

# Jane Coleman School of Dancing Risk Assessment



Location of risk assessment: Sandhurst Village Hall

Date: 05/08/2020

Carried out by: Rachel Elliott

Date of next assessment: 05/08/2021

What is the hazard?	Who is at risk from the hazard?	What you are doing already to reduce the risk?	Do you need to do anything else to reduce the risk?	Who is responsible for further action?	When will safety precautions be put in place?	Tick when safety precautions are in place
Chairs stacked in hall Waiting area (trip and fall)	Students attending classes	Verbally reminding students not to wait near chairs. Ensure that chairs are neatly stacked before students enter hall.	Continue to verbally remind students.	Principals and teachers	N/A	✓
Kitchen area	Out of bounds to all students and teachers	Ensuring all children bring their own filled water bottle.	Verbally remind everyone not to use kitchen and place a sign on door and hatch.	Principals and teachers	ASAP	
Students wearing jewellery or watches during class	Students attending classes	Reminding students to remove items before class and including it on our school policy.	Continue to remind students to remove items before class	Principals and teachers	N/A	✓

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Insurance for individual teachers	Teachers	Ensure that every teacher has valid insurance before each term	Remind teachers on annual basis to keep a copy of insurance certificate on file	Principals	N/A	<input checked="" type="checkbox"/>
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### Special measures due to COVID - 19

What is the hazard?	Who is at risk from the hazard?	What you are doing already to reduce the risk?	Do you need to do anything else to reduce the risk?	Who is responsible for further action?	When will safety precautions be put in place?	Tick when safety precautions are in place
Cleanliness of hall and equipment. Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Students attending classes, teachers and possibly parents/ carers of students	JCSD to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. JCSD to clean hall and surfaces before, between and after use and provide own hospital grade cleaning equipment	Keep in regular contact with hall managers to ensure cleaning is complete and to standard.  Wait until hall has been commercial cleaned and fogged before commencing regular classes	Principals	21/07/2020	<input checked="" type="checkbox"/>

Maintaining social distancing when waiting outside the hall	Students and parents/ carers	Placing cones at a 2 metre distance for students to wait before entering the hall. Adults will be asked to wait next to their student.	Send out email with guidelines on entering and exiting the hall for adults and students to understand precautions.	Principals and teachers	24/07/2020	
Managing social distancing once in the hall	Students and teachers	Students will be placed on individual rubber floor mats that will be placed at a 2/3 metre distance and will stay within their area for the duration of the class. Toilet entry will be limited and only one person at a time will be permitted entry to the toilet area.	Remind students to maintain social distancing at all times and send out reminder emails to parents/ carers if necessary. Limit movement around the hall and restrict non essential areas of the hall.	Principals and teachers	27/07/2020	
Respiratory Hygiene	Students and teachers with transmission to other members of the group	Supplying clean tissue boxes for each class and lined bin that will be changed at the end of the session. Encourage students to wash and sanitise hands.	Catch It, Bin It, Kill It posters displayed. Encourage group to avoid touching mouth, eyes, and nose. Remember to bring tissues and hand sanitiser. Remember to empty any bins used into an outside bin at end of hire.	Principals, teachers and village hall committee	27/07/2020	

Hand Cleanliness	Students and teachers with transmission to other members of the group	<p>Advising group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p> <p>Supplying hospital grade hand sanitising gel on a hygiene table upon arrival.</p>	Remind students not to hold hands and ensure that a safe distance is kept throughout.	Principals and teachers	27/07/2020	
Managing social distancing on exiting the hall and students being ready for collection	Students not maintaining social distancing guidelines when leaving the hall and/or parents or carers arriving late for collection and therefore a student being left in the hall	Ensure that parents/carers arrive at least 5 minutes before collection and wait at a safe distance, students will then be released one at a time to their responsible adult, using the hygiene table on exit to sanitise hands.	Ensure that plenty of time is left to clear the hall safely.	Principals, teachers and parents/ carers.	27/07/2020	
Cleanliness of ballet barres	Students and teachers with transmission to other members of the group	Provide cleaning equipment to clean barres thoroughly between classes and / or restrict use of ballet barres using metal barres where possible.	Remind students not to touch barres unless using them and ensure that enough cleaning products are supplied	Principals and teachers	27/07/2020	

Someone falls ill with COVID-19 symptoms	Students and teachers with transmission to other members of the group	Move person to COVID 19 area Inform all parents/ carers to collect students immediately. Inform hall manager and/ or cleaner. Bag and bin all waste immediately. Advise person with symptoms to receive test and inform all students of result.	Ensure that all parties are aware of procedures via email and signage at hall.	Principals, teachers and parents/ carers.		
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