Coronavirus)	Students of various ages, staff, parent/guardian, visitors, other users of the building.	Building Capacity - Limit the number of people entering the building to drop off. Parents of older students to drop off and pick up at the door. Parents of younger children to enter the building and follow the one-way route.	<p>Ensure drop off and pick up times are staggered to avoid congestion and keep the car park safe.</p> <p>Encourage parents to walk, cycle or use a private vehicle. Ensure one-way route is clearly marked and social distancing is implemented when queuing inside and outside of the building for both drop off and pick up.</p> <p>Use of cones outside of the building to mark safe distance and manage queues.</p> <p>Parents cannot gather around or congest entrances or exits.</p> <p>Parents are not permitted to wait indoors however they can social distance in outdoor areas.</p>	

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	<p>Hand Washing & Temperature Checks – Sanitizer stations at the entrance to the building and within each room. Students and staff required to use when entering the building and after coughing, sneezing, touching high risk surfaces. Hands should be washed with anti-bacterial hand wash and paper towels after using the toilet. Paper towels should be disposed of safely in the bin</p> <p>The temperature of children, parents and visitors will be checked on entering the building with an infrared thermometer</p>	<p>Ensure sufficient stock of hand cleaning soaps and sanitisers. Signage in place to inform people to regularly clean hands.</p> <p>Those with a temperature of 37.8 degrees or higher will not be permitted.</p>	
	<p>Toilet Capacity – Open and available to use one child at a time to maintain social distancing and Sanitising rules.</p> <p>Parents or visitors should not use the toilets unless it's an emergency.</p>	<p>Use the disabled toilet as an additional should it be required in busier times. Always prioritise those who need an accessible toilet.</p> <p>Toilets to be cleaned regularly between uses.</p> <p>Staff to use a separate toilet to children.</p>	
	<p>Payments and Enquiries – Move our front desk to a position or room with larger space so not to cause congestion or make social distancing difficult. Have clear signage to remain a safe distance where possible. Use I-Pads where we are unable to have a front desk.</p> <p>Card and contactless payments only and encourage where possible to pay using the online payment portal.</p>	<p>Only allow one person at a time to make a payment or enquiry. Have a clearly marked distance from the desk to adhere to. Have sanitizers available.</p> <p>If absolutely necessary cash can be accepted in a sealed envelope with the correct money. The amount and invoice number must be noted on the front.</p>	

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		<p>Face Coverings – Encourage parents or visitors to use a face mask to avoid the spread of germs. Children will not be required to wear a face covering within the building as they are seen as lower risk and they will be optional for staff.</p> <p>Visor or mask to be worn by any member of staff with constant face to face contact with public.</p>	<p>Recommend that staff wear a face covering when interacting closely with parents or visitors.</p> <p>Face coverings can be removed when at a safe distance to allow classes to be delivered.</p> <p>Ensure we have a stock of masks.</p>	
		<p>Parking – encourage parents to be considerate when parking with extra space between cars to allow children and parents to safely get in and out.</p>	<p>Reduced timetable in place to minimize the amount of cars and people at any one time.</p>	
		<p>Safety signage – appropriate signage is placed in and around the building. Students, staff, parents and visitors are encouraged to read and follow at all times.</p>	<p>Ensure signage is put up and maintained. Any floor decals must be non-slip and safe. Encourage all individuals to read any safety signage when first entering the building.</p>	
		<p>Symptoms or illness – any individual showing symptoms or that have a member of their household showing symptoms will not be permitted to enter the building or take part in class.</p>	<p>Ensure parents and students are aware of this rule and that it is monitored regularly. Advise that government guidance is to be followed.</p> <p>An infrared thermometer will be available to check anyone who has recently felt unwell and returning to class.</p>	

