

# **COVID-19 Secure Risk Assessment and Protective Measures for Stage Academy Activities**

**June 2020**



This risk assessment covers all activities and workplace practices of Stage Academy in line with all current advice and guidance from the Government and Department for Education for education and child care settings to ensure we can keep everyone safe at Stage Academy.

# Establishing the level of risk

We use this matrix to establish the level of risk following protective measures being put in place.

	Hazard Effect / Consequence		
	1 Minor	2. Moderate	3. Major
	No exposure/ No health effects.	Possible exposure / become symptomatic.	Tested positive and / or hospitalised.
Likelihood	Risk Rating		
3 Likely	3(L)	6 (H)	9 (H)
2.Possible	2(L)	4 (M)	6 (H)
1.Unlikely	1(L)	2 (L)	3 (L)

# Risk Assessment

<b>Hazard</b> (what is it that could cause harm)	<b>Who</b> (who could be affected either directly or indirectly)	<b>How</b> (what might be the possible injury/ill health effect from the hazard)	<b>Protective measures</b>	<b>Level of risk with protective measures in place</b>
<p>Exposure to Coronavirus – (COVID 19) infection from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Staff, students, parents, visitors</p>	<p>Direct / indirect contact with symptomatic / asymptomatic service users or others.</p> <p>Contact with objects or surfaces which may be contaminated.</p>	<ul style="list-style-type: none"> <li>• Ensuring a suitable supply of hand washing facilities, soap and hand sanitiser are readily available at all venues</li> <li>• Maintain social distancing guidelines</li> <li>• All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds</li> <li>• Hand sanitiser available at the entrance/exit to each venue and classroom with all persons encouraged to use it on a regular basis</li> <li>• Tissues readily available which should be used in the event of a cough or sneeze and then placed in the bin before washing hands thoroughly</li> <li>• All persons affiliated with Stage Academy will be required to follow government guidelines and self isolate should they show any symptoms or be advised by NHS Test and Trace that they may have been exposed to COVID-19</li> </ul>	<p>LOW</p>

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Suspected case of COVID-19 on site at a Stage Academy venue	Staff, students, parents, visitors	A suspected case on site could cause others to become infected.	<ul style="list-style-type: none"> <li>• No one with symptoms should enter a Stage Academy venue</li> <li>• If a person displays symptoms - A high temperature or a persistent cough, they should:               <ul style="list-style-type: none"> <li>• Notify the Stage Academy principal immediately</li> <li>• Avoid touching anything</li> <li>• Go home immediately (Children accompanied by their parent, etc). Where staff have to support a student until collected PPE must be worn</li> </ul> </li> <li>• All other persons are to maintain a safe distance from affected individual</li> <li>• Coughing and sneezing should be done into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow</li> <li>• Venue to be informed so the area occupied by the contaminated person can be isolated and disinfected</li> <li>• If individuals need to go to the toilet a separate toilet should be used wherever possible. The toilet should be cleaned and disinfected using standard cleaning equipment</li> <li>• The person will be encouraged to take a test and participate in the NHS Test and Trace programme</li> </ul>	LOW

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Carrying out student personal or medical care including first aid	Staff, students	Risk of transmission of COVID-19 between staff and student	<ul style="list-style-type: none"> <li>• First aid equipment should be sanitised using available disinfectant wipes before and after use</li> <li>• Ensure that staff use correct PPE when carrying out student personal or medical care</li> <li>• Ensure that staff are aware of how to dispose of any protective equipment in line with Public Health guidance</li> <li>• Ensure that staff have a way of washing their hands prior to and immediately after providing care</li> <li>• It is accepted that social distancing may not be possible whilst carrying out first aid but physical contact should be kept to a minimum</li> </ul>	LOW

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Arriving at and leaving a Stage Academy venue	Staff, students, parents, visitors	Coming into contact with COVID-19 due to an infected person or surface	<ul style="list-style-type: none"> <li>• Encourage existing parents to drop off and pick up their child at the door of the Stage Academy venue to reduce number people inside</li> <li>• Maintain staggered class start and finish times to reduce congestion</li> <li>• Monitor site access points to ensure social distancing</li> <li>• Require all persons to wash or clean their hands before entering or leaving the site</li> <li>• Regularly clean and disinfect common contact surfaces such as buzzers, door handles, seating areas e.t.c.</li> <li>• Encourage just one parent or guardian to be present for drop off and pick up</li> <li>• Parents will be reminded that pick up adults should be from the students household unit including any support bubble</li> <li>• Reminders of measures will be signposted around the Stage Academy venue</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff who are showing any of the signs of COVID-19 may NOT come to Stage Academy</li> <li>• Staff MUST declare if they have a member of their household displaying signs of COVID-19 and must NOT come into Stage Academy</li> <li>• Staff have been informed about the need for self-isolation as advised by the Government</li> <li>• On arrival all staff are required to wash hands</li> </ul>	LOW

