Staying COVID-19 Secure in 2020 Risk Assessment

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

Name of School: Joanna Mardon School of Dance

Name of Manager/Owner: Joanna Knowles

Postcode of premises: EX2 7QT

Disciplines offered: Group Dance - Ballet, Group Dance - Tap, Group Dance - Jazz, Group Dance - Contemporary, Group Acro and Tricks, Group Drama (Musical Theatre Based)

Ages: 3-5yrs, 6-10yrs, 11-13yrs, 14-18yrs, 18yrs+

Intended start date (based on continuing guidance): July 2020

Risk Assessment written by Alex Ralls (AIIRSM, TechIOSH) based on information provided.
Dated: Monday, 6 July 2020
Risk Assessment implemented by Joanna Knowles

Introduction

In all education, childcare and social care settings, preventing the spread of Coronavirus involves dealing with direct transmission (for instance, 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.

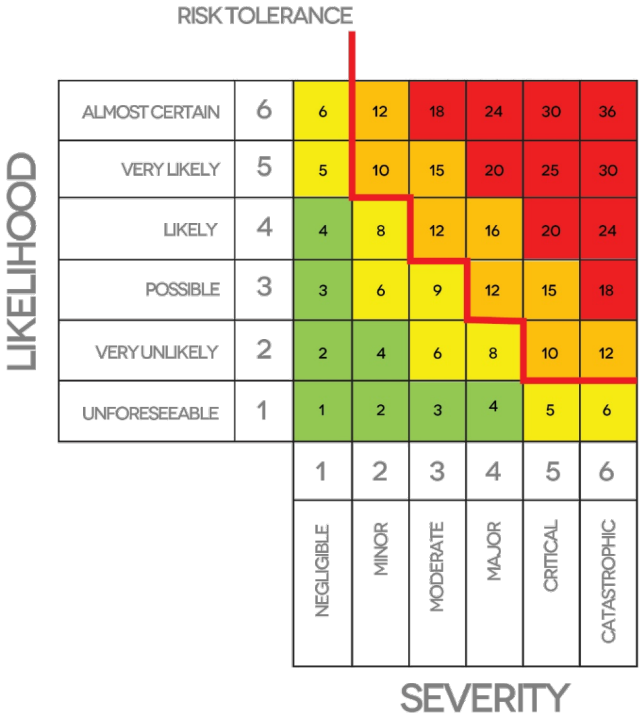
This Risk Assessment was undertaken based on information provided by Joanna Knowles on behalf of Joanna Mardon School of Dance.

The possibility of delivering all/some classes virtually (using TEAMS or Zoom for example) 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 either the Severity Rating or Probability Rating of an identified hazard is to be reported to Joanna Knowles or an appropriate line manager at Joanna Mardon School of Dance. The severity and probability definitions relating to this document can be found below.

It is assumed that this Risk Assessment forms part of Joanna Mardon School of Dance's over-arching Risk Assessments, Operating Procedures and preventative measures used to minimise risk. It should not be viewed in isolation. Other documentation that should be considered, where applicable, includes;

School Risk Assessments
School Operating Procedures
School Method Statements
Child Protection Policy
Space/Venue Handbook and RAMS



SEVERITY DEFINITIONS

NEGLIGIBLE: May lead to a miscommunication, no foreseeable risk of harm or discomfort, no damage.
MINOR: Superficial injury, temporary discomfort or distress, minor property damage.
MODERATE: Cuts, grazes or other injury which require on-site first aid, moderate property damage.
MAJOR: Minor fractures, requires hospital treatment, absence from work for 3 days or more, major property damage. (RIDDOR)
CRITICAL: Major fractures, ill health leading to disability or reportable disease (RIDDOR). critical property damage, e.g. structural.
CATASTROPHIC: Amputations, fatality, life shortening illnesses, catastrophic property damage.

TO CALCULATE RISK SCORE:

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.

RISK TOLERANCE:

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.

General – Staff and Student Welfare (prior to attendance)									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Contracting and/or conveying COVID-19	All	4	4	16	• To continue following ongoing government guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' • Where an employee to maintain contact with the Head of School and to follow School policy / guidance. • Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required • Follow good NHS hygiene measures at all times • 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 • Do not take any antibiotics as they do not work against viruses. • 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 students can continue to participate – thereby encouraging parents and students to 'do the right thing' and follow current advice.	2	4	8

Persons classified as vulnerable	Contracting and/or conveying COVID-19	Vulnerable persons	3	6	18	• To ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020	2	5	10
Staff or students with individual Risk Assessments (i.e. disability, young persons or new/expectant mothers)	Contracting and/or conveying COVID-19	Identified individual	3	4	12	• Existing individual Risk Assessments to be reviewed as necessary and additional measures put in place for those at enhanced risk of contracting and/or conveying COVID-19. • Where it isn't possible to ensure adequate protection for a vulnerable member of staff, they have been advised not to attend work and to remain on Furlough (where this is possible). • Where it isn't possible to ensure adequate protection for a vulnerable student, they have been advised not to attend class.	2	4	8

