

Introduction

This document is to remain under constant review due to the fast-changing nature of DfE and PHE guidance in response to COVID-19. Detailed Guidance can be found at the following links:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

Company Name: Francis Hammond Theatre Schools

Assessment carried out by: Marianne Gowers

Signature: 

Date of Assessment: April 2022

Venues: St. Joseph's Catholic Primary School Oxford
Bishop Loveday C of E Primary School

COVID-19 Risk Assessment April 2022

RA Reference No. #RAC19003 Date: 01.04.2022

Section 1:

Hazard	Who is at risk?	Degree of Risk	Control Measure
Child or staff member carrying COVID-19 attends a session	Staff, parents, children	Low	- Parents to sign an online declaration stating that they will not send their child to FHTS if the child has displayed symptoms or tested positive for COVID-19 - Staff members will not attend if they test positive or are showing symptoms of COVID-19
Contamination of personal belongings	Children & Staff	Low	- Parents will be discouraged from sending in unnecessary items to prevent contamination - Staff only bring essential items into building (e.g. first aid kit & session equipment etc.) - Children encouraged not to touch each other's belongings
Parent aggression due to anxiety and stress.	Staff, parents, children	Low	- Parents are fully informed about the drop off and collection procedures - Open line of communication maintained with parents/carers - If aggressive behaviour is displayed we will follow the protocol in our Aggressive Behaviour Policy
Transmission due to close contact during planned activities.	Children, Staff	Low	- Children discouraged from physical contact whereby this practicably possible - Children are to sanitise hands upon arrival to class and before after snack break.
Aerosol transmission	Children & Staff	Moderate	Room to be well ventilated (doors & windows opened regularly whilst maintaining comfortable room temperature)

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Section: Class & Break Time (Continued)

Hazard	Who is at risk?	Degree of Risk	Control Measure
Transmission of virus when children are eating	Children	Moderate	- Children to sanitise hands before and after they eat their snack - Snacks to be eaten whilst sat calmly on floor
Transmission of virus during break times	Children	Moderate	- Children to sanitise hands before break - Break times to be monitored and supervised carefully
Transmission of virus due to lack of ventilation in venue	Staff, Children	Low	When inside doors and windows will be left open to maintain adequate ventilation (outside windows & doors may be closed intermittently to maintain a safe working temperature)
Contaminated surfaces or equipment spreading virus.	Staff, Children	Low	- Any surfaces & equipment are to be cleaned regularly in line with PHE Guidance about the cleaning of non-healthcare settings - Children to sanitise hands before & after use of shared equipment - Equipment to be cleaned at the end of each class and during the session if necessary - Children encouraged not to touch faces & maintain general good hygiene.
Sufficient supplies of soap and cleaning products	Children & Staff	Low	Ensure an appropriate amount of sanitiser, tissues, cleaning products are brought to venue
Management of waste	Children & Staff	Low	- Any waste produced must be put in the allocated bin immediately. - Ensure bins for tissues are emptied at the end of each session. - Government guidance must be followed when disposing of waste

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Section: Environmental Factors

Hazard	Who is at risk?	Degree of Risk	Control Measure
Venue not clean before use	Children, Staff	Moderate	Venue to confirm that cleaning standards will be maintained in line with government guidance and venue will be ready to use on arrival
Venue contaminated during use	Other venue users	Low	- Cleaning of high risk areas will be carried out at the end of the session (Door handles, teacher's area, children's chairs etc.) - Cleaning will be carried out in line with government guidance about the cleaning of non-healthcare settings
Poor hand hygiene increasing risk of transmission	Children, Staff & Parents	Moderate	- Children and staff to sanitise hands on arrival and departure from session - Children to sanitise hands before snack break and after eating - Children reminded about effective hand hygiene regularly - Regular use of hand sanitiser available (supervised for children's use)
Ineffective use and disposal of PPE	Staff, Children, Venue staff	Low	Staff to receive guidance on how to use and dispose of PPE effectively.
Dealing with suspected cases	Staff, Children, Parents	Moderate	- Staff are briefed about procedures and know what to do in the event of a suspected case - Staff have been asked for feedback regarding procedures to ensure that they feel safe and confident when carrying them out. Staff will sign a COVID-19 declaration to say that they have read, understood and will follow all related guidance and procedures. - Maintain up-to-date contact records of both staff & pupils

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Section: Additional Considerations

Hazard	Who is at risk?	Degree of Risk	Control Measure
Potential transmission due to coughing and sneezing	Staff, Children	Moderate	• "Catch it, bin it, kill it" approach promoted throughout classes • Staff and children encouraged to sneeze our cough into elbow • Hands must be sanitized or washed thoroughly for 20 seconds after sneezing our coughing on them • Tissues readily available • Bins available for any tissues used
Fire procedures	Children Staff	Low	• Children will be briefed on fire procedures in our first session and reminded at regular intervals in the term
Parent Communication	Children, Staff, Parents	Low	• FHTS will communicate any updates and changes to procedures to parents as and when is necessary . • FHTS will provide all relevant information to parents and venue and will publish our policy and risk assessment on our official website. • All contact details will kept up-to-date

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Section: Additional Considerations

Hazard	Who is at risk?	Degree of Risk	Control Measure
Use of and cleaning of equipment	Children, Staff	Moderate	- Equipment to be cleaned before and after each session - Cleaning to be carried out in line with government guidance about the cleaning of non-healthcare settings
Venue has suspected or confirmed case(s) of COVID-19	Children, Parents, Staff	Low	- Venue to confirm that they will inform FHTS in the event of any suspected or confirmed cases of COVID-19. - FHTS to assess risk and make decision about whether to temporarily suspend classes. In the event of closure parents will be informed immediately.

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Useful Links & Contacts

Cleaning of non healthcare settings	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	
Safe Waste Disposal	https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste	
PHE Thames Valley Health Protection Team (South East)	Tel: 0344 225 3861	Email: tvphe@phe.gov.uk
NHS Coronavirus Testing	https://www.nhs.uk/ask-for-a-coronavirus-test	