


COVID-19 RISK ASSESSMENT FORM

SECTION A								
		LOCATION: Gemma Short School of Dance & Theatre Arts Studios 25 Victoria Road Swindon SN1 3AW		DATE CARRIED OUT: 22 nd July 2020 – this document is a live document and will be amended frequently to reflect changes in procedures and/or Government and industry guidance. REVIEWED: 30 th August 2020 <i>following Summer School and prior to re-opening for Term 1 (2020-21)</i> SCHEDULED REVIEW DATE: October 2020 or sooner depending on Government guidance				
ACTIVITY: Studios and Shop for Dance & Theatre Arts Tuition & Rehearsal		Key to staff: Gemma Short (GS), Russell Langdown (RL), All Teachers (Teachers), Sue Short (SS), Lucy Bosley (LB)						
COLLATED BY: Gemma Short (Principal) `		*See separate Risk Assessments below for additional venues: Lawn Manor Academy, Christ Church & Ashford Road.						
SECTION B								
1. Area	2. What are the risks?	3. Who is at risk?	4. Factors to control	5. Additional Controls being introduced	6. Risk Rating: low, medium or high	7. Action by whom?	8. Action by when?	9. Done
Access to the GSS Studio building	Managing transmission risk of Covid-19 Greater challenge for Contact Tracing	Pupils Parents / Carers Staff	Reducing overall footfall in the building to minimise the person to person contacts to that which is absolutely necessary. Facilitating social distancing wherever possible.	Parents to be informed that no parents / carers are allowed access the GSS building without prior consent of the Principal. Parents must ensure a collection and drop-off from outside the building, while at all times maintaining social distancing.	Low – <i>Parents must ensure safe arrangements are put in place for arrival and collection with regards to parking and lone-waiting.</i>	GS	24/7/20	√
				Clear signage outside the building to advise parents/carers of the new arrangements for Pupil access only		GS	27/7/20	√
				Hand sanitizer available for all pupils & staff to use upon arrival at the studio building.		All Staff to monitor	24/7/20 & ongoing	√
				Hand Sanitizer available and must also be used prior to entry to the studios.		All Staff to monitor	From: 27/7/20 & ongoing	√
				<i>*Parents of pupils in Music, Movement &</i>				

				<i>Make-Believe can wait in normal waiting room, socially distanced, owing to the age of the children</i>				
Shop Front / Waiting Area	Managing transmission risk of Covid-19	Pupils	Facilitating social distancing wherever possible.	Parents to be informed that no parents / carers are allowed access the GSS building without prior consent of the Principal*	Low – use of social space reduced to an absolute minimum, with ease of cleaning.	GS All Staff to monitor	24/7/20	Ongoing
		Parents / Carers	Soft furnishings	No pupils to use waiting area		All Pupils All Staff	From: 27/7/20	
		Staff	Items to touch e.g. stock on display, books, tables	Clear signage regarding no use of shop front / waiting area		GS	24/7/20	
			Shared crockery for refreshments	GSS Dancewear can be purchased via online requests		GS & SS	From: 27/7/20	
				Waiting area to be cleared of all seating, tables and stock		GS & RL	24/7/20	
				No refreshments to be available to parents of pupils; staff to bring own items		GS & Teachers	From: 27/7/20	
			<i>*Parents of pupils in Music, Movement & Make-Believe can wait in normal waiting room, socially distanced, owing to the age of the children</i>					

Changing Rooms	Managing transmission risk of Covid-19 owing to lack of supervision of pupils' social distancing, exacerbated by unnecessary social time outside of core purpose of dance lessons.	Pupils	Facilitating social distancing wherever possible.	Pupils are not permitted to use changing rooms without prior consent of the Principal. Parents and pupils to be advised that pupils must arrive and leave the building dressed ready for their lesson, with the exception of footwear. Outside footwear must be changes outside of each dance studio.	Low – area taken out of use, with additional ease of cleaning.	GS <i>All Staff to monitor</i>	From: 27/7/20	✓ Ongoing
			Soft furnishings			All soft furnishings and small items removed from the changing rooms; in the event they need to be used, there is an increased ease of cleaning.	GS RL	24/7/20
Use of studios (Dance & Drama – practical considerations)	Managing transmission risk of Covid-19	Pupils Staff	Challenge to manage social distancing	Pupils will have socially distanced spaces marked for their use on both the floor and barre. Staff to ensure pupils are directed to these.	Medium – social distancing measures in place. Increased anti-bacterial cleaning of touch points between pupil groups, hand hygiene in studios, increased cleaning of studio space.	GS <i>All Staff to monitor</i>	From: 27/7/20 & ongoing	✓ Ongoing
			Managing touch points – e.g. ballet barres			Registers must be taken for every lesson	All Teachers	Ongoing
			Managing touch points – floor-work	Communication to parents that any water bottle brought to class by a pupil must be clearly identifiable to ensure no cross-contamination		GS <i>All Staff to monitor</i>	24/7/20 & Ongoing	✓
			Ability to Contact Trace	To improve air-flow, doors to studios will be kept open, as will any external windows where possible.		All Teachers	From: 27/7/20 & ongoing	✓
			Staff to be proactive in supporting the flow of movement between lessons and distancing upon arrival whilst pupils use hand sanitizer.			All Teachers	From: 27/7/20 & ongoing	✓