General – Staff and Student Travel to/from School									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Exposure to COVID-19 due to use of public transport and/or shared family transport	Contracting and/or conveying COVID-19	All	4	4	16	• All persons to limit their use of public transport to/from class. Where travel is essential to use private dual occupancy where possible. • Reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) • Encourage staff, parents, children and young people to walk or cycle to their classes where possible • Ensure staff, parents, children and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.	2	4	8
Exposure to COVID-19 due to failing to plan parking and drop off measures	Contracting and/or conveying COVID-19	All	4	4	16	• Plan parents' drop-off and pick-up protocols that minimise adult to adult contact • Children (6+) and Young people to be dropped by parents who should remain in their car and watch them walk to the entrance to be greeted by a member of staff. • Parents of children aged 3-5yrs are to park and walk their child to the entrance to be handed over to a member of staff (remaining 1m+ from other families). • Tell parents that if the child needs to be accompanied to their classes, only one parent should attend • Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Make it clear to parents that they cannot gather at studio door, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Verbal confirmation will be sought from parent or carer of 3-5yr olds that they have not been displaying any signs or symptoms of COVID-19. Older students will be asked for verbal confirmation on arrival that they feel well.	2	4	8

Staff Training									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Teaching and coaching staff failing to act appropriately (infection control)	Contracting and/or conveying COVID-19	All	3	4	12	• All staff to undertake a free COVID-19 course providing all of the vital information on COVID-19 to help minimise spread https://www.british-assessment.co.uk/training-elearning/courses/covid-19-awareness/ • Staff have been consulted and informed about the plans (for example, safety measures, reporting requirements, timetable changes and staggered arrival and departure times), including discussing whether additional training would be helpful. • Staff have been spoken to about correction methods (where these would normally be done with considered physical contact) and delivering guidance at a distance	1	4	4
Venue, support staff, and delivery workers failing to act appropriately (infection control)	Contracting and/or conveying COVID-19	All	3	4	12	• Communicate early with venue, contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food suppliers and hygiene suppliers • Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.	1	4	4
Venue – Spaces/Studios									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Ingress/Egress to site leading to lack of infection control	Contracting and/or conveying COVID-19	All	3	4	12	• Where possible to implement the following practices: ○ Space/Studios to be accessed directly from the outdoors. ○ Stop all non-essential visitors (includes parents, carers and visiting tutors where the skill can be delivered 'in house') ○ Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to	2	4	8

						reduce congestion or decrease to enable monitoring ○ Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors ○ 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 students to wash their hands for 20 secs or clean with anti-bacterial gel before entering or leaving the space ○ Allow plenty of space (two metres) between people waiting to enter studio(s) ○ Regularly clean common contact surfaces in reception, offices and studios (such as drama blocks, pianos, chairs and barres), particularly during peak flow times ○ Whilst in general groups should be kept apart, brief, transitory contact where unavoidable, such as passing in a corridor, is low risk.			
Inadequate cleaning of space(s)	Contracting and/or conveying COVID-19	All	3	4	12	• Follow the COVID-19: cleaning of non-healthcare settings guidance • Regularly clean common contact surfaces in reception, offices and studios (such as drama blocks, pianos, chairs and barres), particularly during peak flow times • Cleaning frequently touched surfaces using standard products, such as detergents and bleach • Remove unnecessary items from studio environments where there is space to store it elsewhere • Remove soft furnishings and any items that are hard to clean (such as gym mats, props or those with intricate parts) • Ensure adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance	2	4	8

Lack of ventilation of space(s)	Contracting and/or conveying COVID-19	All	3	4	12	• Where possible, all spaces should be well ventilated using natural ventilation (opening windows). • Increase ventilation (to ideally maximum) within enclosed spaces and ensure air handling systems are not occupancy driven (over-ride where possible). • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	2	4	8
Lack of Hand Washing	Contracting and/or conveying COVID-19	All	3	4	12	• Staff and students to frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly (ideally every 60mins). Review the guidance on hand cleaning • Staff and students to clean their hands on arrival at the school • Ensure help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through drama games, songs and repetition.	2	4	8
Lack of provision of effective Hand Gel	Contracting and/or conveying COVID-19	All	2	4	8	• Ensure that hand gel (minimum 60% ethanol or 70% isopropanol) is available where hand-washing facilities are not readily accessible. • Staff and students to clean their hands with hand gel on arrival at the school entrance	1	4	4
Toilet facilities – high risk contact areas	Contracting and/or conveying COVID-19	All	3	4	12	• Ensure that toilets do not become crowded by limiting the number of staff or students who use the toilet facilities at one time. • Dedicate a toilet for use by Dance and Drama students where facilities are accessed by other persons such as members of the public and venue staff – consider Child Protection implications. • Display signage to the above effect.	2	4	8
Failure of Respiratory hygiene	Contracting and/or conveying COVID-19	All	3	4	12	• Avoiding 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 students to ensure they	2	4	8

