

Hertsmere Academy of Dance & Performing Arts: 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"> · COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect (<i>refer to procedure</i>) · No parents/carers allowed on site; collection/drop off points socially distanced · Trained staff in COVID-19 procedure to ensure safeguards are in place · No one with COVID-19 or suffering symptoms allowed on site (signed declaration and temperature checks if necessary) · Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes regular touch points, bathrooms and deeper changeover cleaning · Use of larger spaces and outdoor areas for activities · All indoor spaces used well ventilated · All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff 	All staff, students and their parents/guardians
Students not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> · Student's fully briefed on new 'rules' they must follow both before joining and upon arrival at site · Students who are continually unable to follow procedure asked to leave course · Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc) 	All staff, students and their parents/guardians

				<ul style="list-style-type: none"> Individual assessments and monitored 'trials' for any children with individual support needs that may result in breaking social distancing (i.e. potentially violent children and SEND students) 	
Teachers not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> Teachers fully briefed on procedure before course begins and every day Management staff constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure. Teachers must keep meticulous logs of, and be forthcoming regarding teaching within other settings so that HADAPA can make informed decisions regarding their suitability to teach. 	Staff and Management
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"> Government advice followed on physical activity Adhering to current government guidance on Social distancing measures implemented or mitigate risk by using masks, bubbles or screens. Regular rest and water breaks controlling students heart rates and breathing 	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"> Current Government advice on distancing and cleaning measures after Singing at a low level only 	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"> Government advice to avoid all activity that increases speaking voice above a normal volume Projection within drama not encouraged Games that result in volume increase from children will be calmed down Teachers who must project to teach must increase social distancing 	Staff and Management

				<p>and ensure space is well ventilated or use a mic/headset</p> <ul style="list-style-type: none"> Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave course. 	
First Aid, Medical or Isolation	Spread of Virus	Medium	All Users	<ul style="list-style-type: none"> PPE to be worn if social distancing must be reduced to provide first aid or medical intervention Staff member chaperoning any student needed to be isolated must socially distance and wear PPE 	Management
Loss of vital staff due to illness	Loss of management capabilities	Medium	Management Staff, All Users	<ul style="list-style-type: none"> Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business Staff wellness checks and signed declaration 	Management
Loss of teaching staff due to illness	Lessons cannot go ahead as planned	Medium	Management and Students	<ul style="list-style-type: none"> Use of cover teachers Classes cancelled or moved as per Terms & Conditions 	Teachers and Management