Use of studios (Dance & Drama - Teaching & Learning specific)	Managing transmission risk of Covid-19	Pupils Staff		Teachers have a clearly marked designated area in which to stand and demonstrate; pupils must not enter this area.	Medium – social distancing measures in place. Increased anti-bacterial cleaning of touch points between pupil groups, hand hygiene in studios, increased cleaning of studio space.	GS All Teachers	From: 27/7/20 & ongoing	✓
				Teachers have the option of wearing PPE. Pupils must not wear PPE as this would create a H&S risk during practical activities.		GS All Teachers	From: 27/7/20 & ongoing	✓
				All equipment used for practical activities will be appropriately cleaned between use, most particularly: Ballet Barres and dance mats.		All Teachers	From: 27/7/20 & ongoing	✓
				Pupils in Music, Movement and Make-believe must bring their own prop toys as requested.		GS	From: 27/7/20 & ongoing	Ongoing
				Pupils to be briefed on expectations at the start of each lesson		All Teachers	From: 27/7/20 & ongoing	Ongoing
				Staff must not shout over the top of loud music; staff must wait until must stops to give instruction or feedback		All Teachers	From: 27/7/20 & ongoing	Ongoing
				Staff will encourage back to back or side to side working as opposed to face to face		All Teachers	From: 27/7/20 & ongoing	Ongoing
				Close contact with between staff and pupils, for example for demonstrative purpose, is not permitted.		All Teachers	From: 27/7/20 & ongoing	Ongoing
Use of studios (Musical Theatre)	Managing transmission risk of Covid-19 with increased risk of expelling droplets and	Pupil Staff	Increased risk of transmission. Relatively close proximity	Classes will take place in the socially distanced studios, with reduced class sizes to enable social	High	GS & LB	From 7/9/20	

	aerosols to a greater volume and distance.			<p>distancing.</p> <p>1-2-1 singing lessons may be permitted in the Singing Room. The Singing Teacher must take appropriate personal safeguarding e.g. PPE and could increase protection with an appropriate protective screen. The door must remain open and the pupil must not directly face the teacher</p>		LB	From: 27/7/20 & ongoing	
General Activities	Managing transmission risk of Covid-19	Pupils Staff	<p>Ensure the ability to Contact Trace in the event of a confirmed case of Covid-19</p> <p>Ensuring safety of teachers</p>	<p>All registration forms must be updated for the start of the Autumn Term to ensure the school holds the most up to date contact details.</p> <p>All Teaching Staff have been briefing on the new measures prior to returning to work</p> <p>All parents will be briefed on the changes and safety measures being introduced prior to the start of term; a copy of the risk assessment will be made available.</p> <p>All Teaching Staff have been invited to identify what PPE they may choose to wear</p> <p>Clear signage in place to remind pupils and staff regarding social distancing expectations, good hand hygiene, stay home if unwell etc.</p> <p>Increased cleaning schedule, particularly of: switches, door handles,</p>	Medium	GS	Start of term (Sept. 2020)	<p>✓ Ongoing</p> <p>✓</p> <p>✓</p> <p>✓</p>
						GS	24/7/20 if working Summer School	
						GS	From: 27/7/20 & ongoing	
						GS All Teachers	24/7/20	
						GS	24/7/20	
						GS	From: 27/7/20 & ongoing	