						follow the above. • Provision of sufficient bins and waste receptacles around the school/studio(s) • Provision of boxes of tissues around the school/studio(s)			
Lack of signage leading to a failure to follow guidance	Contracting and/or conveying COVID-19	All	3	4	12	• Display the following, where appropriate, around the school and studios; ○ Catch It, Bin It, Kill It ○ Social Distancing ○ Use Hand Gel ○ Please Wash Your Hands For 20 Sec ○ Your Nearest Sanitisation Point Is ○ Hand Sanitisation Point Right Arrow ○ Hand Sanitisation Point ○ Hand Sanitisation Point Left Arrow ○ No Entry ○ Downstairs Only ○ Up Stairs Only ○ Maximum Occupancy of <insert> People	2	4	8
Ill student, child or member of staff	Contracting and/or conveying COVID-19	All	4	4	16	• If a student or child 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 or student becomes unwell with symptoms of coronavirus while in their class and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-	2	4	8

						resistant surgical face mask should be worn by the supervising adult. 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 protection should also be worn.			
Lack of provision of First Aid or failing to consider implications on first aid and medical provision.	Contracting and/or conveying COVID-19	All	3	3	9	• Consider if it is appropriate to increase first aid provision whilst the Coronavirus (COVID-19) risk is present. • Consider the scheduling of higher risk activities (such as Dance Lifts, Acro and Tricks) and potential demands on emergency services. • First aid boxes should be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields. • First aiders should all be briefed to check the latest Government guidance on cardiopulmonary resuscitation - https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov	1	3	3
Lack of Waste Management	Contracting and/or conveying COVID-19	All	2	4	8	• Ensure that bins for tissues are emptied throughout the day.	1	4	4
Delivery of classes									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Class timetable- lack of planning	Contracting and/or conveying COVID-19	All	4	4	16	• Decide which lessons or activities will be delivered (this may be a reduced timetable offering non-contact activities initially – i.e. Modern and individual dance lessons but not Pas De Deux) • Reduce and control any activities that result in air droplets travelling excessive distance (i.e. Vocal Projection, Singing and Breathing exercises). • Where such activities are delivered introduce further controls such as; ○ Smaller group sizes	2	4	8

						○ Group lessons delivered in one direction with minimum distancing rather than in a circle ○ Increase distance between the vocalist and piano/teacher beyond 2m where possible • Use the timetable to reduce movement around the school/studio(s) • Consider how to keep small groups of students together throughout the day and to avoid larger groups of students mixing • Ensure that students are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. (This may mean that a student may not undertake all of the classes they would normally wish to). • Ensure that the same teacher(s) and other staff 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 of staff (for example Singing teachers).			
Excess class capacity resulting in ineffective social distancing	Contracting and/or conveying COVID-19	All	3	4	12	• Limit studio capacities to: ○ Studio 1 – 19 • In line with Government guidance a maximum of 15 students per class (unless a lower figure above) until such a time this guidance is revised. • Classes to be delivered by one person or as small number of persons as possible without compromising safety or child protection measures. • Phased increasing of class numbers to take place to ensure that policies and procedures are robust. To run 'tester' classes with maximum of 6 students initially and slowly increase to the maximum outlined above. • Mark up the space/studio(s) with tape to maintain adequate distance in line with current guidance. • NOTE on the 23rd June social distancing guidance was revised to be 1m+ with mitigating controls where a distance of 2m cannot be achieved. As further guidance is released for studio-based activities capacities may be updated in compliance with latest guidance.	2	4	8

Overuse or unnecessary use of Changing facilities	Contracting and/or conveying COVID-19	All	4	4	16	• Students arrive for class 'ready to go' and as such minimise use of changing and toilet facilities.	2	4	8
Partner work	Contracting and/or conveying COVID-19	All	4	4	16	• Eliminate any 'partner' work for the immediate future. • Limit the frequency of working within 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 mins. NB – partner work involving students from the same household (if applicable) is permitted.	2	4	8
Shared equipment (i.e. Props, Acro equipment, Ballet Barres etc)	Contracting and/or conveying COVID-19	All	3	4	12	• 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 as per the above.	2	4	8

Personal protective equipment (PPE) including face coverings and facemasks

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) 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 or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn