

Issue/hazard and what can go wrong	People at risk	Risk before controls H/M/L	Control measures/mitigations to be implemented	Risk rating after controls H/M/L
People with symptoms of Covid-19 creating potential for transmission from person to person	Staff, Students, Parents/Guardians, Visitors, Contractors	Н	 Staff, children and parents/guardians are made aware they must not enter the education setting if they or any member of their household are displaying any symptoms of Covid-19. If anyone becomes unwell in school with a new, continuous cough or a high temperature or a loss of the sense of taste and/or smell they are sent home and they are advised to follow the governments' staying at home guidance. The arrangements for this are discussed in more detail in the section of this risk assessment called 'Someone develops Covid-19 symptoms whilst at school.' 	L
Spread of infection	Symptoms: High temperature or fever, New continuous cough, loss of smell or taste	Н	 Artistic Director has allocated areas of use for 'bubble' groups and staff, ensuring that all staff, students and parents/guardians and Premises Staff are made aware. Allocated areas are cleaned before and after use using household disinfectant paying particular attention to frequently touched areas and surfaces including bathrooms, stairwells, chairs, door handles. 	L
The potential for transmission of virus droplets from surfaces to the hands and then to the face –		н/м	 On arrival at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Students are informed of the arrangements and handwashing methods, plus their role in infection control. 	
Handwashing Essential visitors			 On arrival, students/staff/premises staff are required to apply hand sanitiser provided in reception. 	



Use of equipment including pens, keyboards	 Students/Staff must bring in lunch/snacks from home. The sharing of food is not permitted. Students will be removed from lessons and placed in the isolation area if it is deemed their behaviour is a threat to the spread of the virus and the parent/guardian is called. At risk/vulnerable staff must consult a doctor prior to attending an
	Academy session and must undergo a consultant period and an individual risk assessment with the Artistic Director.
	Classrooms are provided with bins for all used tissues to go in. Waste bins are to be emptied at the end of each session.
	 Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing and hand sanitising.
Cleaning	Parents are not allowed into the school
	Hand sanitiser will also be provided in the classroom and other learning environments.
	 Ensuring good respiratory hygiene – promoting 'catch it, bin it, kill it'
	Staff, Students and visitors use their own pens and stationary where possible, not sharing items with others.
	 Increased cleaning of frequently touched surfaces using standard cleaning products.



Social distancing Classrooms	Staff, pupils, visitors	M/H	 On arrival, Students are to sanitize their hands at reception and then make their way to the classroom. The classroom will be organised so there are gaps of at least 2 metres between students and staff Cohorts are kept together where possible and: Students are always in the same small groups each day and groups are not mixed. The same teacher and other staff are assigned to each group and as far as possible, these stay the same A thorough cleaning of the room after use. Classroom door is kept open, as far as possible, to ensure good ventilation. 	L
Social distancing – drop off and collection times			 All those who travel on public transport will be required to wear face coverings Parents and visitors advised not to come into the setting unless essential/pre arranged. Hand sanitizing stations will be set up at reception and in the entrance and exits of classrooms 	L
Social distancing - Movement around school buildings	Staff/Pupils	M	 Movement around the school is staggered to reduce large gatherings Students are escorted to the toilet by a member of staff at planned intervals. The students will only use the toilet allocated to them by the school. Windows along the corridors will be open to help with ventilation. Staff to be aware of social distancing when using the toilet facilities avoiding standing too close. This will mean that only one person can use the facility at one time. Urinals must not be used. Paper towels must be discarded in the waste bins. 	L



Provision of first aid and medication	Staff/Pupils	Н	 First aiders have access to local handwashing facilities including soap and paper towels/sanitiser. Disposable gloves are provided for first aiders First aiders to wear a surgical mask when carrying out patient care particularly for those suspected or confirmed as Covid-19 cases. Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination, with splashes, droplets of blood or body fluids. Where possible, window is kept open to ensure good ventilation Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE 	L
Someone develops Covid-19 symptoms whilst at school	Staff/Pupils	M	 If anyone becomes unwell with a new continuous cough, loss of the sense of taste and/or smell or a high temperature they are sent home/their parents/guardians are contacted to collect them and they are advised to follow the 'Stay at Home' advice. If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door Where possible, a window is opened for ventilation If the Pupil needs direct personal care until they can return home, a fluid resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves and a face mask should be worn by the supervising adult. If they need to go to the toilet while waiting to be collected, they use a separate toilet where possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. We will call 999 if they are seriously ill or injured or their life is at risk. 	L



Handling documents and parcels	Staff	M	 Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. Where a pupil or staff member tests positive for Coronavirus, the rest of the group should be sent home and advised to self-isolate for 14 days After handling any item received, staff should wash hands for 20 seconds or where not possible use hand sanitizer. Where possible, documents should be sent electronically and 	L
Refreshments	Staff	M	 teacher keeps all scripts. Where possible staff should bring hot drinks in a personal flask and soft drinks/water in a personal bottle 	
Virus Spread through sharing of Film and TV equipment	Staff/students	M	 During filming, each item of equipment assigned to one person for the duration of the session. (Camera clapper Board, boom pole, sound recorder, headphones) Equipment is sanitised before and after use. 	L
Virus Spread through Drama Activities	Staff/Students	М	 Voice warm up, such as tongue twisters not permitted pending government guidelines. Excessive high impact activities are not permitted, pending government guidelines. Social distancing to apply at all times – avoid partner work, close contact activities which involve holding hands. 	L
Consultation with staff	Staff	L	 Staff to be consulted to ensure that all thoughts and concerns are captured All staff are encouraged to highlight any issues/concerns as they arise to the Artistic Director in the first instance. 	

