

Staying COVID-19 Secure in 2021

Risk Assessment

Implementing Protective Measures in a Dance & Drama Setting



Name of School: **The Stage Factory**

Name of Principal/Owner: **Helen Pender**

Venue Address: **St Johns Centre, Crossley Road, St Helens, Merseyside, WA10 3ND**

Disciplines Offered: **Group & Individual Classes in Ballet, Tap, Modern, Street, Acro, Lyrical, Acrobatic Dance, Fitness/Conditioning, Musical Theatre**

Ages - **3 to adult**

Intended Re-Opening Date (based on continuing guidance) - **19th April 2021**

Last updated - **12th April 2021**

Introduction

In all education, childcare and social care settings, preventing the spread of Coronavirus involves dealing with direct transmission (for example, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced.

The possibility of delivering all/some classes virtually using Zoom has been considered and whilst some classes can continue to be delivered virtually, the nature of the dance and drama business requires physical presence, where possible, to ensure technique is properly managed to prevent injury. Physical contact will be limited, or managed, in line with the control measures outlined in this document and Government guidance on 'Social Distancing'.

Any change resulting in the escalation of risk rating (low, medium, high) is to be reported to Helen Pender at The Stage Factory.

General - Staff and Student Welfare

Hazard	Risk	Who is at risk?	Risk rating	Factors to control
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred</p>	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • To continue following ongoing Government guidance https://www.gov.uk/coronavirus • Where a member of staff, to maintain contact with the principal and follow school procedures • Stay at home and only attend hospital in an emergency. Do not attend a GP surgery but phone NHS line 111 if further advice is required. • Follow good NHS hygiene measures at all time. • Avoid all visitors to your home unless they are providing a medical requirement. • Do not approach delivery staff - allow packages to be left on the doorstep. • Where the child, young person or staff member tests positive, the rest of their class or group within their school setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • Continue to offer classes virtually where possible in order that self-isolated pupils can continue to participate, thereby encouraging parents and pupils to 'do the right thing' and follow current advice.
<p>Exposure to COVID-19 due to use of public transport and/or shared family transport</p>	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • All persons to limit their use of public transport to/from class where possible. • Where unavoidable, follow Government guidelines for use of public transport - https://www.gov.uk/government/collections/coronavirus-covid-19-transport-and-travel-guidance • Encourage staff, parents, children and young people to walk or cycle to their classes if possible.
<p>Exposure to COVID-19 due to failing to plan parking and drop off measures</p>	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • Plan parent's drop-off and pick-up protocols that minimise adult to adult contact • Parents of children are to park and walk their child to the entrance to be handed over to a member of staff remaining 2m from other families • If a child needs to be accompanied to their classes or walked into the building, only one parent should attend and they should wear if face covering unless medically exempt. • Parents cannot gather at the venue's doors or reception area and must observe social distancing outside at pick up time. Reminder signage is in place. • Forehead temperature check will be required on staff and pupils' arrival and parents of younger children who are remaining in the waiting area.

Staff Training

Hazard	Risk	Who is at risk?	Risk rating	Factors to control
Teaching & reception staff failing to act appropriately (infection control)	Contracting and/or conveying COVID-19	All	Low	<ul style="list-style-type: none"> All staff have undertaken a "Prevent COVID-19" course providing all of the vital information on COVID-19 to help minimise the spread. Staff are continuously consulted and informed about the ongoing safety measures, reporting requirements, timetable changes and class changeover duties. Teaching staff have been spoken to about correction methods, where these would normally be done with considered physical contact, and delivery guidance at a distance.
Venue and their staff failing to act appropriately (infection control)	Contracting and/or conveying COVID-19	All	Low	<ul style="list-style-type: none"> Ensure ongoing communications with St Johns Centre management to support guidelines and procedures with regards to cleaning, signage, other centre users, entry and exit points, etc.

Venue - spaces/halls

Hazard	Risk	Who is at risk?	Risk rating	Factors to control
Entry & exit to the venue leading to lack of infection control	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> Where possible, we staggered class start and finish times to reduce congestion and contact at all times Staggered times not possible in certain classes due to pupils attending multiple classes which would lead to a group of children congregating in the reception area in between classes Monitor venue access points to enable social distancing One-way circulation at class start and finish times where entry is through the church doors and exit is through the front door of the centre. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and aid ventilation. Require all staff and pupils to wash their hands for 20 seconds or clean with anti-bacterial gel before entering or leaving the space. Allow 2 metres between people waiting to enter the venue and halls. Regularly clean common contact surfaces in reception, office, toilets and halls, particularly during peak flow times. Whilst in general, class groups should be kept apart, brief, transitory contact where unavoidable (such as passing in a corridor) is low risk. Face coverings for year 7 pupils upwards are now compulsory for entry, exit and class changeovers.

