

## Emma Dodd School of Performing Arts – COVID 19 - Risk Assessment

This risk assessment is used to assess potential risks within the school's activities and where necessary identify control measures to remove or reduce the identified risk.

Risk Level summary has been put together using 5x5 Matrix (IOSH) of Likelihood against Consequence. It is recognised that control measures can impact the likelihood there is little which can be undertaken to reduce the consequence. Generally, risks will be reduced 'so far as reasonably practicable'.

CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		LIKELIHOOD				

The product of consequence and likelihood provide an action level as shown in the table below.

17-25	Unacceptable	Stop activity and make immediate improvements
10-16	Tolerable	Look to improve within specified timescale
5-9	Adequate	Look to improve at next review
1-4	Acceptable	No further action but ensure control measures are maintained

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This Risk Assessment has been developed in consultation with members of staff and underpins the requirements of the Governments guidance – ["Performing arts – Working safely during coronavirus \(COVID - 19\)"](#) and its key areas. For the purposes of this Risk Assessment we will only be considering rehearsals.

<b>ACTIVITY    Space and associated infrastructure</b>									
<b>Identified Hazard</b>	<b>Associated Risks</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Initial Risk Level</b>	<b>Control Measures undertaken</b>		<b>Likelihood</b>	<b>Consequence</b>	<b>Final Risk Level</b>
Being a carrier and introducing the infection or picking up the infection through attendance.	Not washing and / or not washing them thoroughly or adequately	3	3	9	<ul style="list-style-type: none"> <li>Require participants to wash hands or apply sanitizer before and after dance class.</li> <li>Provide information on how to wash hands and or apply sanitizer properly and display posters.</li> <li>If participants can't wash hands, provide information about how and when to use hand sanitizer.</li> <li>Monitor and replenish hand washing/sanitising dispensers as applicable.</li> </ul>		1	3	3
	Areas of high foot traffic where Social Distancing cannot be maintained	3	3	9	<ul style="list-style-type: none"> <li>Use markings and introduce a one-way flow at entry and exit points and consider how social distancing can be achieved in high foot fall areas.</li> <li>Floor markings for each participant will be installed within the teaching area. Recognising the required 'Teacher Space', especially for the Signing Teacher who requires a 5msgap</li> </ul>		2	3	6

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ACTIVITY <b>Space and associated infrastructure</b>									
Identified Hazard	Associated Risks	Likelihood	Consequence	Initial Risk Level	Control Measures undertaken		Likelihood	Consequence	Final Risk Level
					<ul style="list-style-type: none"> <li>• Markings could possibly be extended if classes are physically demanding and will require high exertion from dancers.</li> <li>• All students to wear their own dance uniform to the class. Outdoor shoes not to be worn within the building and dance shoes only to be worn within the building. Bare feet are not allowed on site.</li> <li>• Students in schools urged to leave jewellery at home to avoid hand to face contact.</li> <li>• Touch Point - Cleaning to include ballet bars doors, tables, chairs etc.</li> <li>• Everyday cleaning products are acceptable for cleaning during this time.</li> </ul>				
	Close proximity within the classroom / studio environment	2	2	4	<ul style="list-style-type: none"> <li>• Markings on studio floors that allow students to maintain the accepted social distance rules.</li> <li>• When travelling across the floor students should be reminded to maintain the distance.</li> <li>• All classes are 'one time' use and therefore cleaning between classes in Non applicable</li> <li>• Students will be reminded not to bring excessive belonging into the building. Only 'show boxes' will be allowed.</li> <li>• Participants encouraged to bring in their own water bottle and any health snack.</li> </ul>		1	2	2
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<b>ACTIVITY    Space and associated infrastructure</b>									
<b>Identified Hazard</b>	<b>Associated Risks</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Initial Risk Level</b>	<b>Control Measures undertaken</b>		<b>Likelihood</b>	<b>Consequence</b>	<b>Final Risk Level</b>
					<ul style="list-style-type: none"> <li>Encourage participants to be back to back or side to side.</li> </ul>				
	Poor workplace ventilation leading to risks of coronavirus spreading	2	2	4	<ul style="list-style-type: none"> <li>If dance studio door leads into hallway or another room, then if ventilation allows it, this door could needs be shut to stop air droplets of the class reaching others outside the studio.</li> </ul>		1	2	2
Students with a 'Bubble' contracting or having symptoms of COVID 19	Other students with the class contracting COVID19	3	3	9	<ul style="list-style-type: none"> <li>Advice parents and teachers affected that they should follow current government guidelines and recommend that they self-isolate and refer to the NHS Trace and Test scheme or any specific Suffolk County Council scheme.</li> <li>The students class register will be used to determine those potentially affected.</li> <li>If there is any doubt then classes could be provided on-line.</li> </ul>		2	3	6

