


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. REVIEW DATE: 18 th April 2021 NEXT REVIEW: 1st June 2021					
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) `		This Risk Assessments covers additional venue: Lawn Manor Academy.						
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	Pupils	Reducing overall footfall in the building to minimise the person to person contacts to that which is absolutely necessary.	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	√
	Greater challenge for Contact Tracing	Parents / Carers	Facilitating social distancing wherever possible.	Clear signage outside the building to advise parents/carers of the new arrangements for Pupil access only		GS	27/7/20	√
		Staff		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	
				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. Soft furnishings Items to touch e.g. stock on display, books, tables Reduce flow of movement around	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	Low – area taken out of use, with additional ease of cleaning.	GS All Staff to monitor	From: 27/7/20	✓ Ongoing

			studios	<p>be changes outside of each dance studio.</p> <p>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.</p>		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	From: 27/7/20 & ongoing	√ Ongoing
			Managing touch points – e.g. ballet barres	Registers must be taken for every lesson		All Teachers	Ongoing	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	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	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		GS All Teachers	From: 27/7/20 & ongoing	√

				<p>during practical activities.</p> <p>All equipment used for practical activities will be appropriately cleaned between use, most particularly: Ballet Barres and dance mats.</p> <p>Pupils in Music, Movement and Make-believe & Pre-school have their own individual props toys, which are subsequently cleaned.</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.</p>		<p>All Teachers</p> <p>GS</p> <p>All Teachers</p> <p>All Teachers</p> <p>All Teachers</p> <p>All Teachers</p> <p>All Teachers</p>	<p>From: 27/7/20 & ongoing</p> <p>From: 27/7/20 & ongoing</p> <p>From: 27/7/20 & ongoing</p> <p>From: 27/7/20 & ongoing</p> <p>From: 27/7/20 & ongoing</p> <p>From: 27/7/20 & ongoing</p> <p>From: 27/7/20 & ongoing</p>	<p>✓</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Use of studios (Musical Theatre)	Managing transmission risk of Covid-19 with increased risk of expelling droplets and aerosols to a greater volume and distance.	Pupil Staff	<p>increased risk of expelling droplets and aerosols to a greater volume and distance.</p> <p>Relatively close proximity</p>	<p>Social Distancing is maintained at all times and processes are as per dance.</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</p>	High	<p>GS & LB</p> <p>LB</p>	<p>NA</p> <p>From: 27/7/20 & ongoing</p>	

				an appropriate protective screen. The door must remain open and the pupil must not directly face the teacher				
General Activities	Managing transmission risk of Covid-19	Pupils Staff	Ensure the ability to Contact Trace in the event of a confirmed case of Covid-19 Ensuring safety of teachers	All registration forms must be updated to ensure the school holds the most up to date contact details.	Medium	GS	Ongoing	
				All Teaching Staff have been briefing on the new measures prior to returning to work		GS	24/7/20 if working Summer School	
				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.		GS	From: 27/7/20 & ongoing	✓ Ongoing
				All Teaching Staff have been invited to identify what PPE they may choose to wear		GS All Teachers	24/7/20	✓
				Clear signage in place to remind pupils and staff regarding social distancing expectations, good hand hygiene, stay home if unwell etc.		GS	24/7/20	✓
				Increased cleaning schedule, particularly of: switches, door handles, toilets and hand-washing facilities, stair bannisters, intercom and chairs used.		GS	From: 27/7/20 & ongoing	✓ Ongoing
				Anti-bacterial soap available in all toilets; new paper-towel dispensers introduced. Closed bins for any waste.		GS	From: 27/7/20 & ongoing	✓
				Parents regularly			From: 24/7/20	

			<p>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>	<p>GS</p> <p>All Teachers</p> <p>GS All Teachers</p> <p>GS</p>	<p>& ongoing</p> <p>Ongoing</p> <p>From: 27/7/20 & ongoing</p> <p>Start of term (Sept. 2020)</p>	<p>✓ Ongoing</p> <p>✓</p> <p>✓</p>
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