

Description of Activity / Person / Area / Equipment being assessed	Provision of dance and drama education during the Covid-19 pandemic
Section(s) / Team(s) covered	Danes Hill School LAMDA club
Location(s) covered	School Premises
Date of Original Assessment	17 th August 2020

When will / did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	From 19 th August 2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	

Has action been taken	Yes
Confirmed by Line Manager?	YES
Lead Assessors name (print)	Emma Hammond
Lead Assessor's signature	
Date:	17 th August 2020

Has action been taken	
Manager's name (print)	
Manager's signature	
Date:	

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	August 2021		Emma Hammond	

Significant Hazards and Current Controls

Risk Rating : if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

No	Issue/hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	Control measures/ mitigations to be implemented	Risk Rating after controls - H/M/L
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	M/H	<ul style="list-style-type: none"> • Staff / parents of pupils asked to let the headteacher/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ • For those with ‘<i>high risk</i>’ medical conditions, they need to stay at home (working from home where technology allows) and shield and not attend extra curricular activities, including but not limited to LAMDA club. • Where staff have ‘<i>moderate risk</i>’ medical conditions they should work from home where they can. If they can’t work from home, but are usually fit and well, they can come to work - but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do. • Where possible, those with ‘moderate risk’ conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. Schools may wish to organise parking on site for them if there are any problems with parking on the nearby streets. 	L

				<ul style="list-style-type: none"> • Government Guidance for schools provides specific advice in relation to those moderate risk , as follows: <i>“Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible.</i> <i>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.”</i> • Link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people 	
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2	<p>People with symptoms of COVID-19 creating potential for transmission from person to person</p>	<p>Staff pupils visitors</p>	<p>H</p>	<ul style="list-style-type: none"> Staff, children, parents, carers or any visitors, will be made aware they must not enter the education setting if they or any member of their household are displaying any symptoms of COVID-19. This will be communicated: via email to parents before the commencement of lesson and in all updates via email to staff and via weekly staff updates If anyone becomes unwell in school with a new, continuous cough or a high temperature they will be sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection The arrangements for how we will deal with someone becoming unwell with Covid 19 symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school'. 	<p>L</p>
3	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p>	<p>Staff</p>	<p>M/H</p>	<ul style="list-style-type: none"> Return to work is based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. Link: NHS list of high risk and moderate risk conditions Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. Where possible all face to face lessons will currently be taught by Emma Hammond only until further notice. Staff and school have access to official guidance from DfE and Public Health England. 	<p>L</p>

4	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p> <p>Visitors</p> <p>Use of equipment including pens, keyboards</p>	Staff pupils visitors	H/M	<ul style="list-style-type: none"> ● On entering the setting, all staff and pupils will be required to sanitise their hands using sanitiser above 70% alcohol. ● Staff will reinforce the message of essential, frequent hand washing ● All parent performances, examinations and other events involving visitors are currently suspended. ● No food or drink will be permitted during sessions. ● Link: guidance on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf ● Ensuring good respiratory hygiene – staff will promote ‘catch it, bin it, kill it’ ● Children with coughs and other symptoms will not be allowed to participate. ● Staff and pupils will use their own pens and stationery where required, not sharing items with others. ● Staff will wear masks to dismiss students to parents ● Handshaking at dismissal suspended indefinitely 	L
5	Social distancing -	Staff Pupils Visitors	M/H	<ul style="list-style-type: none"> ● Visitors/audiences have been temporarily suspended ● All classes at each educational setting shall be taught by one teacher only ● Where possible and appropriate, outside space is utilised for lessons or activities. ● Seating is organised in classrooms so there are gaps of at least 2 metres between pupils and staff. ● Classes will be limited to individual year groups so that social distancing can be maintained. ● Different year group classes will not mixed 	L

				<ul style="list-style-type: none">● Spacing will be arranged so pupils sit/stand looking in the same direction (i.e. not facing each other).● Where outdoor spaces are not available, window(s) will be kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately.● Pupils and staff are encouraged not to share pens or other stationery items. No resources will be sent home.● No partner or group work will be conducted during this time● Bags and personal items will not be brought into the space.	
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6	Social Distancing - collection times		M	<ul style="list-style-type: none"> • Parents and children collecting must queue with 2 metres between them. • Parents will not be able to speak to staff at dro collection beyond greetings – Messages to staff must be communicated via phone or email using the usual contact details for the class teacher. • Staff at EHTA will regularly check the Government Advice for educational settings: <ul style="list-style-type: none"> • Link to Government Advice for Schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#contents 	L

7	<p>Provision of first aid and medication</p>	<p>Staff, pupils</p>	<p>H</p>	<ul style="list-style-type: none"> • Where possible staff will not administer first aid but will follow school protocols for first aid by contacting the relevant listed first aiders or advise children to attend the medical room. • Where emergency first aid is required eg. Administering of epipen etc first aiders will wear PPE. • Please see the following link for PPE guidance for first responders: <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877602/T3_Recommended_PPE_for_ambulance_staff_paramedics_first_responders_and_pharmacists_poster.pdf • The following link provides information on donning masks: <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf • The following link provides information on how to safely remove the masks and other PPE: <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf • Government Advice for First Aid including Resuscitation advice: <ul style="list-style-type: none"> • 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 • Resuscitation Council Advice: <ul style="list-style-type: none"> • https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ 	<p>L</p>
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8	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	M	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection • Staff will call 999 if they are seriously ill or injured or their life is at risk. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. • Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. • Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. • Link: Guidance on 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 	L
9	Putting on the masks	Staff	M	<ul style="list-style-type: none"> • The following link provides information on donning masks: Link: Advice on Donning masks: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf • The following link provides information on how to safely remove the masks and other PPE: 	L

				<p>Link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</p>	
10	Ventilation	All	M	<ul style="list-style-type: none"> Reference has been made in this risk assessment to having some windows open where indoor spaces must be used. 	L
11	The potential for transmission of virus droplets from surfaces to the hands and then to the face - shared equipment.	All	M	<ul style="list-style-type: none"> Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. Where scripts are required for drama lessons, these will be sent electronically for students to print and learn at home. No sharing of scripts will be permitted. No use of the LAMDA anthology will be permitted by students. Where students do not know their lines, the teacher will prompt from the book rather than allow the student to handle it. 	L
12	Fire Evacuation	All		Fire evacuation procedures as set by the school will be followed and social distancing maintained.	
13	Food and drink	All	M	<ul style="list-style-type: none"> No Food or Drink will be permitted in the education space. 	L
14		All		<ul style="list-style-type: none"> Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. 	

	Communicating with staff and parents			<ul style="list-style-type: none">• All communications regarding the extra curricular club shall be made via email or phone.	
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