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<b>ACTIVITY    Type of activities</b>								
<b>Identified Hazard</b>	<b>Associated Risks</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Initial Risk Level</b>	<b>Control Measures undertaken</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Final Risk Level</b>
	Particular dance activities contributing to the risks of coronavirus spreading	3	2	6	<ul style="list-style-type: none"> <li>Consider increasing aerobic strength and capacity through specific dance fitness classes to enhance lung capacity of the participants to aid against upper respiratory tract infections such as coronavirus.</li> <li>Consider returning to basics and drill technique awareness in exercises.</li> <li>Consider warm-ups specific to your learning outcome.</li> <li>Refrain from contact work or close contact partner work. Only do pas de deux and or contact if absolutely necessary, even with participants/students in bubbles it is best to avoid contact to aid risk mitigation.</li> <li>Consider technically hard technical phrases of dance that are not physically demanding.</li> </ul>	1	2	2

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ACTIVITY <b>Equipment</b>								
Identified Hazard	Associated Risks	Likelihood	Consequence	Initial Risk Level	Control Measures undertaken	Likelihood	Consequence	Final Risk Level
Introducing the infection or picking up the infection through attendance.	Infecting others	2	3	6	<ul style="list-style-type: none"> <li>• Strict handwashing / sanitizing</li> <li>• Referral to NHS Trace and Test scheme where applicable.</li> <li>• Due to the student age group individuals temperatures will not be taken.</li> <li>• Resources will be downloaded individually by each student and sharing will not be allowed.</li> <li>• Downloaded posters for hygiene advice will be displayed within the main reception areas and sent regularly to each parent.</li> <li>• Only the teacher or assistant to access music systems, not both.</li> <li>• Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment etc.</li> <li>• All staff and students must wear face coverings at all times when inside the venue. Wearing face coverings may not be possible in all circumstances or for people who are exempt. Therefore please be mindful and respectful in these circumstances.</li> </ul>	1	3	3

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ACTIVITY <b>Students, Parents and Staff</b>								
Identified Hazard	Associated Risks	Likelihood	Consequence	Initial Risk Level	Control Measures undertaken	Likelihood	Consequence	Final Risk Level
	<p>How participants arrive and attend classes</p> <p>See Site Specific risk assessment regarding this.</p>	3	3	9	<ul style="list-style-type: none"> <li>Avoid using public transport, aim to walk, cycle, or drive. Car sharing which 'Mixes Bubbles' should not be undertaken.</li> <li>Arrival and departure times will be staggered to maintain social distancing. Timetabling has been structured on an individual / bubble basis to support social distancing.</li> <li>Considering limiting the number of classes that rotating instructors teach in order to minimise exposure.</li> <li>Using markings and introducing one- way flow at entry and exit points and considering how social distancing markers can be made as accessible as reasonably practicable.</li> <li>As students will be under the age of 18 parents will be informed beforehand how and when students will arrive and leave for classes. Create an outdoor pick up point if possible but maintaining that children and young people are always supervised.</li> <li>All correspondence with participants will be paperless including cashless payments, online letters and timetables and newsletters.</li> <li>In an emergency, for example, an accident, provision of first aid or fire, people do not have to stay</li> </ul>	2	3	6
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<b>ACTIVITY      Students, Parents and Staff</b>								
<b>Identified Hazard</b>	<b>Associated Risks</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Initial Risk Level</b>	<b>Control Measures undertaken</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Final Risk Level</b>
					appropriately distanced if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.			
	Teachers teaching style may increase risk of air borne transmission of disease	2	2	4	<ul style="list-style-type: none"> <li>Encourage dance teachers to face away from participants whilst teaching with the exception of singing teachers who will be a minimum of 5m.</li> <li>Recommend teachers and students outside the class rooms wear appropriate face coverings. As class sizes have been restricted and social distancing rules applied, face covering are not necessary within the classrooms. Some teachers may feel it necessary to wear face coverings during the class.</li> <li>Aim to timetable same bubbles of students or participant groups with the same rotating teachers</li> <li>Consideration to limiting the number of classes that rotating instructors teach in order to minimise exposure.</li> <li>Ideally, adults / chaperones who assist teachers with very young students, they should consider wearing face covering within the class.</li> </ul>	1	2	2

