

COVID 19 RISK ASSESSMENT

Date of Risk Assessment: 28^h August 2020

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Likelihood:	Consequence:	Risk = Likelihood x Consequences:
1 = Highly unlikely, low risk of it happening	1 = Minor – Cuts, Bruises requires first aid	Score 6-9 = H (High) urgent action required
2 = Unlikely, could happen	2 = Major – Broken bones, requires hospitalisation	Score 3-5 = M (Medium) action to an agreed timetable
3 = Likely, high risk of it happening	3 = Serious – Death, major injury resulting in long Period of recovery	Score 1-2 = L (Low) Tolerable risk, no action required

Hazard	Risk	Individuals at Risk	Risk Rating	Control Measures	Notes	Risk Factor taking all controls into consideration		
						Likelihood	Consequence	Risk
Exposure to COVID-19 whilst at the studios to visitors, staff and the wider studio community	Serious respiratory illness, death	All visitors to the studios	H	Senior management to review Government guidance on a weekly basis via Government website. Implementing changes swiftly if necessary.	Continue to monitor the situation and update all relevant parties as directed by the Government.	1	3	3

<p>Students/visitors/staff spreading COVID-19 to fellow staff/ students/ visitors.</p>	<p>Infection Spread leading to serious respiratory illness, death</p>	<p>All visitors to the studios</p>	<p style="text-align: center;">H</p> <p>All visitors will enter through main reception, located on Bridge Street. Student drop off and pick up times have been staggered to prevent overcrowding. Upon entry all visitors will undergo a mandatory temperature check taken by a member of our reception team using an infrared thermometer gun. Visitors exhibiting a temperature in excess of 100.4F/38.0C degrees will not be permitted to take classes. Those visitors with an acceptable temperature will then be required to wash their hands and change into their dance shoes JPSS students being taken by a member of staff directly to their designated room. Btec students to go directly to class having put bag etc into their designated locker. All visitors to use respiratory etiquette including covering mouth and nose when coughing, and sneezing. Volume of sound to be kept to a minimum to avoid teachers and students needing to raise their voices, this is to avoid the increased risk of transmission of aerosol and droplet transmission. Timetables have been reviewed to keep students in class "bubbles" in a single room reducing movement around the building. Only staff will be required to move around the building, ensuring that the teacher wipes down the sound systems, pianos and all surfaces touched by the teacher at the beginning and end of each class with the wipes provided and then binned, in addition to cleaning their hands. Upon leaving the studios all visitors are to clean all clothing/equipment/belongings brought in to the studios. All students to come dressed and ready for class with all clothes being clean and freshly washed before each visit to the studios. The sharing of food and drink is strictly prohibited whilst at the studios. JPSS will have a supply of bottled water to purchase if needed. Fee payments will be taken online or via contactless payment system. If a member of staff/student begins to display symptoms of Covid-19, staff will immediately inform senior management who in turn will notify parents/guardians of the class/classes that have been potentially exposed to the virus. If staff/visitors develop symptoms or come into contact with someone with Covid-19 outside the studios we encourage them to notify senior management immediately on 01494 520978.</p> <p>**BTEC STUDENTS will not be kept in "bubbles" on a Wednesday or Thursday. Students will mix between classes, due to differentiation and streaming. Ensure that within the BTEC Timetable, all lessons are allocated SPECIFIC studios. Students are NOT to randomly work in any given studio. Keep studio use to a minimum and lock any that are unused...**</p> <p>Btec: Common room to have no more than 30 students using it at any one time, to apply social distancing as far as possible, common room must be kept clean and tidy at all times with all student property put in designated lockers. Student kitchen will be out of bounds. Students can get both hot and cold water for drinks from reception. Changing room showers will also be out of bounds</p> <p>Students age 11+ must wear a face covering in reception area and corridors unless a medical condition prevents them from doing so.</p>	<p>Continue to make students/staff/visitors aware of the guidelines including the use of posters, and reminders via email.</p> <p>***BTEC STUDENTS*** Ensure that within the BTEC Timetable, all lessons are allocated SPECIFIC studios. Students are NOT to randomly work in any given studio. Keep studio use to a minimum and lock any that are unused. All studios will be thoroughly cleaned after use.</p>	<p>2</p>	<p>2</p>	<p>4</p>
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Inadequate cleaning resulting in the spread of COVID-19 to visitors/staff and the wider studio c Community.	Infection Spread leading to serious respiratory illness, death	All visitors to the studios	H	Review cleaning schedule and increase cleaning hours. Cleaners will complete a thorough deep clean of all used spaces at the end of classes including: disinfect fogging to be completed at regular intervals throughout the week, cleaning floors, contact points, toilets, offices, desks, doors, sound systems, ballet barres and mirrors. All bin bags will be removed at the end of each class and disposed of in the main waste container. Cleaning standards will be in line with PHE Guidance for non-healthcare premises March 2020.	All class rooms to be fogged between btec and stage school, also between classes on Saturdays.	1	1	1
Inadequate hand washing resulting in the spread of COVID-19 to visitors/ staff and the wider studio community.	Infection Spread leading to serious respiratory illness, death	All visitors to the studios	H	Staff/students/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance). Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available, but is not a substitute for hand washing. Allocating individual toilets and sinks to students is not achievable. Sinks and toilets will be regularly sanitised throughout the day. Hand sanitiser bottles to be available in all classrooms used in the studios	Continue to make students/staff/visitors aware of the guidelines including with posters, and reminders via email. Carry out inventory check of soap and sanitizer products and restock at regular intervals.	2	2	4
Inadequate PPE resulting in the spread of COVID-19 to visitors/staff and the wider studio community.	Infection Spread leading to serious respiratory illness, death	All visitors to the studios	H	Perspex screens will be installed at reception. Face shields and facemasks will be supplied to all staff. Social distancing grids will be marked out in all studios.	Ensure adequate bins and tissues are available. Ensure studios have adequate stock of facemasks, face shields and cleaning products.	2	2	4