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Class activities	Staff, students	Transmission of COVID-19 due to class activities	<ul style="list-style-type: none"> <li>• Review class sizes in accordance with the governments guidance on social distancing on a room by room basis</li> <li>• Review class activities and lesson plans to ensure social distancing can take place</li> <li>• Remove activities involving direct contact, hand holding or being face-to-face without adequate distance</li> <li>• Ensure additional distancing is in place for singing and high energy activities</li> <li>• Ensure lesson plans are approved by the Stage Academy principal as being COVID Secure</li> <li>• Ensure staff have the relevant training to be confident in delivering COVID secure classes</li> <li>• Whilst social distancing is in place to a level that would prevent parents entering the classroom "Open Class" and end of term performances will be made available digitally</li> </ul>	LOW
Cleaning	Staff, students, parents, visitors	Transmission of COVID-19 due to poor hygiene	<ul style="list-style-type: none"> <li>• Ensure all venues are thoroughly cleaned before use paying particular attention to regular touch points</li> <li>• Complete on going cleaning of regular touch points such as doors, tables, chairs e.t.c after use</li> <li>• Designate one member of staff to use the Stage Academy Sammy puppet and ensure it is disinfected before and after each use and gloves are used</li> </ul>	LOW

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Toilet trips	Staff, students, parents, visitors	Transmission of COVID-19 in communal facilities	<ul style="list-style-type: none"> <li>• Where cleaning is the responsibility of Stage Academy there will be designated toilets for the use of Stage Academy</li> <li>• Toilets will be thoroughly cleaned paying particular attention to regular touch points</li> <li>• Complete on going cleaning of regular touch points within toilet facilities after each use</li> </ul>	LOW
Social distancing	Staff, students, parents, visitors	Transmission of COVID-19 due to lack of social distancing	<ul style="list-style-type: none"> <li>• Encourage social distancing through adequate signage and verbal instruction throughout the Stage Academy venue in accordance with government guidelines</li> <li>• Limit numbers within the Stage Academy venue by encouraging drop off at the door, single parent drop off and pick up as well as a review of class sizes on a room by room basis</li> </ul>	LOW
Snacks and drinks	Staff, students	Transmission of COVID-19 from consuming food or drink	<ul style="list-style-type: none"> <li>• Students and staff will be reminded to wash their hands before and after consuming any food or drink</li> <li>• Students and staff will be reminded not to share food and drink</li> <li>• Parents will be asked to ensure children bring their own personal water bottle to Stage Academy</li> </ul>	LOW



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Registration forms and payments	Staff, parents	Transmission of COVID-19 due to the process of registering and paying for Stage Academy	<ul style="list-style-type: none"> <li>• Registration forms and payments will be completed by a contactless digital system</li> <li>• Parents will have the option of using their own internet connected device to provide registration and payment information, this option will be encouraged</li> <li>• Should parents need to use a Stage Academy device to fill out information digitally it will be disinfected before and after use</li> </ul>	LOW
Welcome packs, stickers, print material and merchandise	Staff, students, parents	Transmission of COVID-19 from receiving welcome packs, stickers, print material and merchandise	<ul style="list-style-type: none"> <li>• Welcome packs, stickers, print material and merchandise will be stored safely to reduce the risk of contamination</li> <li>• Staff members will use hand sanitiser before and after handing out welcome packs, stickers, print material and merchandise</li> <li>• Welcome packs will be pre packed for each student to reduce the risk of contamination</li> </ul>	LOW

# Protective Measures

## What we are doing to keep everyone safe at Stage Academy

- Reviewed maximum class sizes on a venue by venue basis to ensure social distancing
- Encouraging drop off and pick up at the main door to reduce adults in the venue
- Electronic registration forms and payments
- COVID Secure lessons plans with no contact, hand holding, or close face to face activities
- Regular reminders at class, both signposted and verbal, to staff, students and parents requesting that they maintain a safe social distance
- Staggered class start and end times with classes being kept separate in the building
- Regular venue cleaning paying extra attention to frequent touch points throughout the day
- Open class and performances made available to parents in digital form when required
- Hand washing facilities and hand sanitiser readily available and used when entering and leaving Stage Academy, as well as at regular intervals
- Designated toilet facilities will be available and cleaned regularly following use
- Children will be asked to bring their own water bottles and reminded not to share
- Adequate PPE to be worn by staff if administering first aid
- All staff, students, parents and visitors will be reminded that they should NOT attend Stage Academy if they have any symptoms or have been told to self isolate