

# RISK ASSESSMENT - STAYING COVID-19 SECURE



Implementing protective measures for Coronavirus (COVID-19) in Dance and Drama settings:

Name of School:	Centre Stage Dance and Drama Ltd
Name of Owner:	Sharon Payne
Postcode of Locations:	SMC - KT11 3PX OVC - KT22 0QJ URC - KT11 3BD BH - KT22 0SH SAC - KT22 0LE LPH - KT22 8BD
Performing Arts styles offered:	Ballet Tap Modern Acro Contemporary Urban Drama
Ages:	3 years old to young adults
Date Implemented:	Friday, 1 January 2021

## Introduction

In all training, education, childcare and social care settings, preventing the spread of Coronavirus involves dealing with direct transmission (for instance, when in close contact with others) 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.

This Risk Assessment was undertaken based on information provided by Sharon Payne on behalf of Centre Stage Dance and Drama Ltd.

Delivering classes virtually using Zoom has been productive, however 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.

Any change resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to Sharon Payne or a member of teaching staff at Centre Stage Dance and Drama Ltd. The severity and probability definitions relating to this document can be found below.

It is assumed that this Risk Assessment forms part of Centre Stage Dance and Drama's over-arching procedures and preventative measures used to minimise risk. It should not be viewed in isolation. Other documentation that should be considered includes:

Covid-19 - How It Affects Centre Stage Dance and Drama  
Child Protection and Safeguarding Policy  
Code of Conduct and Professional Practice

		RISK TOLERANCE						
LIKELIHOOD	ALMOST CERTAIN	6	6	12	18	24	30	36
	VERY LIKELY	5	5	10	15	20	25	30
	LIKELY	4	4	8	12	16	20	24
	POSSIBLE	3	3	6	9	12	15	18
	VERY UNLIKELY	2	2	4	6	8	10	12
	UNFORESEEABLE	1	1	2	3	4	5	6
			1	2	3	4	5	6
			NEGLECTIBLE	MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
			SEVERITY					

  

<b>SEVERITY DEFINITIONS</b>	
<b>NEGLECTIBLE:</b>	May lead to a miscommunication, no foreseeable risk of harm or discomfort, no damage.
<b>MINOR:</b>	Superficial injury, temporary discomfort or distress, minor property damage.
<b>MODERATE:</b>	Cuts, grazes or other injury which require on-site first aid, moderate property damage.
<b>MAJOR:</b>	Minor fractures, requires hospital treatment, absence from work for 3 days or more, major property damage. (RIDDOR)
<b>CRITICAL:</b>	Major fractures, ill health leading to disability or reportable disease (RIDDOR), critical property damage, e.g. structural.
<b>CATASTROPHIC:</b>	Amputations, fatality, life shortening illnesses, catastrophic property damage.
<b>TO CALCULATE RISK SCORE:</b>	
First.....	Assess the likelihood of the hazard occurring.
Second.....	Assess the severity of the hazard if it were to occur.
Third.....	Calculate risk score using the matrix to the left. This is done by reading from the box at the intersection between your chosen severity and likelihood figures.
<b>RISK TOLERANCE:</b>	
The Risk Tolerance is 9. Anything above this is deemed an unacceptable risk and appropriate control measures need to be applied in order to reduce the risk factor below 9.	

