



COVID-19 – A RISK ASSESSMENT FOR TRING PARK ASSOCIATED COURSES

All venues are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards and the implementation of safe practice in all areas of the workplace.

This risk assessment has been produced following HSE guidelines and in conjunction with all relevant school policies.

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Staff</p> <p>Pupils</p> <p>Parents/Adults bringing class members to classes</p>	<p>Provide water, soap and drying facilities at wash stations</p> <p>Provide information on how to wash hands properly and display posters</p> <p>Provide hand sanitiser for the occasions when people can't wash their hands</p> <p>Ask all to use hand sanitiser at provided sanitiser stations and to bring personal sanitiser with them</p>	<p>Put in place monitoring and supervision to make sure people are following controls</p> <p>Put signs up to remind people to wash their hands</p> <p>Provide information to your workers about when and where they need to wash their hands</p> <p>Identify if and where additional hand washing facilities may be needed</p> <p>If people can't wash hands, provide information about how and when to use hand sanitiser</p> <p>Identify how you are going to replenish hand washing/sanitising facilities</p> <p>Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem</p>	<p>All staff involved, including cleaning, teaching and front of house staff, and HOD</p> <p>All users must take responsibility for hand washing, with parents of youngest class members assisting when needed</p>	<p>Ongoing and as directed by guidance</p>

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus in common use high traffic areas such as toilet facilities, entry/exit points to facilities, changing rooms and other communal areas</p>	<p>Staff Pupils Parents/Adults bringing class members to classes</p>	<p>Identify: areas where people will congregate areas where there are pinch points meaning people can't meet the social distancing rules areas and equipment where people will touch the same surfaces areas and surfaces that are frequently touched but are difficult to clean advise all members that the changing rooms cannot be used until further advised Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: limiting the number of people in studios and common areas so that social distancing can be maintained staggering breaks to minimise numbers in common areas and using facilities reorganise facilities in communal</p>	<p>Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems Cleaning touch points between classes Near-miss reporting may also help identify where controls cannot be followed, or where people are not doing what they should Put systems in place to track and trace all users so that records can be kept for the required 21 days</p>	<p>All staff involved, including cleaning, teaching and front of house staff, and HOD All users must take responsibility for following instructions, with staff assisting youngest pupils</p>	<p>Ongoing and as directed by guidance</p>

		<p>areas so social distancing can be maintained</p> <p>put in place one-way systems to manage the flow of people and to allow social distancing to be maintained</p> <p>designate different entry and exit points for different studios to minimise footfall outside studios</p> <p>leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <p>advise parents and class members to bring minimal personal belongings with them and to arrive dressed and ready for classes</p> <p>provide an area for outdoor shoes near exits and entrances</p> <p>ask parents to collect class members between classes using the hub as designated waiting space for parents of the youngest class members only</p> <p>provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas</p> <p>put signs up to remind people to</p>			
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		wash and sanitise hands and not touch their faces			
		put in place cleaning regimes to make sure high traffic communal areas are kept clean			
		consider frequency, level of cleaning and who should be doing it			

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Staff</p> <p>Pupils</p> <p>Parents/Adults bringing class members to classes</p>	<p>Follow published guidance on cleaning and hygiene</p> <p>Identify surfaces that are frequently touched and by many people and specify the frequency and level of cleaning and by whom</p> <p>Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user</p> <p>Identify where you can reduce the contact with surfaces</p> <p>Advise all users to bring their own water with them and only use the water fountain for emergencies</p> <p>Identify what cleaning products are needed and where they should be used</p>	<p>Put in place monitoring and supervision to make sure people are following controls</p> <p>Provide information telling people who needs to clean, what needs to be clean and when</p> <p>Provide instruction and training to people who need to clean. Include information on the products they need to use, precautions they need to follow and the areas they need to clean</p> <p>Identify how you are going to replenish cleaning products</p> <p>Put systems in place to track and trace all users so that records can be kept for the required 21 days</p>	<p>All staff involved, including cleaning, teaching and front of house staff, and HOD</p> <p>All users must take responsibility for following instructions, with staff assisting youngest pupils</p>	<p>Ongoing and as directed by guidance</p>

