

**Risk Assessment: Covid-19 – plan for initial reopening. Version 2**

**The Heights Ballet and Theatre School – Hallam Community Hall, Hallam Grange Crescent, Sheffield, S10 4BD**

**Date of assessment: 05/08/2020 Assessed by: JS – input from CAH**

**IOSH Working Risk Evaluation Matrix**

Likelihood/severity	Trivial	Minor Injury/ damage	Over 3 day injury/moderate damage	Major Injury/ Substantial damage	Death/ Catastrophic damage
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Certain	5	10	15	20	25

Risk Factor	Category	Action
1-5	Acceptable	None necessary
6-10	Acceptable	Basic control systems
11-15	Marginal	Specific controls
16-20	Not Acceptable	Extreme control
21-25	Not Acceptable	Not allowed

**NOTES**

**A COVID risk assessment based on Government advice on the date of assessment – links to advice:**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-5-2>

[https://www.gov.uk/coronavirus-business-reopening/y/none/over\\_4/no/yes/no/no](https://www.gov.uk/coronavirus-business-reopening/y/none/over_4/no/yes/no/no)

<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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Initial reopening will adapt our usual teaching and dancing practices to ensure the safety of our pupils, staff, and others community members who use the hall.**

Location/ Activity	Hazards (COVID 19), hazardous event (transmitting virus)(becoming ill) Existing controls	People affected	Assessment of Risk			Are further risk controls required? / Controlled Risk Factor
			Likeli- hood	Severity	Risk Factor	
Entering building  Pickup/drop off	<p>Transmitting virus via contact surfaces.</p> <p>Hand sanitiser stations at each entrance to the hall (provided by The Heights).</p> <p>Notices/signs to remind of frequent hand washing/sanitising.</p> <p>Cones indicating 2m spacing placed outside each entrance to ensure socially distanced drop off/pickup.</p> <p>No parents allowed inside building to prevent overcrowding of small spaces.</p>	All that attend site	1	4	4	N/A
Moving around building - using doors, etc.	<p>Transmitting virus via contact surfaces and airborne particles.</p> <p>Doors to be kept open where appropriate.</p> <p>Notices to remind of frequent hand washing/sanitising placed in prominent positions.</p> <p>Hand sanitiser stations available at frequent use doors. (provided by The Heights)</p> <p>Classes to remain in one room for the evening – teachers to move round the building to each class according to the timetable in order to reduce unnecessary movement around the building.</p> <p>Doors and windows to be kept open for ventilation purposes.</p>	All that attend site	1	4	4	Have a supply of wipes available to clean door handles following times of increased use (i.e pickup times)

	<p>Pupils will have a socially distanced dance zone (marked with spots on the floor) in which they will remain for the duration of their lessons. Teaching will be delivered in a socially distanced manner.</p>					
Narrow corridors/rooms	<p>Transmitting virus via contact surfaces and airborne particles.</p> <p>Notices to remind of frequent hand washing/sanitising. Kitchen/changing rooms to be closed to pupils (doors will be locked) to prevent congregating in small areas. Parents to wait outside rather than in entrance hall as normal.</p>	All that attend site	1	4	4	N/A
Singing	<p>Transmitting virus via airborne particles. Singing is considered a high risk activity due to potential for increased aerosol production.</p> <p>Limit amount of singing in lessons – singing to take place outdoors where weather appropriate. Singing in groups to have increased social distancing, and be lined up back to back/side to side rather than in a circle/face to face – only appropriate in the Main Hall. Maximum 15 singers at a time. Doors/windows opened for ventilation purposes.</p>	Those attending Musical Theatre	2	4	8	<p>1-2-1 Singing lessons permitted indoors with 3m (minimum) social distancing.</p> <p>According to OOSS guidelines, <a href="#">“Children and young people can now engage in singing, wind and brass in line with the protective measures outlined in this guidance and paying strict attention to the working safely in performing arts guidance to mitigate any cumulative risks of aerosol transmission. Although singing and playing wind and brass instruments do not present a higher risk than speaking, for example, studies have indicated that there may be a cumulative risk that can build in particular contexts. As such</a></p>

						<a href="#">with appropriate safety considerations, singing, wind and brass teaching can take place.”</a>
Use of equipment	<p>Transmitting the virus via contact surfaces.</p> <p>Ballet barres will not be in use during this period. Smaller equipment (i.e. instruments/wands) will be sprayed with anti-bacterial spray before and after use. Notices to remind of frequent hand washing/sanitising.</p>	Pupils and staff using equipment.	1	4	4	Frequent review of equipment used and implementation of necessary cleaning.
Using toilets	<p>Transmitting virus via contact surfaces and airborne particles.</p> <p>Each class (i.e. main hall users, side hall users, back hall users) will have a designated toilet facility to avoid overuse/overcrowding. (More details below)</p>	All that attend site	1	4	4	Only one person to enter each toilet facility at a time as per the signs placed by the HCYA Committee. Teachers will keep track of who has been allowed to the toilet and not send a second pupil until the first has returned to avoid students ‘queuing’ in pinch points.
Using the kitchen	<p>Transmitting virus via contact surfaces and airborne particles</p> <p>Kitchen closed to pupils and staff.</p>	All that attend site.	1	4	4	No access to the kitchen until HCYA Guidelines change.
Water supplies Drinking water	<p>Legionnaires disease, contaminated water.</p> <p>Transmitting coronavirus via contact surfaces (taps). Testing of water facilities in place by hall management (The Heights to follow these guidelines)</p>	All that attend site.	1	3	3	Pupils and staff to bring own drinking water supply to last throughout their time in the building. Staff permitted to use toilet taps to refill water bottles when teaching for long periods. (extension of this benefit