# EVERYONE IS AT RISK OF CONTRACTING AND / OR CONVEYING COVID-19.

Hazard	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
<p>Exposure to COVID-19 due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Having 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>	4	4	16	<ul style="list-style-type: none"> <li>To continue to follow ongoing government guidance.</li> <li>To follow government action of self-isolation and only to leave the house in circumstances stated by the government.</li> <li>Teaching staff to maintain contact with Sharon Payne and to follow Centre Stage Dance and Drama's policies and procedures.</li> <li>Stay at home and only attend hospital in an emergency. Do not attend a GP surgery and phone NHS line (111) if further advice is required.</li> <li>Follow good NHS hygiene measures at all times.</li> <li>Avoid visitors to your home unless permitted within government guidance.</li> <li>Do not approach delivery staff - allow packages to be left on the doorstep.</li> <li>When someone tests positive at CSDD, their class will be sent home and advised to self isolate for 10-14 days as appropriate. The household members of the isolating class do not need to self-isolate as well, unless the person they live with subsequently develops symptoms.</li> <li>Continue to offer classes virtually where possible in order that self-isolated students can continue to participate - thereby encouraging students and their families to 'do the right thing' and follow current advice.</li> </ul>	2	4	8
Persons classified as vulnerable.	3	6	18	<ul style="list-style-type: none"> <li>To ensure extremely vulnerable persons are shielding themselves and are following their specific medical advice issued to them.</li> </ul>	2	5	10

Staff or students with individual risks (i.e. disability or new / expectant mothers).	3	4	12	<ul style="list-style-type: none"> <li>• Additional measures to be put in place for those individuals at enhanced risk of contracting and / or conveying COVID-19.</li> <li>• Where it isn't possible to ensure adequate protection for those individuals at enhanced risk of contracting and / or conveying COVID-19, they have been advised not to attend CSDD and to remain delivering / attending classes remotely (where this is possible).</li> </ul>	2	4	8
Exposure to COVID-19 due to use of public transport and / or shared family transport.	4	4	16	<ul style="list-style-type: none"> <li>• All persons to limit their use of public transport to / from CSDD and to use private travelling means where possible.</li> <li>• Reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and to not travel in groups of more than 2 unless it is with people in their household).</li> <li>• Encourage all who attend CSDD to walk or cycle to their classes where possible.</li> <li>• Ensure all who attend CSDD follow government guidance when planning their travel.</li> </ul>	2	4	8
Exposure to COVID-19 due to failing to plan drop off and pick up measures.	4	4	16	<ul style="list-style-type: none"> <li>• Plan drop off and pick up protocols that minimise contact.</li> <li>• Parents and guardians of students are to park and walk their child to the entrance to be handed over to their teacher (remaining 1m+ from other families) or remain in their car and watch them walk to the entrance.</li> <li>• Tell parents and guardians that if their child needs to be accompanied to their classes then only one adult should attend.</li> <li>• Tell all attending CSDD of the allocated drop off and pick up times and the process for doing so, including protocols for minimising contact (for example, which entrance and exit to use).</li> <li>• Make it clear to all attending CSDD that parents and guardians cannot gather at any halls hired at CSDD unless they have a pre-arranged appointment, which should be conducted safely.</li> <li>• Verbal confirmation will be sought from students that they have not been displaying any signs or symptoms of COVID-19.</li> </ul>	2	4	8

Staff failing to act appropriately (infection control).	3	4	12	<ul style="list-style-type: none"> <li>All staff to undertake a COVID-19 course providing all of the vital information on COVID-19 to help minimise spread.</li> <li>Staff have been consulted and informed about the plans (for example, safety measures, reporting requirements, timetable changes and arrival and departure protocols) including discussing whether additional training would be helpful.</li> <li>Staff have been spoken to about delivering guidance at a distance.</li> </ul>	1	4	4
Venue failing to act appropriately (infection control).	3	4	12	<ul style="list-style-type: none"> <li>Communicate with venue on what is needed to support opening securely, for example, cleaning and hygiene supplies.</li> <li>Discuss with staff the additional cleaning requirements and agree time to allow for this.</li> </ul>	1	4	4
Ingress / Egress to venue leading to lack of infection control.	3	4	12	<ul style="list-style-type: none"> <li>Venues to be accessed directly from outdoors where possible.</li> <li>Stop all non-essential visitors.</li> <li>Ensure separate entrances and exits to reduce congestion and contact at all times.</li> <li>Monitor site access points.</li> <li>Keep groups and classes apart by only allowing entry once everyone from the previous group have exited.</li> <li>Prop doors open where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and aid ventilation.</li> <li>Require all staff and students to wash their hands for 20 seconds or clean with anti-bacterial gel before entering and leaving the venue.</li> <li>Allow 2 metres between students waiting to enter.</li> <li>Whilst groups are kept apart, brief transitory contact where unavoidable (such as passing in a corridor) is low risk.</li> </ul>	2	4	8

