

COVID-19 Risk Assessment

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:

[covid-19 guidance for schools and other-educational settings](#)

[covid-19 implementing protective measures in education and childcare settings](#)

[covid-19 early years and childcare closures](#)

Any suspected or confirmed cases of COVID-19 will be reported to to the local Public Health England (PHE) Health Protection team on 0344 225 3861 (option1 to 4 depending on area then option 1).

Company Name:	Francis Hammond Theatre Schools
Assessment carried out by:	Marianne Gowers
Signature:	
Date of Assessment:	29.09.2020
Venue:	St. Louis Catholic Primary School

RA Reference No.	#RA001	Date:	29.09.2020
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Hazard	Who is at risk?	Degree of Risk	Control Measure
Arrival, Registration, and Departure			
Child or staff member carrying COVID-19 attends a session	Staff, parents and children	Low	- Parents to sign a declaration stating that they will not send their child to FHTS if the child or a member of the household has displayed symptoms or tested positive for COVID in the last 14 days - Staff members will not attend and classes will be cancelled if they have shown symptoms of COVID-19 in the last 14 days
Entrance/exit to venue causing people to congregate compromising social distancing.	Staff, parents and children	Moderate	- Drop off and collection times will be staggered. This will be planned and parents will be given an allocated time slot to collect their child(ren). - Parents will not be permitted to enter the building. - Social distancing will be implemented using signage to remind parents about this.
Contamination of personal belongings	Children and Staff	Low	- Parents will be discouraged from sending in unnecessary items to prevent contamination - Staff will only bring essential items into the building (such as first aid kit etc.) - Each child will have a designated chair to place their belongings underneath. These chairs will be spaced out as much as possible around the perimeter of the hall.
Overcrowding in corridor when children are waiting to enter hall.	Children	Moderate	- Children will go straight into hall after entering the building. - They will be directed to their designated chairs, asked to put belongings below them and wait for class to begin. Assistant teacher will supervise and conduct activities before the session begins.

RA Reference No.	#RA001	Date:	29.09.2020
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Hazard	Who is at risk?	Degree of Risk	Control Measure
Parent aggression due to anxiety and stress.	Staff, parents, children	Low	- Parents are fully informed about the drop off and collection procedures and have signed to say that they will follow them. - Adult to adult contact is minimised through the staggered pick up and drop off times - If aggressive behaviour is displayed we will follow the protocol in our Aggressive Behaviour Policy
Spread of virus due to increased numbers of people on site	Staff, parents, Children	Low	- Parents will be asked to only send one adult to the entrance area to collect their child. i.e. only one adult leaving their car or approaching entrance area - Social distancing measures maintained throughout drop off and collection procedures
Class & Break Time			
Transmission of virus due to children compromising social distancing during planned activities.	Children, Staff	Low	- Children will work in their own designated area marked out with cones - Children will be continuously reminded about social distancing - Posters displayed around hall to remind children about social distancing - Activities will be designed to minimise contact and maintain social distancing. This includes but is not limited to: <i>No singing or chanting, no physical contact, no use of equipment that is passed around the group</i>
Crowding of children in toilet facilities compromising social distancing	Children	Low	Only one child at a time will be permitted to enter the toilets

RA Reference No.	#RA001	Date:	29.09.2020
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Hazard	Who is at risk?	Degree of Risk	Control Measure
Transmission of virus due to droplets produced when singing	Children & Staff	Moderate	Singing and chanting to be temporarily suspended from class content
Transmission of virus during break times	Children	Moderate	- Children to be reminded about playing safely - Breaks to occur on playground when possible - Break times to be monitored and supervised carefully - During snack break children sit at least 1m from one another
Transmission of virus when children are eating	Children	Moderate	Children to wash hands before and after they eat their snack
Environmental Factors			
Work space too small to cater to group leading to compromised social distancing	Staff, Children	Low	- Size of group to be appropriate to work space. (Main hall – Up to 25 Children, Rehearsal Studio – Up to 20 children) This will be reviewed in light of the next update to government guidance. - Social distancing measures to be in place to minimise contact - Sessions to be held on playground where possible to allow for additional space

RA Reference No.	#RA001	Date:	29.09.2020
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Hazard	Who is at risk?	Degree of Risk	Control Measure
Transmission of virus due to lack of ventilation in venue	Staff, Children	Low	- Where possible classes will be carried out on the playground (subject to venue agreement) - If this is not possible windows and internal hall doors will be opened to increase ventilation. When working in main hall external doors will not be opened in order to maintain a secure site. The external door will be opened when working in the rehearsal studio.
Contaminated surfaces spreading virus.	Staff, Children	Low	- Door handles, individuals' chairs, and other surfaces to be cleaned before, during and after each session - Cleaning to be carried out in line with PHE Guidance about the cleaning of non-healthcare settings
Sufficient supplies of soap and cleaning products	Children & Staff	Low	Ensure an appropriate amount of sanitiser, tissues, cleaning products and spare soap supplies are brought to venue
Management of waste	Children & Staff	Low	- Any waste produced must be put in bins immediately. - Ensure bins for tissues have lids and are emptied at the end of each session. - Government guidance must be followed when disposing of waste
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

RA Reference No.	#RA001	Date:	29.09.2020
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Hazard	Who is at risk?	Degree of Risk	Control Measure
Venue contaminated during use	Venue staff	Low	- Cleaning of high risk areas will be carried out at regular intervals throughout the class and at the end of each session too. (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
Other			
Uncertainty of new practices to reduce risk of COVID-19 transmission	Children, Staff & Parents	Moderate	- Training of all staff prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated area for suspected cases. Clear guidance will be provided. - Parents will be contacted directly about arrangements and will sign a COVID-19 declaration stating that they are clear about the procedures. - Children will be briefed at the start of each class and reminded about procedures at regular intervals
Sufficient hand washing procedures	Children, Staff & Parents	Moderate	- Children and staff to sanitise hands on entry to and exit from building - Children to wash hands thoroughly for 20 seconds before snack break and after eating - Posters displayed about effective hand hygiene and children to be reminded about this 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 training and follow guidance on how to use and dispose of PPE effectively. - Staff to be provided with clear COVID-19 guidance

RA Reference No.	#RA001	Date:	29.09.2020
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Hazard	Who is at risk?	Degree of Risk	Control Measure
Dealing with suspected cases	Staff, Children, Parents	Moderate	- Staff have been briefed thoroughly 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 are maintained to enable NHS test and trace to work effectively
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 or cough into elbow - Hands must be sanitized or washed thoroughly for 20 seconds after sneezing or coughing on them - Tissues readily available - Bins with lids available for any tissues used
Fire procedures	Children, Staff	Low	- Procedures will be reviewed to ensure that social distancing is maintained in the event of a fire - A drill will be conducted during our first session back and the procedure will be reviewed to ensure that it maintains social distancing.
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

Hazard	Who is at risk?	Degree of Risk	Control Measure
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.

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
Local Health Protection Team	0344 225 3861 (option 1 to 4 depending on area then option 1).
NHS Coronavirus Testing	https://www.nhs.uk/ask-for-a-coronavirus-test

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Carried Out By:

Marianne Gowers

Signature:

M. Gowers