

# WORK ACTIVITY RISK ASSESSMENT

## Charlies Centre Stage School

This assessment forms part of a Safe System of Work for a activity.

<b>Activity:</b>	COVID-19 Secure – Working in Halls / Dance Studio	<b>Scope of work:</b> ) Teaching dance lessons in a hall – this document should be read in conjunction with Guidance for the safe use of multi-purpose community facilities updated 14 <sup>th</sup> August 2020 <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a>	<b>Prepared by:</b>	Charlie Carney		
<b>Location</b>	St John's Church Hall		<b>Date prepared:</b>	15 <sup>th</sup> August 2020		
<b>Address</b>	4 Walmley Road Sutton Coldfield B76 1QN		<b>Next Review date:</b>	19/9/20	Rev	2

What are the hazards?	Initial			Who might be harmed and how?	Control measures	Site specific control measures	Residual		
	H	M	L				H	M	L
Lack of awareness of spread of COVID-19, including lack of communications	H			Staff, pupils and parents	) Information provided to all staff  ) Information provided to parents	) Inductions to all staff ) Posters displayed raising awareness of social distancing and hygiene throughout the building ) Regular updates / reminders to all staff and pupils  ) Details and procedures to be provided to all parents prior to lessons via e-mail. ) Posters displayed raising awareness of social distancing and hygiene throughout the building			L
Failure to social distance	H			Staff, pupils and parents	) Social distancing monitors in place ) Information provided to staff ) Information provided to pupils and parents ) 2m distancing demarcation lines at all entrances and in reception ) Limit numbers of staff and pupils in the building ) Provide outside seating for breaks ) Ensure social distancing maintained in toilets ) Staggering arrival and departure times	) Tutors to act as social distance monitors ) As above ) Information sent in advance ) Areas to be screened off if necessary ) No parents are allowed in the hall ) Normally no breaks in lessons ) Limit the use of urinals and wash hand basins			L

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					<ul style="list-style-type: none"> <li>J Travel – see section below</li> <li>J Limit face to face meetings with parents and pupils</li> <li>J Reduce movement around the building</li> <li>J Maintain social distancing when leaving the hall</li> </ul>	<ul style="list-style-type: none"> <li>J Use remote working tools (eg Zoom )</li> <li>J Only necessary attendees to attend and maintain social distancing throughout</li> <li>J Avoid sharing pens and other objects</li> <li>J Provide hand sanitisers in dance studio room</li> <li>J Hold meetings outdoors if possible</li> <li>J Limit numbers in meeting rooms (signage)</li> <li>J Introduce one-way systems where possible</li> <li>J Posters at all exits re maintaining social distancing</li> </ul>			
Poor Hygiene	H			Staff, pupils and parents	<ul style="list-style-type: none"> <li>J Handwashing, sanitisation facilities and toilets</li> </ul>	<ul style="list-style-type: none"> <li>J Signs and posters throughout building and in toilets</li> <li>J Ensure hot water and soap available in all toilets</li> <li>J Additional hand sanitisers available throughout the building including at all entrances</li> <li>J Increased cleaning regime to toilets and busy areas</li> <li>J Provide suitable waste facilities with more frequent rubbish collection</li> <li>J Provide paper towels in toilets</li> <li>J Face coverings are not mandatory, if you chose to wear face coverings you must:</li> </ul>			L

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					<ul style="list-style-type: none"> <li>J Keep the workplace clean</li> <li>J Natural ventilation is to be used in preference to air conditioning</li> </ul>	<ul style="list-style-type: none"> <li>J Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before or after removing it</li> <li>J When wearing a face covering avoid touching your face or face covering</li> <li>J Change your face covering if it becomes damp or you have touched it</li> <li>J Continue to wash your hands regularly</li> <li>J Change and wash your face covering at regular intervals</li> <li>J If the material is washable, wash it in line with the manufacturer's instructions</li> <li>J If it is not washable please dispose of it in the bins provided</li> <li>J Practice social distancing where possible</li> <li>J Frequent cleaning of work areas, equipment, objects and surfaces that are touched regularly</li> <li>J Limit the use of mobile phones</li> <li>J No sharing of pens or other items</li> <li>J If not possible, windows to be left slightly open while air conditioning is in use</li> </ul>			
Spread of COVID-19 when travelling	H			Staff, pupils and parents	<ul style="list-style-type: none"> <li>J Advise only one person to travel in cars unless they are in the same household or support bubble</li> <li>J Avoid the use of public transport where possible (if necessary though the wearing of face coverings is mandatory)</li> </ul>	<ul style="list-style-type: none"> <li>J Car parking available in surrounding roads</li> <li>J Provide secure storage for those who can cycle or walk</li> </ul>			L

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Failure to engage with staff	H			Staff, pupils and parents	<ul style="list-style-type: none"> <li>J Provide clear consistent and regular communication</li> <li>J Regular contact between teachers and pupils and staff</li> <li>J Use simple clear messaging to explain guidelines</li> <li>J Provide awareness relating to mental health at times of uncertainty</li> </ul>	<ul style="list-style-type: none"> <li>J Regular updates via weekly email</li> <li>J Posters throughout building</li> <li>J Induction programme</li> <li>J Regular zoom meetings / phone calls</li> <li>J Images to be used where possible</li> <li>J Link to '<a href="#">Guidance on mental health and wellbeing aspects of coronavirus (COVID-19)</a>'</li> </ul>			L
Exposing clinically vulnerable and clinically extremely vulnerable people to COVID-19	H			Staff, pupils and parents	<ul style="list-style-type: none"> <li>J Where possible pupils in this category should not attend lessons and sign up for online classes</li> </ul>	<ul style="list-style-type: none"> <li>J Advise parents if the availability of on- line lessons</li> </ul>			L
Persons with COVID-19 entering the building	H			Staff, pupils and parents	<ul style="list-style-type: none"> <li>J Controlled entry into the hall</li> </ul>	<ul style="list-style-type: none"> <li>J Optional temperature checks on arrival at the hall.</li> <li>J If persons fail the above, they will be sent home and advised to follow the Government guidelines.</li> </ul>			L
Persons showing symptoms of COVID-19 after entering the building	H			Staff, pupils and parents	<ul style="list-style-type: none"> <li>J They will be sent home and advised to follow the Government guidelines.</li> <li>J Advise Charloe Carney who will advise the local Public Health Teams, in her role as the Company's SPOC (Single Point of Contact)</li> </ul>	<ul style="list-style-type: none"> <li>J Ensure anyone who has been in contact with that person washes their hands thoroughly with soap and water for 20 seconds or use hand sanitiser. Sanitise all areas and objects that may have had contact with the person showing symptoms.</li> </ul>			L

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The transmission of COVID-19 in an accident, security alert or other emergency incident occurs during the pandemic		M		Staff, pupils and parents	) To prioritise the safety of all pupils	) Carry out evacuation in line with existing procedures ) People will not have to social distance if it is unsafe to do so ) People involved in the provision of assistance to others should pay attention to sanitisation measures immediately afterwards, including washing hands.		M	