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Moving around the building

Spread of COVID-19 (Coronavirus)	Students of various ages, staff, parent/guardian, visitors, other users of the building.	One Way System – this has been put in place with a clearly marked entrance to the building and a specific exit. This is to be followed when moving between studios and going too and from the toilets.	Ensure appropriate signage is in place and one way system is regulated.	
		Cleaning – ensure studios and public places including toilets are regularly cleaned and disinfected including floors and regularly touched surfaces. Discuss cleaning, infection and control members with centre management. Ensure space is being cleaned between different user groups outside of the Academy.	Regularly monitor cleaning and liaise with centre management to keep on top of this. Have a stock of gloves, disinfectant and cleaning materials Staff scheduled to come in earlier to support with set up of studios, rooms and stanitisation/cleaning.	
		Reducing contact with surfaces – doors will be propped open to avoid regular contact. Surfaces and handles that to have to be touched will be cleaned regularly with anti-bacterial wipes or disinfectant.	Implement checks at the beginning and throughout the day.	
		Staff movement – adhere to the 2 metre rule where possible when moving between children, other staff and parents. Where the 2m rule is not possible pass another individual with your back to them.	Ensure staff are briefed and safe practice is followed at all times. Safe distance to be reviewed regularly in relation to the government guidance.	

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In our classes				
Spread of COVID-19 (Coronavirus)	Students of various ages, staff	<p>Class Capacity - number of students in each class reduced to allow for social distancing.</p>	<p>Timetable has been adapted to allow for lower class numbers and longer gaps for class changeover.</p> <p>Younger students who find it hard to social distance will not return until it's safe to do so.</p>	
		<p>Social Bubbles – children to be played in smaller groups or 'bubbles' which they will remain in for the near future. Groups of 15 where possible – group numbers to be based on the size of the room and the setting.</p>	<p>Try and keep children that attend multiple classes in the same groups.</p> <p>Ensure the same member of staff teaches each group where possible.</p> <p>Encourage parents to limit the amount of out of school settings their child attends to avoid mixing bubbles.</p>	
		<p>Implementing social distancing in class – the studios have clearly marked floor decals which show the space in which a student can perform. Choreography or blocking which would normally be positioned closely together will be staged further apart until social distancing can be relaxed. Chairs are to be placed around the room at 2m distance between each where students will place a minimum amount of personal belongings that are permitted i.e. water bottles, dance shoes.</p> <p>One-on-one lessons can take place in smaller rooms with a maximum of 3 people permitted.</p>	<p>Studios have been measured and the safe number of students permitted in each studio at a 2m distance has been worked out. Government guidance will be followed allowing no more than 15 students per session unless the size of the room permits more. Sessions can run with a bigger capacity if children are of primary school age as they do not need to social distance from each other but must distance from the staff member.</p> <p>Outdoor coats and large bags will not be permitted into the building.</p>	

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	<p>Implementing social distancing between classes – a one way system is to be followed throughout the building adhering to the 2m rule wherever possible. Space has been allowed around the outside of each studio to allow for a walking route.</p>	<p>Have sufficient staff to monitor the safe change over between classes. Clear signage to mark the one way system and remind of social distancing rules.</p> <p>Use of radios for staff to communicate efficiently. Individual radio to be allocated to a staff member and cleaned between use.</p>	
	<p>Implementing social distancing during break times – breaks have been shortened allowing for a small snack and drink break only. Students will be required to return to their allocated chair during break times. Students will be permitted to use the toilets one person at a time to maintain social distancing and sanitising rules.</p>	<p>Chairs to be wiped down with anti-bacterial wipes between classes. Additional time has been allocated to do this</p> <p>Hands should be washed with anti-bacterial hand wash and paper towels after using the toilet. Paper towels should be disposed of safely in the bin</p> <p>Have sufficient staff to monitor breaks.</p> <p>Toilets to be cleaned between each use.</p>	
	<p>Social Distancing Staff -staff to teach from the raised stage at a safe distance with optional face coverings supplied.</p>	<p>No physical contact or support will be given until social distancing restrictions have been lifted.</p>	
	<p>Hygiene in class - tissues and sanitisers to be placed around the studios to catch and coughs or sneezes with bins provided to safely dispose of tissues.</p>	<p>Appropriate signage to be placed around the building to remind students and staff of guidance.</p> <p>Where tissues are not accessible students should sneeze into the upper sleeve.</p> <p>Bins to be emptied regularly using gloves.</p>	