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Provide more bins and empty them more often</p> <p>Provide areas for storage of personal belongings</p> <p>Clean any shared equipment regularly</p> <p>Advise all parents to supply any other equipment that may be needed in classes</p> <p>Do not allow the use of props in classes until guidance changes</p> <p>Ensure that dance shoes are worn for all dance classes and that outdoor shoes are worn on arrival</p> <p>Do not allow floor work in any classes</p> <p>Put in place arrangements to clean if someone develops symptoms of coronavirus in work</p>			

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff Pupils Parents/Adults bringing class members to classes	<p>Follow HSE guidance on stress and mental health</p> <p>Have regular keep in touch meetings/calls with staff to talk about any work issues</p> <p>Talk openly 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</p> <p>Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>Keep all users updated on what is happening so they feel involved and reassured</p>	<p>Share information and advice with workers about mental health and wellbeing</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified</p> <p>Encourage staff to speak to school counsellors if required</p>	HOD and Line Manager	Ongoing

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Contracting or spreading the virus by not social distancing	<p>Staff</p> <p>Pupils</p> <p>Parents/Adults bringing class members to classes</p>	<p>Follow HSE guidance on social distancing</p> <p>Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules and adapt routes and timings accordingly</p> <p>Identify how you can keep people apart, maintaining social distance</p> <p>This may include</p> <ul style="list-style-type: none"> using marker tape on the floor implementing and signposting one-way systems staggering start/end times limiting the number of people on site at one time rearranging studios and redesigning class content to allow for social distancing ensure that corner work avoids possible droplet contamination, maintaining social distance implementing 'drop zones' for passing materials between people limiting parking spaces and directing parents to the local parking areas 	<p>Put in place arrangements to monitor and supervise to make sure social distancing rules are followed</p> <p>Provide information, instruction and training to people to understand what they need to do</p> <p>Provide signage and ways to communicate to all what they are required to do in order to maintain social distancing</p> <p>Provide training for all staff and helpers so they are aware of what is required at all times</p> <p>Make sure the studios are marked out with social distancing boxes</p> <p>Provide space for emergency waiting, for example for when a child is not collected</p>	<p>All staff involved, including cleaning, teaching and front of house staff, and HOD</p> <p>All users must take responsibility for following instructions, with staff assisting youngest pupils</p>	Ongoing and as directed by guidance

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<p>If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people (for example during a medical emergency or an accident)</p> <p>This can include:</p> <ul style="list-style-type: none"> enhanced cleaning regimes increased hand washing limiting the amount of time people spend on the task where possible placing workers back-to-back or side-by- side rather than face-to-face when working improving ventilation 	<p>Put systems in place to track and trace all users so that records can be kept for the required 21 days</p>		

What are the hazards?	Who might be harmed?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff Pupils Parents/Adults bringing class members to classes</p>	<p>Follow published guidance on ventilation</p> <p>Identify if you need additional ventilation to increase air flow in all or parts of your workplace</p> <p>Fresh air is the preferred way of ventilating opening windows and doors can help</p>	<p>- Maintain air circulation systems in line with manufacturers' recommendations</p>	<p>All staff involved, including cleaning, teaching and front of house staff, and HOD</p> <p>All users must take responsibility for following instructions, with staff assisting youngest pupils</p>	<p>Ongoing and as directed by guidance</p>

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>All users</p>	<p>Identify who in your work force fall into one of the following categories:</p> <ul style="list-style-type: none"> Clinically extremely vulnerable People self-isolating People with symptoms of coronavirus Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) Discuss with employees what their personal risks are and identify what you need to do in each case Identify how and where someone in one of these categories will work in line with current government guidance If they are coming into work identify how you will protect them through social distancing and hygiene procedures 	<p>Put systems in place to track and trace all users so that records can be kept for the required 21 days</p> <p>Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</p>	<p>All staff involved, including cleaning, teaching and front of house staff, and HOD</p> <p>All users must take responsibility for following instructions, with staff assisting youngest pupils</p>	<p>Ongoing and as directed by guidance</p>