Not maintaining social distancing measures resulting in the spread of COVID-19 to visitors/staff and the wider studio community.	Infection Spread leading to serious respiratory illness, death	All visitors to the studios	H	<p>Social distancing markers will be placed outside for drop-off and collection/visitors/staff. When entering a studio, JPSS students will be directed to place their bags onto designated spots, marked on the floor to maintain social distancing.</p> <p>A grid system will be marked onto the studio floor as a visual aid for social distancing. Students and staff will be required to stay in their quadrant for the entirety of their classes, only leaving to change shoes, have water or use the toilet.</p>	Continue to monitor the situation and update all relevant parties as directed by the Government.	2	2	4
The use of ventilation/heating systems resulting in the spread of COVID-19 to staff/visitors and the wider studio community.	Infection Spread leading to serious respiratory illness, death	All visitors to the studios	H	<p>The dance studios are mechanically ventilated by two supply/extract units drawing and extracting air to/from outside the building. Each one supplies a floor i.e. Ground Floor singing room 1/Studio one and studio two. Singing room 2, Studio 4 and Studio 3. Unit must be set to a non-recirculation mode with full fresh and full extract in operation. They are to be in operation continuously when students/stage school pupils are in the school. When fogging is taking place unit should be turned off with adjacent studios placed out of use whilst the work is carried out. Studio 5 must have the windows open while in use.</p>	Ventilation system to be turned off for whole floor while fogging carried out and for 45 minutes after, and studios are not to be used until ventilation is switched back on.	3	1	2
The mental health of visitors/staff as a result of the COVID-19 virus	Mental health breakdown leading to the inability to work or function as an individual	All visitors to the studios	M	<p>Our DSL will maintain awareness of staff/students mental health and well-being issues as a result of the pandemic and will offer whatever support they can. Reference: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ Regular communication with staff/students/visitors regarding mental health information and knowledge of support that's in place for those who need additional help. DSL will also keep up to date with relevant guidance issued by Bucks Council and ESAS.</p>	Ensure DSL and DDSL have necessary resources to support those experiencing mental health/wellbeing issues as a result of COVID-19.	2	2	4

Staff absent due to illness before/during or after classes.	Unable to keep class numbers at the Government recommended numbers	All visitors to the studios	M	Ensure staff ratios are established with consideration for Government guidelines regarding age and needs. Maintain a bank of local teachers on standby.	Ensure a rota of teachers on standby is in place.			
HIGH RISK STUDENT. *HEALTH ISSUES* (RP). Exposure to COVID-19 whilst at the studios.	Serious respiratory illness, death, due to serious underlying heart condition.	RP	H	Senior management to review Government guidance on a weekly basis via Government website. Implementing any necessary changes swiftly. Still awaiting further advice and guidance from The Beaconsfield School. A full medical report from consultant's at Southampton Hospital and disclaimer accepting full responsibility from both RP and parents is required.	Continue to monitor the situation and update all relevant parties as directed by the Government. Chase parent's re-disclaimer and medical report.	3	3	6
BTEC Students spreading COVID-19 to fellow staff/ students during self-directed study...	Infection Spread leading to serious respiratory illness, death	All visitors to the studios	H	Ensure that within the BTEC Timetable, all lessons are allocated SPECIFIC studios. Students are NOT to randomly work in any given studio. Keep studio use to a minimum and lock any that are unused.	Ensure a rota studio bookings/timetables are in place. Continue to make students/staff/visitors aware of the guidelines including the use of posters, and reminders via email.	2	2	4

Next review Date: 09/10/20