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		Air flow and Ventilation – windows to be opened throughout the building to allow for natural air flow and ventilation throughout the day.		
		Staffing and Chaperones – ensure sufficient staff and chaperones for the number of children. Ensure sufficient rest breaks for staff and chaperones.		
		Training – Ensure staff and chaperones are aware of all of the rules, regulations and policies that have been put in place and are being followed at all times.	Give training and update as and when policies and rules change. Staff and chaperones to sign a copy of risk assessments and any related documentation.	
		Staff with symptoms - if any member of staff or becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance. Management will maintain regular contact with staff members during this time. If advised that a member of staff has developed Covid-19 and were recently on our premises the management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.		

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		<p>Music & Singing – music will be used in class at a lower volume to avoid the need for raised voices or shouting.</p> <p>Singing will not be permitted indoors in groups until Government Guidance allows.</p>	Government guidance to continually be monitored and the timetable amended to suit.	
		<p>Track and Trace – as per our normal policy contact details for every child will be kept on file.</p> <p>Small social bubbles will allow us to easily contact groups of children who may have been in contact with another child showing symptoms.</p> <p>Registration software has been updated with the facility to contact individuals who may have been in contact with a specific child easily by text or email.</p>	<p>If anyone in class becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell they should be sent home and advised to follow COVID-19 guidance.</p> <p>Infrared thermometer is readily available to test the temperature of anyone feeling unwell.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p>	Ensure we have up to date contact details for all students.
		<p>Confirmed cases of Coronavirus</p> <ul style="list-style-type: none"> – When a child develops symptoms compatible with coronavirus they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have coronavirus. Where the child tests negative, they can return to the setting and the fellow household members can end their self-isolation. If the child tests negative but is unwell, they should not return to that setting until they are recovered. Where the child tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. 	<p>If a positive case is confirmed the rest of their class or group within the Academy will be sent home and advised to self-isolate for 14 days.</p> <p>Other bubbles and classes will be permitted to continue safely.</p>	

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		<p>Testing –All students of Secondary school age are being tested either at home or within the school setting regularly therefore we do not require any testing to be carried out to attend class. It is important that parents inform us of a positive test and that their child does not attend class. Parents advised to follow the necessary procedures as outlined by the Government and NHS in the case of a positive test. Our staff will be regularly tested before coming into contact with children. Staff testing will be scheduled according to each individual member based on how often they teach, where else they teach and how many other people they come into contact.</p>	<p>Parents to be advised that Lateral flow tests can be obtained online or by visiting your local testing.</p> <p>Staff testing to either be done at home with Lateral flow tests that we provide regularly or can be done by attending 30minutes prior to teaching the children.</p>	
Safeguarding and Child Protection				
Mental Health and well-being due to COVID-19 (Coronavirus)	Students of various ages	<p>Spotting signs that a child is being harmed or at risk -</p> <p>Unusual injuries, including bruises, burns, fractures, bite marks or signs of self-harm</p> <p>Consistently poor hygiene, poor living conditions or inappropriate clothing</p> <p>Communicating aggressively or using sexual language</p> <p>Appearing withdrawn, guarded, anxious or frightened, particularly around certain individuals</p>	<p>Ensure staff are looking out for additional signs and are aware that children may have been affected during this period.</p> <p>If safeguarding issues come to light, they should be addressed using our normal child protection and safeguarding procedures.</p>	
		<p>Supporting children's well-being– consider how individual children may have found the longer period at home hard to manage.</p> <p>Consider those that may have developed anxieties in relation to the virus.</p>	<p>Provide opportunities for children to talk about their experiences over the last few months and give opportunity to talk to trusted adults where this may be supportive.</p>	

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		Consider those who may have had bereavements in the family or friendship group in relation to the virus.		