

Risk assessment template

Company name: Willow Tree Dance and Theatre Arts CIC

Assessment carried out by: Kate Searle

Date of next review: 19/09/2020

Date assessment was carried out: 5/10/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Teachers, staff and participants	<ul style="list-style-type: none"> - All participants, teachers and staff wash their hands before coming to the building - Require participants to sanitise hands before and after dance class. - Sanitiser will be provided by Willow Tree, hand washing facilities in the toilets provided by Tiverton 	Email updated procedures to parents and put on face book members page.	Ella and Kate	06/10/20	

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		High School/Uffculme School				

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				Kate	7 th Sept	7 th Sept
Getting or spreading coronavirus in common use high traffic areas	Teachers, staff and participants	<ul style="list-style-type: none"> -Introduce a staggered flow at entry and exit points, allowing 15mins between classes. – Display posters informing that there is to be social distancing at all times. - Students aged 11 or over are required to wear a face covering when entering the classroom. – Teacher to use stickers in class to mark 2.5mx2.5m space between each participant where necessary. - Encourage participants to wear dance kit to the class to reduce time spent in common areas. 				

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		<ul style="list-style-type: none"> - Students to wear only one dance kit for all genres - Students urged to leave jewellery at home to avoid hand to face contact. - Cleaning after every session to include walls and edges of floors to ensure disinfectant of air borne germs that tend to fall in these areas - Everyday cleaning products are acceptable for cleaning during this time. - Students and staff to use the toilet closest to their classroom and only one person in the toilet area at any time. - Toilets to be cleaned twice every session. - Staff and parents required to wear 				

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		<p>face coverings when in the refectory area and in classrooms.</p>				
<p>Getting or spreading coronavirus through proximity in the dance studio</p>	<p>Teachers, staff and participants</p>	<p>-Teachers will ensure that students maintain 2.5mx2.5m distance. The maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person. -There will be no more than 15 in a class. The only exception to this will be in the Sports Hall where there will be no more than 19 in class. - Students to be in consistent groups wherever possible. - In Singing, Musical Theatre and</p>				

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		<p>Drama students will be required to wear visors when singing and acting.</p> <p>-In Ballet Tots a parent will remain in the classroom, they will be required to wear a mask and remain socially distanced from others in the room. The children will not be expected to socially distance during class.</p> <p>– In Pre-Primary Ballet parents will be given the option to wait outside the classroom or be socially distance seated in the room wearing a mask. The children will not be expected to social distance during class.</p> <p>– After registration teachers will start the class with a reminder about social distancing (using child friendly phrases)</p>	<p>Water dispenser to be monitored, students will sanitise their hands before use and the dispenser will be cleaned after every use</p>	<p>Kate and Vicki</p>	<p>Ongoing</p>	

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		<p>- If a child does not follow social distancing rules the teacher will remind the child in the first instance and then if necessary will talk with the parents and report to Kate Searle or Vicki Baker. A decision will then be made as to whether it is safe for the child to continue in class.</p> <p>- If a child touches another child in class the teacher will report to Kate Searle or Vicki Baker, the incident will be logged for track and trace purposes</p> <p>-When travelling across the floor students will travel from opposite diagonals to avoid being in another students slipstream. There will be</p>				

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		<p>longer gaps between each student to ensure reduced risk of contamination and will maintain 4-5 meters between individuals who are running behind each other.</p> <ul style="list-style-type: none"> -Cleaning frequently touched surfaces after every class using standard products, such as detergents and bleach. Especially if barre is used. -Cleaning in between classes and time for ventilation. - No bare feet allowed, non-slip socks, ballet shoes or jazz shoes to be worn for contemporary. If shoes, trainers and other footwear is required then they must only be worn inside the class 				

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		<ul style="list-style-type: none"> -Designated areas for each participants outdoor/own belongings to be given within the classroom. - Participants to bring in their own water bottle. - Participants to be back to back or side to side. There will be no face to face dance or singing. 				
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Teachers, staff and participants</p>	<p>-The maximum occupancy of the facility will provide a minimum of 100sqft per person. For this figure, the area is the net useable indoor facility space available to members to use, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining</p>				

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		<p>ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system.</p> <p>-We will not be using air conditioning systems or mechanical ventilation.</p> <p>The ventilation will be provided through fresh air by opening external doors and windows.</p> <p>-Internal doors will remain shut to stop air droplets of the class reaching others outside the studio.</p>				
Particular dance activities contributing to the	Teachers, staff and participants	-We will have basic and drill technique awareness in exercises and have warm-ups specific to the				

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risks of coronavirus spreading		<p>learning outcome. -</p> <p>There will be no contact work or close contact partner work.</p> <p>-Where possible we will consider outdoor site-specific work or dance classes since exercising indoors poses a greater risk of transmission because of the restricted air flow when in an enclosed space.</p> <p>-There will be a focus on technically hard movement phrases that are not physically demanding.</p>				
Getting or spreading coronavirus by not cleaning surfaces, equipment and	Teachers, staff and participants	- Ballet Tots and Pre-Primary Ballet will be provided with their own props that only the student and their parent will handle, these will then be cleaned or rotated to allow	Review daily the stocks of sanitiser, wipes and cleaning products and purchase when required.	Kate	Ongoing	

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workstations		<p>them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</p> <ul style="list-style-type: none"> -Pianists are 2m apart from participants in the room. -Surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc will be cleaned after every class. 				
How participants	Teachers, staff and participants	-Avoid using public transport, and aim to walk, cycle, or drive instead.				

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arrive to dance		<p>If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.</p> <p>-</p> <p>Arrival and departure times staggered to reduce crowding into and out of the premises.</p> <p>-Classrooms will be entered and exited through the external doors only.</p> <p>-</p> <p>Staff will enforce social distancing when students are waiting to enter class.</p>				
Teaching style may increase risk of air borne transmission	Teachers and participants	-Teachers will be required to wear visors and/or facemasks whilst teaching and will aim to face away				

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of disease		<p>from students.</p> <ul style="list-style-type: none"> – Students may choose to wear facemasks in class, but they must self check how they feel during class. The mask will make it harder to breathe during exercise and students should stop dancing if they experience lightheadedness, dizziness, numbness or tingling and shortness of breath. - Maintain 2.5m within class and avoid contact work where possible -Aim to time table same consistent groups of students with the same teacher -Consideration to limiting the number of classes that rotating instructors teach in order to 				

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		<p>minimise exposure.</p> <ul style="list-style-type: none"> - Teachers will wear mics to avoid shouting over the music - Staff will maintain 2 metre distance from each other, and from children, wherever possible. Markers in classroom, engaging rules such as traffic light and fun games to help instill social distancing for young children. -Travelling from corner will need more time between participants. <p>Also participants not to follow 'in line' of the dancer ahead of them.</p>				
A child becomes unwell during class	Teachers, staff and participants	-Teacher to inform Vicki or Kate via phone (call, text or WhatsApp). The child will be removed from class and				

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		<p>isolated. Parents will be contacted to collect the child. If the child has displayed Covid-19 symptoms Track and Trace guidance to be followed.</p>				
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Teachers, staff and participants</p>	<ul style="list-style-type: none"> - Open discussions with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through. - Keep workers updated on what is happening so they feel involved and reassured. - Provide additional support to staff and students for their wellbeing and mental health in the current situation 				

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Signed: Vicki Baker
Vicky Baldwin
Ella Brown
Kate Searle