						to pupils when permitted by HCYA Guidelines)
Unventilated Rooms between students leaving and Section members entering the Hall.	<p>Droplets/aerosols containing virus particles might remain in the air inside the Hall.</p> <p>The Hall will remain empty for a <b>minimum of an hour</b> between all students leaving and Section members entering.</p> <p><b>eg if the “leaving by” time is 7pm, then the lessons should finish at 6.45 so that by 7pm all Students and staff have actually left. Lessons should not finish at 7pm so that students then spend another 15 minutes leaving.</b></p> <p>All windows and internal doors should be left open. The Fire door at the side of the Main Hall should be <b>left open</b> but the other fire doors (Side/Small Hall, Back Hall/Annexe and changing room corridor) should be <b>left closed</b></p>	Heights and HCYA Section members in the evenings	2	3	6	Before leaving Heights staff should use antiseptic wipes on all easily touched surfaces eg all door handles, touch plates and light switches. Wipes should be placed in a bin (yet to be identified, for careful disposal later by persons also yet to be identified)

## **Procedure for members of The Heights who start to show symptoms while in Hallam Community Hall.**

While we hope this will not be the case, please find the following procedures we will put in place for those who develop symptoms while in lessons.

Should a member of staff feel that a pupil has begun to develop symptoms, the pupil will need to isolate from the rest of their class. They will be taken to wait in the back Changing Room, as this location will least affect other users of the building. (Should they be at the far end of the building, they will take a route that least affects other classes – i.e. it may be appropriate to go round the outside of the building). The teacher will contact the pupil's parent/guardian and request that they be collected as quickly as possible. The Heights will contact other members of that pupil's group as they may need to self-isolate as per the NHS Test and Trace system. The pupil will not be allowed to return until either the 2 weeks isolation period is completed, or they have received a negative test result. Other members of their household who may attend Heights lessons will be placed under the same restrictions. The teacher will inform other members of Heights staff and the principal will contact a representative of the HCYA to inform them of the situation.

Should a member of staff become ill, they will remove themselves from the premises and take themselves home/be collected by a family member to isolate at home. This will happen as quickly as is practical. Their class will be supervised by another Heights member of staff. Should there be no other members of Heights staff around to supervise the pupils who cannot be left alone due to safeguarding, the affected staff member will don appropriate PPE and increase their distance from pupils as greatly as possible. If possible, they will move outside, but still in view of all members of their lesson. The Heights will contact pupil's who have been in contact with the affected teacher as they may need to self-isolate as per the NHS Test and Trace system. The affected member of staff will not be allowed to return until either the 2 weeks isolation period is completed, or they have received a negative test result.

### Moving round the building:

Find below a rough diagram (not to scale) indicating floor plan of building and proposed measures put in place re. entering/exiting, use of toilet facilities, moving through building, restricted areas etc.

Each class (year group) will be assigned one room for all their lessons – teachers will move round the building from class to class according to the timetable.

The class assigned to the **Side Hall** will be dropped off/ picked up via the **Side hall fire door**. Their assigned toilet facility is the **Men's toilets** which they will access by **exiting via the fire exit, and entering the entrance hall via the main entrance** (to avoid routes through the kitchen).

The class assigned to the **Main Hall Side 1 (RF's lessons)** will be dropped off/ picked up via the **Main Entrance door**. Their assigned toilet facility is the **Ladies toilets** which they will access via **the entrance hall**.

The class assigned to the **Main Hall Side 2 (CAH's lessons)** will be dropped off/ picked up via the **Main Hall fire door**. Their assigned toilet facility is the **external portaloo** which they will access by **exiting via the fire exit and walking round the side of the building**.