<p>Inadequate cleaning of venue.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Follow the COVID-19 cleaning of non-healthcare settings guidance.</li> <li>• Regularly clean common contact surfaces in venue (such as social distancing spots, door handles, barres / chairs, props and toilet).</li> <li>• Clean frequently touched surfaces using standard products such as detergents and bleach.</li> <li>• Remove unnecessary items from venue where there is space to store it elsewhere.</li> <li>• Remove any items that are hard to clean.</li> </ul>	<p>2</p>	<p>4</p>	<p>8</p>
<p>Lack of ventilation in venue.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows).</li> <li>• Increase ventilation (to ideally maximum) within enclosed spaces and ensure air handling systems are not occupancy driven (override where possible).</li> <li>• Prop doors open where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and aid ventilation.</li> </ul>	<p>2</p>	<p>4</p>	<p>8</p>
<p>Lack of hand washing or provision of effective hand gel.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• If anyone attends CSDD for long periods of time, they must frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly, or, frequently hand sanitise with hand gel (ideally every 60 mins).</li> <li>• Anyone who attends CSDD to clean their hands on arrival.</li> <li>• Ensure that hand gel (minimum 60% ethanol or 70% isopropanol) is available where hand-washing facilities are not easily accessible.</li> <li>• Ensure help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• Encourage young children to learn and practice these habits where possible.</li> </ul>	<p>2</p>	<p>4</p>	<p>8</p>

Toilet facilities - high contact areas.	3	4	12	<ul style="list-style-type: none"> <li>• Ensure toilet facilities are only used one at a time to avoid crowding.</li> <li>• Display signage to the above effect.</li> </ul>	2	4	8
Failure of respiratory hygiene.	3	4	12	<ul style="list-style-type: none"> <li>• Encourage everyone to avoid touching their face / eyes / nose / mouth with unwashed hands and cover coughs or sneezes with a tissue then throw it in the bin ('catch it bin it, kill it').</li> <li>• Monitor young students to ensure they follow the above.</li> <li>• Provision of sufficient bins and waste receptacles around the hall.</li> <li>• Provision of tissues easily accessible.</li> </ul>	2	4	8
Lack of signage leading to a failure to follow guidance.	3	4	12	<ul style="list-style-type: none"> <li>• Display the following signage where applicable: <ul style="list-style-type: none"> <li>- 'Catch It, Bin It, Kill It'</li> <li>- Social Distancing</li> <li>- Use Hand Gel</li> <li>- Please Wash Your Hand for 20 Seconds</li> <li>- Your Nearest Sanitisation Point Is</li> <li>- Hand Sanitisation Point</li> <li>- No Entry</li> </ul> </li> </ul>	2	4	8
Someone attending CSDD falls ill.	4	4	16	<ul style="list-style-type: none"> <li>• If they are awaiting collection, they should be moved if possible to a room where they can be isolated behind a closed door and with adult supervision if required. Ideally, a window should be open for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from others.</li> <li>• 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.</li> <li>• If they become unwell with symptoms of coronavirus whilst attending CSDD and need direct personal care until they can return home, a distance of 2 metres should be maintained whilst wearing a mask. If contact with the individual is necessary however, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask must also be worn. If there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection should also be worn.</li> </ul>	2	4	8