				<p>toilets and hand-washing facilities, stair bannisters, intercom and chairs used.</p> <p>Anti-bacterial soap available in all toilets; new paper-towel dispensers introduced. Closed bins for any waste.</p> <p>Parents regularly reminded not to send their child, or siblings, to lessons if they exhibit any symptoms related to Covid-19, with the advice to self-isolate and seek a test.</p> <p>Until the ISTD receives further guidance, Group, Trio or Duet rehearsals will not recommence owing to inability to adhere to social distancing.</p> <p>Staff must note on a central register with contact details, any additional adults entering the building e.g. a parent collecting a pupil who is unwell. This will be retained for 21 days.</p> <p>A review of the timetable has been conducted to minimise movement of pupils between studios and between teacher and to address issues of pupil numbers.</p>				Ongoing
					GS	From: 27/7/20 & ongoing	✓	
					GS	From: 24/7/20 & ongoing	✓ Ongoing	
					All Teachers	Ongoing	✓	
					GS All Teachers	From: 27/7/20 & ongoing	✓	
					GS	Start of term (Sept. 2020)		



LOCATION:
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER

DATE CARRIED OUT: 30th August 2020

SCHEDULED REVIEW DATE: October 2020 or sooner depending on Government/industry guidance

ACTIVITY: Studios and Shop for Dance & Theatre Arts Tuition & Rehearsal

Key to staff:
Gemma Short (GS), Russell Langdown (RL), All Teachers (Teachers), Sue Short (SS), Lucy Bosley (LB), Lauren Hume (LH)

COLLATED BY: Gemma Short (Principal) `

*See separate Risk Assessments for additional venues: GSS Studios & Christ Church Community Centre

SECTION B

1. Area	2. What are the risks?	3. Who is at risk?	4. Factors to control	5. Additional Controls being introduced	6. Risk Rating: low, medium or high	7. Action by whom?	8. Action by when?	9. Done
Access to the Lawn Manor Academy building	Managing transmission risk of Covid-19 Greater challenge for Contact Tracing	Pupils Parents / Carers Staff	Reducing overall footfall in the building to minimise the person to person contacts to that which is absolutely necessary. Facilitating social distancing wherever possible.	Parents to be informed that no parents / carers are allowed access the Lawn Manor Academy building without prior consent of the Principal. Parents must ensure a collection and drop-off from outside the building and, if waiting, return to their vehicles, while at all times maintaining social distancing. GSS teachers will meet all groups (classes, not private lessons) at the main entrance door. Clear signage outside the building to advise parents/carers of the new arrangements for Pupil access only Hand Sanitizer available and must also be used prior to entry to the studios.	Low – <i>Parents must ensure safe arrangements are put in place for arrival and collection with regards to parking and lone-waiting.</i>	GS All Staff to monitor LH, RL & GS LH, RL & GS	7/9/20 From: 7/9/20 & ongoing From: 7/9/20 & ongoing	

Changing Rooms	Managing transmission risk of Covid-19 owing to lack of supervision of pupils' social distancing, exacerbated by unnecessary social time outside of core purpose of dance lessons.	Pupils	Facilitating social distancing wherever possible. Reduce flow of movement around the building	Parents and pupils to be advised that pupils must arrive and leave the building dressed ready for their lesson, with the exception of footwear. Outside footwear must be changed outside of each dance studio/gym.	Low – area taken out of use, with additional ease of cleaning.	GS <i>All Staff to monitor</i>	From: 7/9/20 & ongoing	
Use of studios (Gym, Dance & Drama Studios– practical considerations)	Managing transmission risk of Covid-19	Pupils Staff	Challenge to manage social distancing Managing touch points – e.g. ballet barres Managing touch points – floor-work Ability to Contact Trace	Pupils will have socially distanced spaces marked for their use on the floor in dance lessons. Staff to ensure pupils are directed to these. Registers must be taken for every lesson Communication to parents that any water bottle brought to class by a pupil must be clearly identifiable to ensure no cross-contamination To improve air-flow, doors to studios will be kept open, as will any external windows where possible. Staff to be proactive in supporting the flow of movement between lessons and distancing upon arrival whilst pupils use hand sanitizer.	Medium – social distancing measures in place. Increased anti-bacterial cleaning of touch points between pupil groups, hand hygiene in studios, increased cleaning of studio space.	GS, LH & RL <i>All Staff to monitor</i> All Teachers GS <i>All Staff to monitor</i> All Teachers All Teachers	From: 7/9/20 & ongoing From: 7/9/20 & ongoing From: 7/9/20 & ongoing From: 7/9/20 & ongoing	
Use of studios (Dance & Drama - Teaching & Learning specific)	Managing transmission risk of Covid-19	Pupils Staff		Teachers must identify a 2m social distancing space for themselves to work in; pupils must not enter this area. Teachers have the option of wearing PPE. Pupils must not wear PPE as this would create a H&S risk	Medium – social distancing measures in place. Increased anti-bacterial cleaning of touch points between pupil groups, hand hygiene in studios, increased cleaning of studio space.	GS, LH & RL GS, LH & RL	From: 7/9/20 & ongoing From: 7/9/20 & ongoing	

