



The Gielgud Academy Trust: Risk Assessment (COVID-19) for hire of Great Walstead School facilities. 1.8.2020.

Hazard Description	Consequences	Level of Risk	Who is at Risk	Controls	Responsible
Spread of COVID-19	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> · Avoid use of the school hire during the week, by keeping all weekday classes on Zoom. Only come in on a Friday evening, after the cleaners have been, to set up for Saturday. · Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups (bubbles) to minimise risk of cross-infection across year groups. · No parents/carers allowed on site; collection/drop off points socially distanced. · Collection & drop off times to be staggered, to limit numbers on site. · Students temperature to be taken before class, and parent to take home if they have a temperature. · Students to be taken home in-between classes (if they have a long break) so no unnecessary waiting around. · Trained staff in GAPA's COVID-19 procedure to ensure safeguards are in place. · No one with COVID-19 or suffering symptoms to be allowed on site (signed declaration and temperature checks). · Deep cleaning arrangement with GWS, studios cleaned before our arrival on a Friday; staff to be subject to cleaning protocol which includes regular touch points, bathrooms and deeper changeover cleaning in-between classes. · Fixed bubbles to be implemented, to assist more easily with Track & Trace, if needed. · Teachers to remain in the same studio throughout the day, to eliminate unnecessary contact with anyone. · Avoid entering main school building, only using outside buildings with toilets – PAC, Sports Hall, Bluebell. 	All staff, students and their parents/guardians



				<ul style="list-style-type: none"> · All indoor spaces used are to be well ventilated. · Barres in the PAC need to be kept for GAPA use only – place a covering over them during the week. Teachers to wipe down the barres in-between classes. · Teachers to provide their own iPod docks, and will take home afterwards. · Students to bring their own towels, matts, and barre coverings 	
Students not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> · Student's fully briefed on new 'rules' they must follow both before joining and upon arrival at site. · Students who are unable to follow procedure asked to leave class. · Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc). · Individual assessments and monitored 'trials' for any children with individual support needs that may result in breaking social distancing (i.e. potentially violent children and SEND students). 	All staff, students and their parents/guardians
Teachers not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> · Teachers fully briefed on procedure before classes begin and every week. · Management staff constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure. · Teachers must keep meticulous logs of, and be forthcoming regarding teaching within other settings, so that GAPA can make informed decisions regarding their suitability to teach. 	Staff and Management
Spread of COVID-19 through Physical Activity including dance and high-energy games	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> · Adhering to government gym guidance that allows 100ft² per person in settings. · Mark out individual square metre exercise space with removable wipeclean floor markers. 	Staff and Management



				<ul style="list-style-type: none"> Increased Social distancing measures implemented (2m+) and mitigate risk by using face visors for teachers & use of bubbles, and screens if needed. Regular rest and water breaks controlling students heart rates and breathing. Hand sanitiser stationed outside and inside each studio, to be used when entering and exiting. 	
Spread of COVID-19 through Singing	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> Government advice to avoid all singing and chanting so no singing or Musical Theatre classes permitted on site. 	Staff and Management
Spread of COVID-19 through Drama Activity/Shouting	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> Government advice to avoid all activity that increases speaking voice above a normal volume We will not be holding Drama classes on site. All teachers will wear a headset & microphone, to negate the need to raise their voices. Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave class. 	Staff and Management
First Aid, Medical or Isolation	Spread of Virus	Medium	All Users	<ul style="list-style-type: none"> PPE to be worn if social distancing must be reduced to provide first aid or medical intervention. PPE kit and First Aid kit to be stationed in each studio, so no cross contamination, if medical intervention is needed. All teachers to attend an online First Aid Course. Staff member chaperoning any student needed to be isolated must socially distance and wear PPE. 	Management
Loss of vital staff due to illness	Loss of management capabilities	Medium	Management Staff, All Users	<ul style="list-style-type: none"> Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business. Staff wellness checks and signed declaration. 	Management
Loss of teaching staff due to illness	Lessons cannot go ahead as planned	Medium	Management and Students	<ul style="list-style-type: none"> Use of cover teachers and deputies. If cover staff brought in, they will be fully informed of all our Covid-19 Procedures. Management able to cover classes. Classes to be cancelled if suitable cover cannot be found. 	Teachers and Management

