

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: SKELTON DANCE ACADEMY

OWNER: KIRSTY SKELTON

DATE: 15/08/20

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way at the Studio, Barton upon Humber.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Royal Academy Of Dance Essential Documentation for Schools including: RAD 'Teaching In The New Reality'-'Health Management Hygiene And Cleaning For Dance Schools'-'Practical Considerations Before Resuming Live Teaching' (these documents are annexed to the studio risk assessment and action plan and form part of that plan, incorporating the directives and best practise guidance contained therein.

Steps of Full Opening Preparation:



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully considers all relevant guidance, takes legal advice and health and safety best practise.					
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 		M		15/08/20	L

	Studio dance space re-configured to allow class to take place safely.	<i>Studio does not allow for adequate space between students, no windows for ventilation.</i>	<i>M</i>	<i>Studio re-configured. Only essential teaching staff on site. No visitors. Ensured new opening window for fresh air ventilation.</i>	<i>15/08/20</i>	<i>L</i>
	Entry and exit routes to the studio are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to studio. Social distancing unlikely to be maintained.</i>	<i>M</i>	<i>2-meter markers are present on floors. One way system in place to enter and exit the school. Parents/carers guidance issued. Signage in place.</i>	<i>15/08/20</i>	<i>L</i>
	Consideration given to waiting room re configuration	<i>Room repurposed . Cannot be utilised for changing purposes</i>	<i>M</i>	<i>risk assessment completed</i>		<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Unnecessary attendance kept to a minimum</i>	<i>M</i>	<i>Risk assessment completed</i>		<i>L</i>
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Evacuation routes would cause multiple groups/bubbles of people to come into contact.</i>	<i>M</i>	<i>evacuation procedure evaluated and completed</i>		<i>L</i>

				<i>Fire drill.</i>		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.		<i>M</i>	<p><i>Enhanced cleaning schedule implemented throughout the studio, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by (SDA Principal) and cleaning staff as required.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		<i>L</i>
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		<i>M</i>	<i>evaluated</i>		<i>L</i>

	<p>Adequate cleaning supplies and facilities around the studio are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for students.</i></p> <p><i>Studio does not have tissues.</i></p> <p><i>Low supply of cleaning materials including soaps, disinfectant, and sprays.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser readily available at the studio entrances</i></p> <p><i>Lidded bins are available</i></p> <p><i>Disposable tissues available to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place between classes.</p>		<p><i>M</i></p>	<p><i>All students advised to arrive and leave the studio by a set time in order for cleaning to be undertaken.</i></p>		<p><i>L</i></p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>		<p><i>M</i></p>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p>		<p><i>L</i></p>

	Process in place for safe removal and/or disposal of face masks.					
The Studio	Studio has been re/arranged to allow as much space between individuals as practical.			<i>Evaluated and actioned</i>		L
	Studio entry and exit routes have been determined and appropriate signage in place.			<i>Evaluated and actioned</i>		L
	<p>Appropriate resources are available within the studio. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in the studio, at the main entrance, and places visible to</p>			<i>Evaluated and actioned</i>		L

	those attending in the waiting room and in the toilet.					
	Furniture arranged to minimise contact as much as possible.			<i>Evaluated and actioned</i>		L
Staffing	Staffing numbers required for each class size has been determined including appropriate support to ensure assistance with shoe changing etc.			<i>Evaluated and actioned</i>		L
	Consideration given to teaching staff clothing expectations and information shared with staff.			<i>Evaluated and actioned</i>		L
	Approaches for meetings and staff training in place.			<i>Evaluated and actioned</i>		L
	Arrangements for accessing testing, if and when necessary, are understood. Staff are clear on returning to work guidance.			<i>Evaluated and actioned</i>		L
	The approach for inducting new starters has been reviewed and updated in line with current situation. Miss Kirsty is the School Principal/Dance Director. Additional teaching resource is considered and reviewed from time to time eg. Provision of a Street Dance teacher. As and			<i>Evaluated and actioned</i>		L

	when required additional teaching resource will be briefed.					
	Return to school procedures are clear for all.			<i>Evaluated and actioned</i>		<i>L</i>
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>		<i>L</i>
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. dance coaches, music tutors. Protocols and expectations shared.</p>			<p><i>Music lessons via Zoom or Teams.</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>		<i>L</i>
Group Sizes	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as reasonably possible.			<i>Evaluated and actioned</i>		<i>L</i>