				<p>during practical activities.</p> <p>All equipment used for practical activities will be appropriately cleaned between use, most particularly: dance mats.</p> <p>Pupils in Acro for Dance will be asked to bring their own, clearly labelled, mat.</p> <p>Pupils to be briefed on expectations at the start of each lesson</p> <p>Staff must not shout over the top of loud music; staff must wait until must stops to give instruction or feedback</p> <p>Staff will encourage back to back or side to side working as opposed to face to face</p> <p>Close contact with between staff and pupils, for example for demonstrative purpose, is not permitted. Physical contact between pupils is not permitted.</p>		<p>GS, LH & RL</p> <p>LH</p> <p>All Teachers</p> <p>All Teachers</p> <p>All Teachers</p> <p>All Teachers</p>	<p>From: 7/9/20 & ongoing</p> <p>From: 7/9/20 & ongoing</p> <p>From: 7/9/20 & ongoing</p> <p>From: 7/9/20 & ongoing</p> <p>From: 7/9/20 & ongoing</p> <p>From: 7/9/20 & ongoing</p>	
General Activities	Managing transmission risk of Covid-19	Pupils Staff	<p>Ensure the ability to Contact Trace in the event of a confirmed case of Covid-19</p> <p>Ensuring safety of teachers</p>	<p>All registration forms must be updated for the start of the Autumn Term to ensure the school holds the most up to date contact details.</p> <p>All Teaching Staff have been briefing on the new measures prior to returning to work</p> <p>All parents will be briefed on the changes and</p>	Medium	<p>GS</p> <p>GS</p> <p>GS</p>	<p>Start of term (Sept. 2020)</p> <p>7/9/20</p> <p>From: 7/9/20 & ongoing</p>	<p>✓</p>

			<p>safety measures being introduced prior to the start of term; a copy of the risk assessment will be made available.</p> <p>All Teaching Staff have been invited to identify what PPE they may choose to wear</p> <p>Clear signage in place to remind pupils and staff regarding social distancing expectations, good hand hygiene, stay home if unwell etc.</p> <p>Increased cleaning schedule, particularly of: switches, door handles, toilets and hand-washing facilities, stair bannisters, intercom and chairs used.</p> <p>Anti-bacterial soap available in designated toilet; new paper-towel dispensers introduced. Closed bins for any waste.</p> <p>Parents regularly reminded not to send their child, or siblings, to lessons if they exhibit any symptoms related to Covid-19, with the advice to self-isolate and seek a test.</p> <p>Until the ISTD receives further guidance, Group, Trio or Duet rehearsals will not recommence owing to inability to adhere to social distancing.</p> <p>Staff must note on a central register with</p>	<p>GS All Teachers</p> <p>Lawn Manor Academy</p> <p>Lawn Manor Academy</p> <p>Lawn Manor Academy</p> <p>GS</p> <p>GS</p> <p>All Teachers</p>	<p>24/7/20</p> <p>7/9/20</p> <p>From: 7/9/20 & ongoing</p> <p>From: 7/9/20 & ongoing</p> <p>From: 7/9/20 & ongoing</p> <p>Ongoing</p> <p>From: 7/9/20</p>	<p>✓ Ongoing</p> <p>✓</p> <p>✓</p> <p>✓</p>
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			<p>contact details, any additional adults entering the building e.g. a parent collecting a pupil who is unwell. This will be retained for 21 days.</p> <p>A review of the timetable has been conducted to minimise movement of pupils between studios and between teacher and to address issues of pupil numbers.</p> <p>Pupils and staff are only permitted to use the toilets as designated by Lawn Manor Academy; pupils will be advised of this during their first lesson.</p>		<p>GS All Teachers</p> <p>GS All Teachers</p>	<p>& ongoing</p> <p>Start of term (Sept. 2020)</p> <p>Start of term (Sept. 2020)</p>	<p>✓</p>
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