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<b>ACTIVITY      Students, Parents and Staff</b>								
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					<ul style="list-style-type: none"> <li>Markers in classroom, engaging rules such as traffic light and fun games to help instil social distancing for young children.</li> <li>Travelling from 'corner work' will need more time between participants. Also participants not to follow the same path of the dancer ahead of them.</li> </ul>			
	Mental health and wellbeing affecting staff through isolation or anxiety about coronavirus	2	4	8	<ul style="list-style-type: none"> <li>Engage with staff about the possible mental health effects that may affect them and sign post them to the appropriate resources.</li> <li>Keep staff updated on what is happening so they feel involved and reassured.</li> </ul>	1	4	4

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<b>ACTIVITY      Site Specific – Henley Community Centre</b>								
<b>Identified Hazard</b>	<b>Associated Risks</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Initial Risk Level</b>	<b>Control Measures undertaken</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Final Risk Level</b>
Large amount of students arriving at the same time or early	Lack of social distancing on arrival. Note staggered start times are not applicable as there are only 3 classes in any one day	3	3	9	<ul style="list-style-type: none"> <li>3 separate outdoor entrances for each age group.</li> <li>Each entrance will have a teacher at the front.</li> <li>Where possible parents should remain within their vehicle and observe the student meeting the teacher. Where this is not possible then the parent must wear a face covering.</li> </ul>	2	3	6
	Lack of social distancing on departure.	3	3	9	<ul style="list-style-type: none"> <li>3 separate collection points for each age group will be provided. These will be arranged on the playing field, Parents and students should be prepared for any inclement weather.</li> <li>Each entrance will have a teacher and or assistant to facilitate handover the student to the guardian or parent.</li> <li>Where possible parents should remain within their vehicle or at a safe distance and observe when the student is ready to be collected. It is recommended that face coverings should be worn.</li> </ul>	2	3	6

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<b>ACTIVITY      Site Specific – Northgate Art Centre</b>								
<b>Identified Hazard</b>	<b>Associated Risks</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Initial Risk Level</b>	<b>Control Measures undertaken</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Final Risk Level</b>
Large amount of students arriving at the same time or early through the same entrance.	Lack of social distancing on arrival.	3	3	9	<ul style="list-style-type: none"> <li>Staggered arrival time.</li> <li>Only 2 classes running at any one time.</li> <li>The entrance will have a teacher at the front.</li> <li>Where possible parents should remain within their vehicle and observe the student meeting the teacher. Where this is not possible then the parent must wear a face covering.</li> </ul>	2	3	6
	Lack of social distancing on departure.	3	3	9	<ul style="list-style-type: none"> <li>Staggered departure times</li> <li>Parents are to wait outside the Arts Centre entrance, maintaining social distancing rules, to collect their student. It is recommended that face coverings should be worn.</li> <li>Parents and students should be prepared for any inclement weather.</li> <li>Each entrance will have a teacher and or assistant to facilitate handover the student to the guardian or parent.</li> <li>Where possible parents should remain within their vehicle or at a safe distance and observe when the student is ready to be collected. It is recommended that face coverings should be worn.</li> </ul>	2	3	6

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