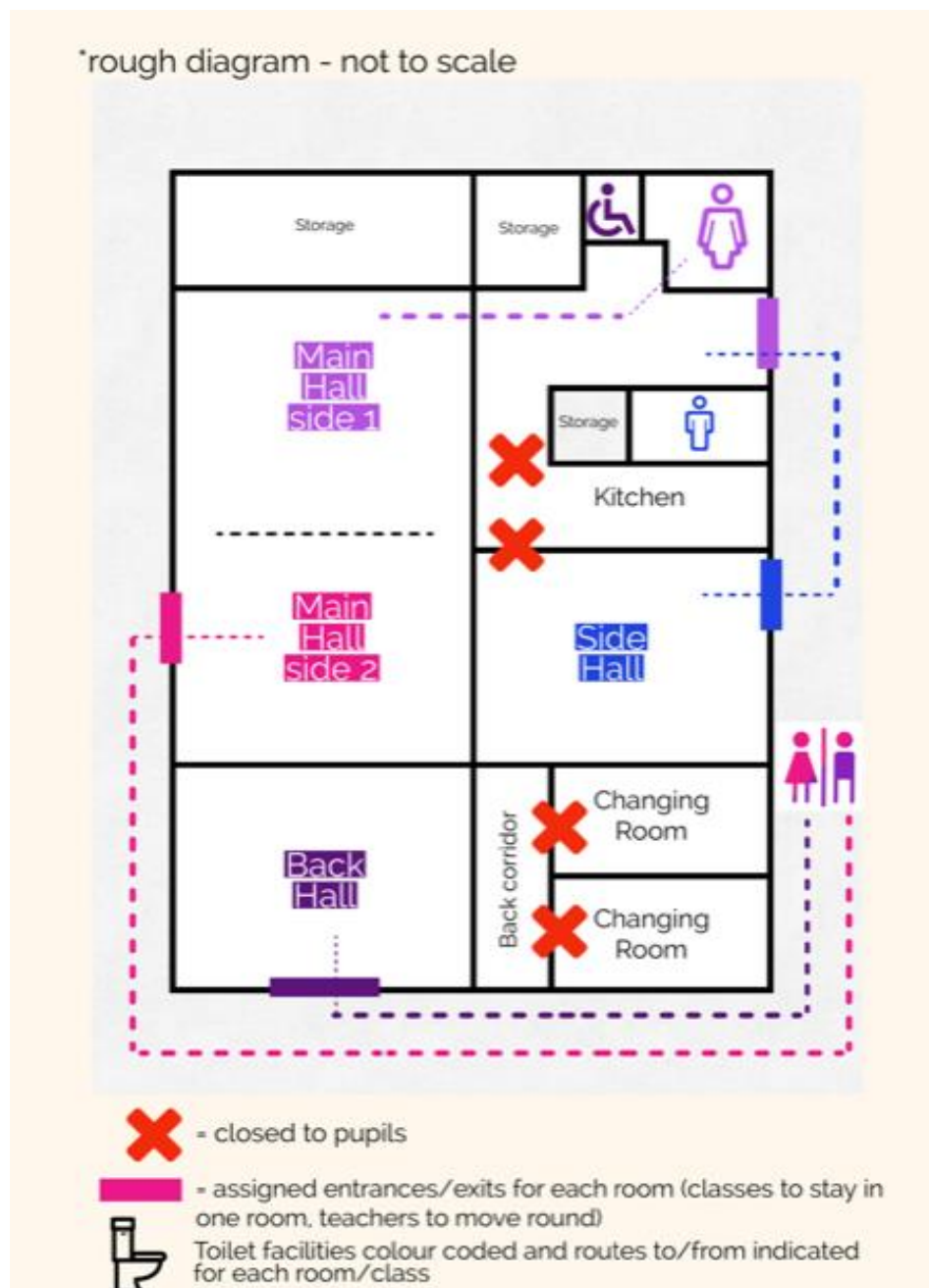
**(If the main hall is not being divided in half, then all pupils assigned to that hall may enter through the main entrance.)**

The class assigned to the **Back Hall** will be dropped off/ picked up via the **Back hall fire door**. Their assigned toilet facility is the **external portaloo** which they will access by **exiting via the fire exit, and walking round the side of the building**.

**(Helpers will be available to supervise young children to the toilet facilities)**

**Cones will be placed at 2m gaps outside each entrance to encourage social distancing during pickup/drop off times.**

**Sanitiser stations will be placed at each entrance so pupils can sanitise their hands before entering the building.**



### With regards to mask wearing:

We will not be asking our pupils to wear masks when dancing as research indicates that this can be dangerous (please see advice from the World Health Organisation below). Pupils are welcome to wear a mask while moving round the building if that is their personal preference.

**Cleaning** – weekly cleaning is arranged by hall management.

The Heights staff to carry out spot cleaning of frequently used surfaces:

- Heights' equipment
- door handles
- taps etc.
- light switches
- kitchen equipment – kettle, hot water tank, drawer handles

**People should NOT wear masks when exercising as masks may reduce the ability to breathe comfortably.**

**Can people wear masks while exercising?**

Sweat can make the mask become wet more quickly which makes it difficult to breathe and promotes the growth of microorganisms.

The important preventive measure during exercise is to maintain physical distance of at least one meter from others.

World Health Organization #Coronavirus #COVID19 16 June 2020

The infographic features a green background with white and yellow text. On the right side, there is a circular illustration showing a person in a purple shirt and dark pants standing with arms raised, and another person in a pink shirt and yellow pants riding a blue bicycle. The background of the illustration includes stylized trees and a blue sky.