	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.			<i>Evaluated and actioned</i>		L
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • School drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the studio • Room design • Break times assessed. Plans for social distancing during these times in place. • Toilet arrangements 			<i>Evaluated and actioned</i>		L
	Approach to avoiding children and young people entering the studio congregating and breaching social distancing is in place.			<i>On arrival, students will be ready to dance at specific times and class will be required to run on time. Parents/Carers fully briefed.</i>		L
	Approach to studio assemblies – if still occurring, plan in place to manage social distancing, in the event of group meetings after full consultation with Miss Kirsty.	<i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i>			<i>Evaluated and actioned</i>	

	Social distancing plans communicated with parents, including approach to breaches.					
Transport	Information shared with parents regarding expectations for pupils travelling to school by car, drop off, waiting and pick up arrangements			<i>Evaluated and actioned</i>		<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			Evaluated and actioned		<i>L</i>
Response to suspected/ confirmed case of COVID19 at the studio	<p>Approach to confirmed COVID19 cases in place:</p> <ul style="list-style-type: none"> • Who should be informed/ take action • Area established to be used if an individual is displaying symptoms during class and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place • Up to date contact details 			Evaluated and actioned		<i>L</i>
	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>			Evaluated and actioned		<i>L</i>

Student Re-orientation	Approach and expectations around dance uniform determined and communicated with parents.			Evaluated and actioned		L
	Changes to the school day/timetables shared with parents – new timetable.			Evaluated and actioned		L
	All students instructed to bring a water bottle to class. Strictly no sharing.			Evaluated and actioned		L
	Approach to preparing pupils for a return to dance and new social situations is developed and shared.			Evaluated and actioned		L
	Approach to supporting wellbeing, mental health and resilience. Miss Kirsty is fully trained in these modules.			Evaluated and actioned		L
Safeguarding						
	School Principal is prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Evaluated and actioned</i>		L
	Child Protection Policy in place.			<i>Evaluated and actioned</i>		L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered including examination entries for Graded exams.			<i>Evaluated and actioned</i>		L

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity will be risk assessed and will not run unless the risks can be mitigated</p>			<i>Evaluated and actioned</i>		L
	<p>Student behaviour policy reviewed and reflects the current circumstances.</p>			<i>Evaluated and actioned</i>		L
Attendance	<p>Approach to promoting and supporting attendance for all students determined, including those who may be anxious.</p>			<i>Evaluated and actioned</i>		L
	<p>Approach to support for parents. Including pre-arranged meetings with Miss Kirsty if required.</p>			<i>Evaluated and actioned</i>		L
Communication	<p>Information shared with parents/carers around the full opening plan, returning to the studio, amendments to usual working patterns/practices and groups.</p>			<i>Evaluated and actioned</i>		L
	<p>Risk Assessment communicated to parents/carers.</p>			<i>Evaluated and actioned</i>		L
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral 			<i>Evaluated and actioned</i>		L

	<p>support/ support and acknowledgement to parents of home learning</p> <ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour • Test and trace • Designated start and end times for class • Expectations when in school and at home (if self-isolating is necessary) 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Start/Finish times promptly • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 			<i>Evaluated and actioned</i>		L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<i>Letters, website updates, social media</i>		
School events	<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including the</p>			<i>Evaluated and actioned</i>		L

	school show.					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Evaluated and actioned</i>		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Evaluated and actioned</i>		

Applying the Hierarchy of Controls for COVID-19

