

Jets Dance Centre Coronavirus (covid 19) Risk Assessment

		Very unlikely	Unlikely	Possible	Likely	Very likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Extreme	5	5	10	15	20	25

Contents:

Exposure risk
 Access to building
 Welfare and hygiene
 Social distancing
 First aid
 Dance practice

Jets Dance Centre

Hazard/ Potential Harm	Risk	People at Risk	Further action	Revised Risk
Staff, pupils and parents at risk of infection and becoming ill through lack of hygiene.	4 X 4 = 16	Staff pupils parents	<p>Prevention through hygiene. Regular hand washing, facilities with warm water and soap available in all toilet areas.</p> <p>Hand washing signs/visual reminders in toilet areas. Hand washing guide for younger pupils to follow.</p> <p>Staff, pupils and parents to be reminded to wash their hands or use hand sanitiser on arrival and before leaving the building.</p> <p>Hand sanitiser to be provided at entrances and exits to the building.</p> <p>Verbal Reminders and signs around the building to support good hygiene and prevent the spread of coronavirus. Reminders to catch coughs and sneezes in the elbow or tissues.</p> <p>Spread the message of “catch it, bin it, kill it” and remind pupils to avoid touching their face, eyes, nose and mouth. Tissues and bins available in all areas. Staff to make sure the toilet areas are fully stocked with soap and the toilets are cleaned frequently, staff to do regular checks.</p> <p>Fans not to be used until national guidance is issued regarding their safe use.</p>	3 X 2 = 6
The spread of covid 19 through inadequate cleaning practice	4 X 5 = 20	Staff Pupils parents	<p>Regular cleaning done with proper cleaning supplies that are easily accessible for regular use. Supplies include anti-bacterial/ disinfectant wipes and/or sprays, disposable cloths and rubber gloves.</p> <p>Frequent cleaning using disinfectant on surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, stereo, ballet barre and chairs.</p> <p>Certain doors to be propped open to limit unnecessary touch and contact.</p> <p>Clean between each class and at the end of the day. This includes disinfecting surfaces.</p>	2 X 3 = 6
The spread of covid 19 through lack of sanitation facilities.	4 X 4 = 16	Staff Pupils parents	<p>Hand sanitiser to be provided in areas of the hall where there are no washing facilities, for example entrances and exits.</p> <p>Staff to make sure hand sanitizer is stocked so stations can be refilled when needed.</p> <p>Hand sanitiser to be refilled when necessary by Jets staff through doing regular checks.</p>	3 X 2 = 6
Covid 19	4	Staff	Timetable set up strategically to allow for manageable class sizes, smaller classes in the	3

spreading through contact	X 5 = 20	Pupils parents	<p>backroom, bigger classes in the big room or split if needed etc. Teachers to manage social distancing within classes.</p> <p>Social distancing should be encouraged and included during teaching practice. Classes staggered to reduced numbers of pupils in the hall where possible, class sizes reduced if necessary and pupils spaced out appropriately during lessons.</p> <p>Reminders for pupils and parents to keep their distance by using signs. The importance of social distancing is stressed to users to ensure safety for all.</p> <p>In letters/emails to parents, encourage them to promote social distancing before sending their child to dance class, so the message is reinforced at home as well by Jets staff.</p>	X 3 = 9
PPE	5 X 5 = 25	Staff pupils	<p>PPE to be included within our practice when needed to ensure staff and pupils are protected from covid 19.</p> <p>Public health guidance on the use of PPE to protect against COVID-19 relates to health care settings. In other settings protective measures including social distancing, increased cleaning, good practice and hand hygiene are enough to ensure safe practice. PPE and RPE is a requirement for any face to face contact associated with work, such as first aid.</p> <p>PPE is to be made available when needed. If a pupil becomes unwell with symptoms of coronavirus while in the setting and they need personal care until they can return home, a face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained. Other PPE to be worn if contact with the student is necessary; this includes disposable gloves, apron and face covering (mask or shield).</p> <p>PPE needs to be worn correctly.</p> <p>PPE to be used by first aiders at all times (as standard practice) and should be stored next to first-aid boxes in each room.</p>	<p>Staff: 4x4 = 16</p> <p>Pupil 3x3 = 9</p>
Spread of covid 19	5 X 5 = 25	Staff pupils	<p>Designated areas put in place for children displaying symptoms to wait to be collected from. There will be a spare member of staff on site at all times so if another member of staff becomes unwell, displaying symptoms, they can leave immediately. The other member of staff can then take over and contact parents to collect children and deep clean the work area afterwards.</p> <p>Pupils will be taken to an area away from others until they can be collected. The area the student is taken to should be made 'out of use' and then deep cleaned after the student has left. Cleaning staff should wear PPE.</p> <p>The pupil should be immediately moved to the designated area, each room has its own separate area for containment which is adjacent to each dance space and separated by a door. If staff need to stay with the pupil they should remain 2 meters away and/or wear PPE.</p> <p>All pupils should be made aware that they should cough and sneeze into a tissue ('Catch it,</p>	4 X 4 = 16

