

COVID-19 RISK ASSESSMENT

All Sorts of Performing Arts has carried out the below risk assessment and put the following measures in place in order to minimise the risk of infection to anyone entering the premises. Prior to the first visit all persons will be required to complete a COVID Questionnaire. This information will be made available to NHS track and trace should any infection occur. All Parents have been made aware the if they or any family member has symptoms of COVID-19 they should not attend any of our classes or private lessons.

Risk Areas	Prevention	Consequences	Actioned By	Date for Review
Zone 9 Entrance				
Front of Building	Cars will not be permitted to park in front of the studio	Not enough room for social distancing on entry and exit		
Entrance Walkway	Socially distancing hearts painted on the walkway 2m apart. All parents have been advised to arrive at least 5 minutes prior to sessions commencing with children ready dressed for class.	Risk of infection due to not following socially distancing guidelines. and delay to start of class times		
Entry to building	Persons entering the building will be called in one by one, whereby they will have their temperature taken by a laser beam thermometer, the member of staff taking the temperature will be wearing a mask and disposable gloves. These temperatures will be recorded in a class register book. One book per class. Hand sanitizer will then be administered by the same member of staff priory to the student entering the waiting area (Zone 6) upon entering this room they will be assigned a number which will also be recorded in the register book. Anyone with a temperature of 40 degrees will not be permitted into the building.	Preventing anyone with any possible symptoms from entering the premiers and recording information in order should any infection occur NHS Track and Trace can be contacted and all relevant information passed on. Keeping all persons within one bubble		
Zone 10 Entry Toilets	Only one toilet to be open and only one person at any one time to be permitted to use. Second toilet taped off and no entry to be permitted. Toilet to be cleaned after each use and hand sanitizer to be administered upon exit	Possible infection occurring due to poor hygiene		
Zone 6 Pupil Waiting Area	Upon entry each person will proceed to their allocated socially distancing number where they will wait until directed to the main studio. The will be monitored by a member of teaching staff located in Zone 8	Possible risk of infection due to poor social distancing		
	Windows and internal doors to be left open at all times to facilitate adequate ventilation throughout the building	Temperature may be lower. All pupils have been advised to wear layers of clothing that can be removed as necessary		

Zone 7 Art Room	Will not be used until further notice	High Risk area due to not enough room for social distancing		
Zone 8 Back Kitchen	To be used as a teacher control point for waiting area with no admittance to pupils. All surfaces sanitized after each use. Should the kettle need to be used one member of staff per shift will be assigned to use.	Possible risk of infection due to poor social distancing and sanitization		
Zone 11 Props Cupboard	Will not be used until further notice	High Risk area due to not enough room for social distancing		
Zone 5 Main Studio				
Entry to Studio	Teacher to leave Zone 8 following white line along floor in zone 6. To call each student one by one to move to their corresponding box number in the main hall maintaining social distancing at all times.	Possible risk of infection due to poor social distancing		
Teaching	Drama - Teacher to wear a mask whilst teaching. Pupils will be required to face themselves in different directions back to back and no shouting	High risk due to droplets from the mouth entering the air		
	Teachers are to teach from behind the Blue line. Students to remain in their allotted box throughout the lesson. Teachers are on a strictly no touch policy	Possible risk of infection due to poor social distancing		
	No singing to take place until Government guidelines allow	High risk due to droplets from the mouth entering the air		
	Music for all classes will be played at a minimum level in order to discourage any shouting.	High risk due to droplets from the mouth entering the air		
	<ul style="list-style-type: none"> • All Dance & Fitness classes will be structured as follows to ensure there is no high level energy o 10 Minute Warm up o 5 Minute Break/Drink o 10 Minute Walk Through Routine o 5 Minute Break/Drink o 10 Minute Dance Through Routine 	High risk due to droplets from the mouth entering the air		
Equipment	Water bottles - All Pupils will be required to bring their own water bottle which must be placed at the edge of their allotted box	Medium risk due to movement around studio		
	Class Equipment will be in Zone 5A	See Zone 5A		
	Pom Poms. Students requiring these will be asked to purchase their own and be responsible for bringing their own to each class	High risk due to them not being able to be sanitized		

First Aid	Should first aid need to be administered the First Aider to wear the appropriate PPE: Disposable gloves, Face Shield and disposable apron	High Risk area due to not enough room for social distancing		
	Gel Pack to be placed on table next to First Aid Kit and replaced after each class			
Room	Windows and internal doors to be left open at all times to facilitate adequate ventilation throughout the building	Temperature may be lower. All pupils have been advised to wear layers of clothing that can be removed as necessary		
End of Class	Pupils to be directed to a numbered social distancing sign and exit studio one by one when called moving into zone 3	Possible risk of infection due to poor social distancing		
	Hand sanitizer to be administered by teacher upon exit			
	There will be a 10 minute break between classes for the cleaning of all boxed areas and equipment	High risk of infection due to bodily fluids possibly covering the surfaces of these areas		
Zone 5A Stage	The stage has been separated into 2 areas. All class equipment will be placed on the stage. Equipment to the front of the stage will be equipment waiting sanitisation. Equipment to the back of the stage will be sanitized equipment	High risk of infection due to bodily fluids possibly covering the surfaces of these areas		
Zone 12 Costume Cupboard	Will not be used until further notice	High Risk area due to not enough room for social distancing		
Zone 4 Waiting Room	Will not be used until further notice. parents will be asked to wait in their vehicles	High Risk area due to not enough room for social distancing		
Zone 3 Exit Hallway	Students will be directed along the hallway following social distancing stickers until collected by parent	Risk of infection due to not following socially distancing guidelines.		
	For any reason a student is late being picked up they will be asked to remain on their numbered socially distancing sticker in the studio until the parent arrives. The parent will be directed to the entry point and asked to remain their until the next class starts to collect their child	Risk of infection due to not following socially distancing guidelines.		
Zone 2 Exit Kitchen	Only one appointed member of staff to use this on any shift	High Risk area due to not enough room for social distancing		
Zone 1 Exit Toilets	Only one toilet to be open and only one person at any one time to be permitted to use. Second toilet taped off and no entry to be permitted. Toilet to be cleaned after each use and hand sanitizer to be administered upon exit	Possible infection occurring due to poor hygiene		

General	Although social distancing is at 1 metre, our aim is to keep it at 2 metres	Risk of infection due to not following socially distancing guidelines. and delay to start of class times		
	All areas strictly out of bounds have been taped with Red/White hazard tape and must be adhered			
	Payment. We will be operating a cashless policy. Payments can be made by BACS or Ping it App			