

# Jane Coleman School of Dancing Risk Assessment



Location of risk assessment: Catsfield Village Hall

Date: 10/08/2020

Carried out by: Rachel Elliott and Katie Dahlstedt

Date of next assessment: 09/08/2021

<b>What is the hazard?</b>	<b>Who is at risk from the hazard?</b>	<b>What you are doing already to reduce the risk?</b>	<b>Do you need to do anything else to reduce the risk?</b>	<b>Who is responsible for further action?</b>	<b>When will safety precautions be put in place?</b>	<b>Tick when safety precautions are in place</b>
Swinging double doors at venue entrance (trapped fingers)	Students attending classes	Opening doors fully to hold open	Place sign on the door to be left open	Teacher	07/09/2020	
Raised metal step at venue entrance (trip hazard)	Students attending classes	Reminding students and parents to watch their step	Continue to verbally remind students	Teacher	07/09/2020	
Swinging double doors into hall (trapped fingers)	Students attending classes	Hook one door open for entry	Continue to verbally remind students and place sign on door	Teacher	07/09/2020	
Stage (fall)	Students attending classes	Verbal warning to students not to enter stage area.	Continue to verbally remind students and close stage curtains	Teacher	07/09/2020	
Piano and stool in main hall (trip hazard)	Students attending classes	Verbally reminding students not to dance near the piano	Continue to verbally remind students and ensure that the dance area is away from the piano	Teacher	07/09/2020	

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Radiators possibly hot to touch	Students attending classes	Verbally instructing students to avoid touching radiators	Continue to verbally remind students	Teacher	07/09/2020	
Raised metal step at venue exit from fire doors (trip hazard)	Students and parents attending classes	Reminding students and parents to watch their step	Continue to verbally remind students	Teacher	07/09/2020	
Child running out from gate into car park	Students attending classes	Keeping gates closed at all times whilst JCSD is in the hall	Remind parents and students to close the gate after the enter	Teacher	07/09/2020	
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	Teacher	07/09/2020	√
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	07/09/2020	
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.	07/09/2020	
Overcrowding within the lobby area 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.	07/09/2020	

<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 areas of the hall.</p>	<p>Principals and teachers</p>	<p>07/09/2020</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>07/09/2020</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	07/09/2020	
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 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.	07/09/2020	
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	07/09/2020	

<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 isolation 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.</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>07/09/2020</p>	
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