			<p>Bin it, kill it'). Or, if no tissue to hand, into their elbow.</p> <p>Parents/guardians will be contacted to collect their child immediately.</p> <p>They must then be advised to follow PHE guidance on self-isolation and not return to dancing until the period of self-isolation has been completed. They will be advised to ring 111 and to check the NHS website for more information regarding the isolation period and any other advice. We ask that parents/guardians remain in touch with Jets Dance centre to pass on outcomes.</p> <p>The rest of the affected class/bubble will then be closed and parents contacted to collect their children.</p> <p>Staff must follow the same procedure, avoid touching surfaces, sneeze into tissue or elbow, and go home immediately. Staff to follow PHE guidance on isolation. They should ring 111 for advice and check the NHS website. Their classes will either close depending on the guidance from NHS/PHE or another member of staff will teach these classes while they isolate.</p> <p>Deep clean to be done of the rooms, only after the deep clean has been conducted can the dancing school re open after following whatever guidance is given (by PHE or NHS) on the specific situation.</p> <p>The trustees of the community centre informed immediately following a positive covid-19 test.</p>	
Covid 19 been spread through poor access to building	<p>4</p> <p>X</p> <p>4</p> <p>= 16</p>	<p>Staff</p> <p>Pupils</p> <p>parents</p>	<p>Timetable designed to allow for safe entrance to site. Hand sanitation stations on entry. Guidance for entry clearly specified in the re-opening letter and risk assessment so they're aware of everything in place.</p> <p>Number of people entering the site must be at a reduced number and kept at a minimum. Hand sanitation stations set up at entrances/exits to allow for people to sanitise immediately. We have introduced a new time table and pupils will be kept in zones. Therefore pupils will be entering the building at the same time as others in the same class. Staggered start times will allow for less people to be entering at one time and allow for social distancing.</p> <p>Parents and Pupils advised to not queue up outside the building before class as we cannot guarantee social distancing but also it breaches a separate health and safety issue as queuing in the car park poses risk.</p> <p>Parents and pupils should aim to arrive for class start times, not too early or too late. This means no/limited queues outside and a safer environment to enter the building safely while social distancing. Signs will be up around the entrance area to remind everyone to use hand sanitisers before entering into the hall.</p> <p>Parents asked to not enter the hall unless absolutely necessary (except certain classes with very young children). For the meantime the reception desk will be closed to allow for less staff in the building. Parents will be asked to contact Jets teachers through email or phone call rather than face-to-face if they need to speak to anyone.</p>	<p>3</p> <p>X</p> <p>2</p> <p>= 6</p>

			The front door (main entrance) will remain locked and will be opened at the designated class time. this is why it is important to be on time, not early or late. Access to the building will not be as usual, we will be controlling the access and follow the timetabled class times. If pupils are late they need to ring a Jets teacher on their mobiles (mobile numbers will be provided on re- opening letter and are on the website).	
Spread of covid 19 through misunderstanding of the zone system.	4 X 5 = 20	Staff pupils	Zones have been set up to allow for appropriate class sizes in accordance to the room size. The zones allow for classes to remain separate, minimising contact for the pupils and will allow us to track and trace in order to follow up and inform pupils/parents when/if necessary. One door joins the two rooms/zones, this door will remain closed and for staff use only. It will be well signed so pupils remember not to use this door. Teachers work to a new timetable to ensure there is no crossing of zones. Jets pupils and parents will be informed of revised procedures and teachers will offer clear and consistent guidelines so everything is easy followed. Each zone has its own toilets, washing area, and bag/belongings storage area. Students need to have their own water bottle provided by parents/carers. Seating set up will be arranged by Jets staff to allow for social distancing measures, the rooms will be ventilated where possible. Pupils are to access the toilet area one at a time. Staff use separate toilets to pupils, zone 1 has a designated and signed toilet for staff only, in zone 2 staff will use the disabled toilet. Antibacterial soap to be available at all times in every washing area.	3 X 2 = 6
Spread of covid 19 while administering first aid	3 X 4 = 12	Staff pupils	First-aid boxes available in each zone in the event of a student requiring first aid. Full PPE to be kept next to first-aid boxes and staff to wear appropriate PPE while applying First Aid.	3 X 2 = 6
Risk of spreading covid 19 through staff error	3 X 4 = 12	Staff Pupils parents	Staff fully informed of COVID-19 risk assessment and procedures. Staff fully informed of their duties and kept up to date with the latest guidelines. Staff have a duty to know their new timetable, and stay updated/confident about all changes in relation to COVID-19. Jets teachers will have regular reviews of protocols and procedures. Jets teachers to remain committed to good standards of health and safety in order to protect staff, pupils and parents.	3 X 2 = 6
Mental health	3 X 2 = 6	Staff Pupils Parents	Jets teachers to be aware of the potential impact on children's' mental health and well-being during the coronavirus outbreak and offer what support they can to help. Jets teachers will work to communicate understanding and offer reassurance to pupils and	2 X 2 = 4

			<p>parents who present as anxious or stressed.</p> <p>For those who may need additional support Jets teachers can support and signpost to the relevant services, contact details can be provided.</p>	
Risk of crossing zones if the fire evacuation plan isn't well thought out.	3 X 4 = 12	Staff Pupils	<p>Fire safety in case of emergency evacuation plan to be reviewed and modified if necessary to comply with social distancing measures.</p> <p>There are separate fire exits for both zones and students have to leave immediately through the nearest fire exit. They will be reminded by staff to socially distance during this process. In the case of fire the immediate safety of students takes precedence over social distancing procedures. Staff will accompany the students to the fire assembly point.</p>	3 X 2 = 6
Risk during dance practice	4 X 4 = 16	pupils staff	<p>When teaching some adaptations need to be made to our usual dance practice to ensure the class can be taught as safely as possible. Teachers should not teach while facing the pupils (mirror teaching), all teaching to be done either side to side with the pupils or with our backs to them. This stops any face to face communication through teaching and therefore reduces the risk of coronavirus being spread.</p> <p>Music should be kept at a lower volume so that teachers do not have to shout over music. Loud music could lead to teachers projecting their voice and there is a risk of transmitting the virus.</p> <p>In line with recent guidance given by our governing body, we won't be including floor work in any of our lessons until further guidance is given.</p>	3 X 3 = 9

Dated: 17.08.2020	Principal Teachers signatures: J. Beaumont T. Kon
Review date: 01.10.2020	Principal Teachers signatures: