

Jane Coleman School of Dancing Risk Assessment



Location of risk assessment: Burwash Village Hall

Date: 29/06/2020

Carried out by: Rachel Elliott and Katie Dahlstedt

Date of next assessment: 27/06/2021

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
Swinging double doors at entrance	Students attending classes	Hooking doors back to wall.	Place sign on the door to be left open	Principals and teachers	04/08/2020	
Children running in corridor (fall)	Students attending classes	Reminding students and parents not to run through corridor via email and verbally	Place sign on door to remind students as they enter the building	Principals and teachers	04/08/2020	
Steps up to stage (fall or trip)	Students attending classes	Verbal warning to students not to use the steps or dance near them	Continue to verbally remind students	Principals and teachers	N/A	✓
Stage (fall)	Students attending classes	Verbal warning to students not to enter stage area.	Continue to verbally remind students and place a NO ENTRY sign on stage door from Meeting room	Principals and teachers	04/08/2020	

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Chairs stacked on stage (trip and fall)	Students attending classes	Verbally reminding students not to enter stage area. Ensure that chairs are neatly stacked before students enter hall.	Continue to verbally remind students	Principals and teachers	N/A	√
Wall mounted wooden barres (bump injury)	Young students attending classes	Verbally instructing students to avoid dancing near barres	Continue to verbally remind students	Principals and teachers	N/A	√
Chairs stacked in Meeting room (trip or fall)	Young students attending classes that may potentially climb on stacked chairs	Verbally reminding students not to use Meeting room	Continue to verbally remind students and place NO ENTRY sign on Meeting room door	Principals and teachers	04/08/2020	
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	√
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	√

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.	Principals	04/08/2020	
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, teachers and parents/ carers.	04/08/2020	
Overcrowding within the outer areas of hall	Students, parents/ carers and teachers with transmission to other members of the group	Only allowing students to enter the hall. Parents and carers will be asked to drop their children and wait to collect	Send out email with guidelines for adults and students to understand precautions.	Principals, teachers and parents/ carers.	04/08/2020	

<p>Managing social distancing once in the hall</p>	<p>Students and teachers</p>	<p>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 to the disabled toilet and only one person at a time will be permitted entry to the toilet area.</p>	<p>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 ares of the hall.</p>	<p>Principals and teachers</p>	<p>04/08/2020</p>	
<p>Respiratory Hygiene</p>	<p>Students and teachers with transmission to other members of the group</p>	<p>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. Leave doors and windows open where possible to ensure flow of air. Use of face covering masks is optional unless government guidelines change.</p>	<p>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 kitchen bin at end of hire.</p>	<p>Principals and teachers</p>	<p>04/08/2020</p>	

Hand Cleanliness	Students and teachers with transmission to other members of the group	Advising group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. Supplying hospital grade hand sanitising gel on a hygiene table upon arrival.	Remind students not to hold hands and ensure that a safe distance is kept throughout.	Principals and teachers	04/08/2020	
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 outside the hall. Students will be then be released one at a time from the fire exit doors at the side of the building, walked to the front of the building and handed over 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.	04/08/2020	
Cleanliness of ballet barres and floor mats	Students and teachers with transmission to other members of the group	Provide cleaning equipment to clean barres and floor mats thoroughly between classes and/ or limit use of ballet barres.	Remind students not to touch barres unless using them and ensure that enough cleaning products are supplied	Principals and teachers	04/08/2020	

<p>Someone falls ill with COVID-19 symptoms</p>	<p>Students and teachers with transmission to other members of the group</p>	<p>Move person to COVID 19 area (Meeting room) 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.</p>	<p>Ensure that all parties are aware of procedures via email and signage at hall.</p> <p>Ask that we are made aware if anyone other than parents or carers will be dropping or collection children and that their details are added to the students portal as an extra contact and therefore would receive any communication with alerts to possible transmission of COVID 19</p>	<p>Principals, teachers and parents/ carers.</p>	<p>04/08/2020</p>	
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