Lack of provision of First Aid or failing to consider implications on first aid and medical provision.	3	3	9	<ul style="list-style-type: none"> <li>• Increase first aid provision whilst the Coronavirus (COVID-19) risk is present.</li> <li>• Avoid higher risk activities (such as dance lifts and tricks) which could increase potential first aid incidents.</li> <li>• First aid provisions should be checked regularly to make sure they are fully stocked.</li> <li>• First aiders should all be briefed on the latest government guidance on cardiopulmonary resuscitation.</li> </ul>	1	3	3
Lack of waste management	2	4	8	<ul style="list-style-type: none"> <li>• Ensure bins are emptied and disposed of safely at the end of the day.</li> </ul>	1	4	4
Class timetable - lack of planning	4	4	16	<ul style="list-style-type: none"> <li>• Ensure all lessons offered on the timetable are non-contact. Reduce the timetable if necessary.</li> <li>• All classes to be delivered in smaller group sizes to maintain social distancing. Avoid larger groups and mixing bubbles.</li> <li>• Nothing to be delivered in a circle.</li> <li>• Consider if any classes can take place outdoors.</li> <li>• Plan a timetable that reduces movement around the venue - where possible keep students in the same hall for the duration.</li> <li>• Ensure that the same teachers are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising that there will be some subject specialist rotation if necessary.</li> </ul>	2	4	8
Excess class capacity resulting in ineffective social distancing.	3	4	12	<ul style="list-style-type: none"> <li>• 15 students max per class unless a lower figure is necessary to maintain social distancing.</li> <li>• Classes to be delivered by one teacher or as small number of persons as possible without compromising safety of child protection measures.</li> <li>• Mark the floor with appropriate measures to help students understand the adequate social distance in line with current guidance (for example masking tape, or floor spots).</li> </ul>	2	4	8



Concurrent class start and finish times resulting in ineffective social distancing.	3	4	12	<ul style="list-style-type: none"> <li>Introduce staggered start and finish times to reduce congestion and contact at all times.</li> </ul>	2	4	8
Use of sound systems and live music	4	4	16	<ul style="list-style-type: none"> <li>Sound equipment should be cleaned before and after use with an anti-viral wipe if multiple people utilise it.</li> <li>Consider the volume of music. The louder the music the louder the instructor will have to project potentially causing droplets to travel further.</li> <li>Live musicians should be assigned to a consistent studio and instrument. If this is not possible, ensure all instruments are cleaned appropriately between each musician.</li> </ul>	2	4	8
Overuse or unnecessary use of changing facilities	4	4	16	<ul style="list-style-type: none"> <li>Students to ideally arrive in their correct uniform for class to minimise use of changing and toilet facilities. If this is not possible, arrangements should be made prior to arrival to avoid congestion and overcrowding.</li> </ul>	2	4	8
Partner work	4	4	16	<ul style="list-style-type: none"> <li>Eliminate any partner work for the immediate future.</li> <li>Partner work involving students from the same household is permitted, however avoid this as much as possible to prevent other students mimicking this.</li> </ul>	2	4	8
Shared equipment (i.e props, acro equipment, ballet barres, chairs etc).	3	4	12	<ul style="list-style-type: none"> <li>Seek to prevent the sharing of equipment where possible. Where this isn't possible, shared equipment and surfaces should be cleaned and disinfected after every use.</li> <li>Encourage students to bring their own equipment if possible.</li> </ul>	2	4	8

### Personal protective equipment (PPE) including face coverings and face masks

Schools and other education or childcare settings do not require staff nor students to wear face coverings or face masks. Face coverings are only beneficial for short periods indoors where there is a risk of close social contact or where social distancing and other measures cannot be maintained. Face coverings or any form of medical mask should not be worn in any circumstance by those who may not be able to handle them as directed (for example young children or those with special educational needs) as it may inadvertently increase the risk of transmission. Full PPE is only needed in a very small number of cases, including:

- Students whose care routine already involves the use of PPE due to their intimate care needs - they should continue to receive their care in the same way.
- If a student becomes unwell with symptoms of coronavirus and contact with the individual is necessary. Disposable gloves, a disposable apron and a fluid-resistant surgical face mask must be worn. If there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection should also be worn.