



CRANLEIGH DANCE AND THEATRE ARTS LTD: Risk Assessment (COVID-19)

Hazard Description	Consequences	Level of Risk	Who is at Risk	Controls	Responsible
Spread of COVID-19	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> <li>· Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups/"Bubbles" that do not cross-infect <i>(please refer to procedure)</i></li> <li>· No parents/carers allowed on site; collection/drop off points socially distanced – use different entrance/exits dependant on which hall class is being held. If it is the child's first session and parents need to stay they must wear a face covering at all times.</li> <li>· Trained staff in COVID-19 procedure to ensure safeguards are in place</li> <li>· No one with COVID-19 or suffering symptoms allowed on site (signed declaration)</li> <li>· Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes regular touch points, bathrooms and deeper changeover cleaning</li> <li>· Timetabling to ensure only 4 in small hall and 12 in big hall</li> <li>· All indoor spaces used well ventilated</li> </ul>	All staff, students and their parents/guardians

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				<ul style="list-style-type: none"> <li>· All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff</li> <li>· Allocated chairs for students to place belongings and then cleaned after use</li> </ul>	
Students not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> <li>· Parent's and Student's fully briefed on new 'rules' they must follow both before joining and upon arrival at site</li> <li>· Students who are continually unable to follow procedure asked to leave course</li> <li>· Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc)</li> <li>· Staff to monitor and remind students on 'rules'</li> </ul>	All staff, students and their parents/guardians
Teachers not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> <li>· Teachers fully briefed on procedure before course begins and reviewed every 2 weeks.</li> <li>· Management staff constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure</li> </ul>	Staff and Management

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				<ul style="list-style-type: none"> <li>Teachers must keep meticulous logs of, and be forthcoming regarding teaching within other settings so that CRANLEIGH DANCE AND THEATRE ARTS can make informed decisions regarding their suitability to teach</li> </ul>	
Spread of COVID-19 through Physical Activity including dance and high-energy games	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> <li>Government advice to prioritise outdoor physical activity</li> <li>Adhering to government gym guidance that allows 100ft<sup>2</sup> per person in settings</li> <li>Increased Social distancing measures implemented (2m+) or mitigate risk by using masks, bubbles or screens.</li> <li>Regular rest and water breaks controlling students heart rates and breathing</li> </ul>	Staff and Management
Spread of COVID-19 through Singing	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> <li>Government advice to avoid all singing and chanting</li> <li>No singing permitted on site</li> </ul>	Staff and Management
Spread of COVID-19 through Drama Activity/Shouting	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> <li>Government advice to avoid all activity that increases speaking voice above a normal volume</li> <li>Projection within drama not encouraged</li> <li>Games that result in volume increase from children will be calmed down</li> <li>Teachers who must project to teach must do so outside (dance) or if indoors must increase social distancing and ensure space is well ventilated or use a mic/headset</li> </ul>	Staff and Management

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				<ul style="list-style-type: none"> <li>Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave course.</li> </ul>	
First Aid, Medical or Isolation	Spread of Virus	Medium	All Users	<ul style="list-style-type: none"> <li>PPE (face mask and gloves) to be worn if social distancing must be reduced to provide first aid or medical intervention</li> <li>Staff member chaperoning any student needed to be isolated must socially distance and wear PPE (face mask and gloves)</li> </ul>	Management
Loss of vital staff due to illness	Loss of management capabilities	Medium	Management Staff, All Users	<ul style="list-style-type: none"> <li>Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business</li> <li>Staff wellness checks and signed declaration</li> </ul>	Management
Loss of teaching staff due to illness	Lessons cannot go ahead as planned	Medium	Management and Students	<ul style="list-style-type: none"> <li>Use of cover teachers and deputies</li> <li>Management able to cover classes</li> </ul>	Teachers and Management