Hazard	Risk	Who is at risk?	Risk rating	Factors to control
Inadequate cleaning of spaces	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> Follow the Government guidance for cleaning in non-healthcare settings - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Regularly clean common contact surfaces in reception, office and halls such as chairs, barres, music players, tables, etc, particularly during peak flow times. Cleaning frequently touched surfaces using standard products . Remove unnecessary items from halls where there is space to store it elsewhere. Antibacterial spray to be used on a regular basis on chairs with soft furnishings and standard products to be used on gym mats/Acropads at the end of a class. Ensure adequate cleaning between groups is in place following the above guidance.
Lack of ventilation of space(s)	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> Where possible, all spaces should be well ventilated using natural ventilation (opening windows). Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and aid ventilation.
Lack of hand washing	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> Staff and pupils to frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly - ideally every 60 minutes. Staff and pupils to wash or sanitise their hands on arrival at the centre. Ensure help is available for children and young people who have trouble cleaning their hands independently.
Lack of provision of effective hand gel	Contracting and/or conveying COVID-19	All	Low	<ul style="list-style-type: none"> Ensure that hand gel (minimum 60% ethanol or 70% isopropanol) is available on arrival at the centre and in both halls.
Toilet facilities - high risk contact areas	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> Ensure that toilets do not become overcrowded by limiting the number of staff or pupils who use each toilet facility (mens, ladies and disabled) to one at a time. Dedicate a toilet for use by Stage Factory pupils where facilities are accessed by other centre users such as venue staff and church users. Display signage to the above effect
Failure of respiratory hygiene	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin ("Catch It, Bin It, Kill It") Monitoring of younger pupils to ensure they follow the above. Provision of sufficient bins and waste receptacles around the venue Provision of boxes of tissues around the venue.
Lack of signage leading to a failure to follow guidance	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> St Johns Centre to provide necessary signage for social distancing, sanitisation, one-way procedures with additional, group specific signage provided by The Stage Factory

Hazard	Risk	Who is at risk?	Risk rating	Factors to control
Ill pupil or staff member	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • If a child becomes unwell with symptoms of coronavirus while in their class and needs direct personal care until they can return home, disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protections ie. face visor, should be worn. • To inform St Johns Centre staff immediately as the whole centre will require closing and cleaning for the safety of other users.
Lack of provision of first aid or failing to consider implications on first aid and medical provision	Contracting and/or conveying COVID-19	All	Low	<ul style="list-style-type: none"> • Consider if it is appropriate to increase first aid provision whilst the COVID-19 risk is present. • First aid boxes and supplies should be checked regularly to make sure that they are fully stocked and in date and to include resuscitation face shields. • First aiders should all be briefed to check the latest Government guidance on CPR - https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders
Lack of waste management	Contracting and/or conveying COVID-19	All	Low	<ul style="list-style-type: none"> • Ensure that bins for tissues are emptied throughout the day.

Delivery of Classes

Hazard	Risk	Who is at risk?	Risk rating	Factors to control
Lack of class planning	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • Reduce and control any activities that result in air droplets travelling excessive distances, ie. singing and breathing exercises • Where such activities are delivered, introduce further controls such as smaller group sizes, group lessons delivered in one direction rather than in a circle and increase distance between the vocalist and teacher to beyond 2 metres where possible. • For pupils attending multiple classes on one day, consider teacher movement between halls rather than pupils where possible. • Keep pupils in similar class groups where possible

Hazard	Risk	Who is at risk?	Risk rating	Factors to control
Excess class capacity resulting in ineffective social distancing	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • Limit hall capacities to between 12-15 pupils • Classes to be delivered by one teacher or as small number of persons as possible without compromising safety or child protection measures. • Provide clear marking of 2m distancing in class • Limit the frequency of working within the 2 metres to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 minutes.
Overuse or unnecessary use of toilets for changing	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • Pupils arrive for class 'ready to go' to minimise use of toilet facilities.
Partnerwork	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • Eliminate any partner work for the immediate future
Shared equipment ie. props, acro equipment, ballet barres, etc	Contracting and/or conveying COVID-19	All	Medium	<ul style="list-style-type: none"> • Seek to prevent the sharing of equipment where possible. Where this isn't possible, shared equipment and surfaces should be cleaned and disinfected more frequently.