

# I GOT SOUL PERFORMING ARTS



<b>RISK ASSESSMENT</b>	<b>DATE OF ASSESSMENT:</b> 11/09/2020
<b>RISK ASSESSMENT REF:</b> COVID 19	

<b>HAZARD: Teaching Staff</b> – Teachers/Staff not fully aware of the arrangements put in place (within government guidelines) by I Got Soul & Government
<b>Control Measures:</b>
All teachers/staff will receive a copy of our guidelines & risk assessments & will be fully briefed on our protocol.
All teachers/staff members will sign a copy of our guidelines & risk assessment.

<b>HAZARD: Cleaning</b> – Inadequate cleaning & hygiene standards pose a risk of spreading infection
<b>Control Measures:</b>
Continued rigorous cleaning procedures have been introduced. Cleaning will be monitored to fall in line with the demand.
Teachers/Staff will wipe down door handles, high touch services, equipment etc.... at the start/end of the day and after each class.
Hand sanitiser will be available in every room/reception area/before & after using the toilets
Windows & doors will be left opened to allow air flow.
Each hall/room/reception area will have its own cleaning products.
Studio dance mirrors will not be used at the moment, so will remain covered.

<b>HAZARD: Main Entrance, Foyer &amp; Corridors</b> – Close contact between students & parents. Overcrowded in foyer & hallways
<b>Control Measures:</b>
Main door will not be opened until classes have finished.
Reception staff will wear face masks or face shield.
As a requirement from the government and St. Martins, anyone entering the building & exiting the building 11 years and over will be required to wear a face mask/shield. They will also be required to wear around the building as well.
Parents/students will need to wait outside (2m meters or within government guidelines) main entrance.
No one will be able to wait inside the main foyer during any classes.
Students will need to be picked up from the fire exit doors (from their class)
Signs will be put in place for a one-way system.
Anyone entering the main reception will be hand sanitised and temperature checked
Students will take all their belongings into the class with them, so that corridors will be a one-way system. (using floor marking)

With pick up/drop off, some students will have back to back classes, and some students have permission (from their parents) to be collected by the main road (Eastcote Road) So this will reduce the number of parents waiting outside.
Our timetable has been done so that it will reduce the number of parents waiting outside (this will be staggered) with the students arriving for their class.
Parents/Students will receive a copy of new guidelines and floor plan of the building (to show one-way system)
We will place markings on the pavement outside the building (2 meters or within government guideline) for parents to pick up their children.
We will oversee social distance queuing within the church grounds during our hire. We will not oversee worshippers or general public.

<b>HAZARD: Toilets</b> – Risk of overcrowding. Transmitting virus via contact surfaces.
<b>Control Measures:</b>
Only 2 students allowed in the toilets at one time. (this will be monitored by staff) Students/staff will need to wait in the corridor if already 2 students using the toilets. (using social distancing)
Signs will be put up to remind students to wash their hands after using the toilets for at least 20 seconds
Students/staff will use hand sanitise before and after using the toilets. (before entering the toilets & re-entering the halls after using the toilets)
Signs will be put up to state the number of students allowed to use the toilets at one time.
Toilet facilities will be well equipped for hand hygiene. Monitored & cleaned by staff every hour

<b>HAZARD: Halls/Rooms</b> – Risk of overcrowding and close contact between students/teachers. Risk of transmission
<b>Control Measures:</b>
All surfaces & equipment will be thoroughly disinfected between each class.
Students to arrive in their uniform to avoid any changing.
Teachers will wear masks around the building when not teaching (as you are not required to wear a face mask when exercising)
Students to only enter halls/rooms once class has finished and teacher advises them to enter.
Students belongings will need to be put on a sanitised table and kept as separate as possible to avoid contact. Tables will be disinfected after each class.
Students will need to bring their own water bottles (named)
Registers will be taken for each class as always, and can be used for track & trace.
Any new students will fill out an enrolment form.
Windows & doors will be left open to ensure air flow. Only to be opened by a member of staff.
All students will be required to stay 2 meters apart (or within government guidelines), markings on the floors to assist distance measures.
Teachers will maintain a distance from students
Class numbers will be capped (following the 2 meter rule) 25 students – main hall & 8 students – small hall
We will not be providing any contact movement until restrictions are lifted.
No one will be able to observe classes



Pick up with be from the fire exit doors of the class they have just taken and will be sanitised on leaving (signs will be set up for parents/guardians to follow a one-way system)
We will discard any lost property after each day.
As a requirement from the government and St. Martins, anyone entering the building & exiting the building 11 years and over will be required to wear a face mask/shield. They will also be required to wear around the building as well.
Face masks/shields can be removed when undertaking physical activity, when eating or drinking something or when singing.
To minimise the risk of transmission through singing, students will keep their 2 meter distance (or within government guidelines) and face out of a circle with their teacher in the middle. We won't be fully singing but working on a more acting lead performances.

<b>HAZARD: Studio Equipment</b> – Unclean equipment can cause the risk of covid-19 transmission
<b>Control Measures:</b>
Staff will clean all equipment between classes (cleaning materials with be provided)

<b>Hazard: Teacher/Parent/Student Interaction</b> – Risk of transmission between teachers/parent/students
<b>Control Measure:</b>
Students asked to wait outside the premises (2 meters part or within government guidelines) and to be called in by teacher when safe.
Parents will be asked to wait outside – 2 meters apart or within government guidelines (no parents will be allowed into the premises)
One-way system in place for entrance (main entrance) & exit (fire exit of class)
Teachers to accompany students towards the exit to ensure safe pick up.
Anyone entering the premise will have their temperature checked, if temperature is high, they will not be able to attend classes.
All parents will receive a copy of our guidelines.

Risk assessment in lines with [www.gov.uk](http://www.gov.uk) (multi-purpose community facilities) & (education in schools/performing arts) Also in lines with Royal Academy of Dance.