



The Georgina Weston Dance Academy

Risk assessment for Bromley High School classes

Autumn term 2020

Recognised possible risks	Who might be involved and how?	What can we put in place to prevent?	Is any further action required?	Are you happy that, to the best of your capability, you are managing this hazard?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p><i>Teachers and students</i></p>	<ul style="list-style-type: none"> • <i>Ensure the girls have clear information on how to wash hands properly and do so before their lesson</i> • <i>Use the provided hand sanitiser as additional hand cleaning usage on entry and exit of BHS.</i> 	<ul style="list-style-type: none"> • Monitor as to whether the girls are doing this on entry and following the controls in place • Identify if and where any additional handwashing/sanitising facilities are needed throughout our classes and alert the school if required • Ensure sanitisers are regularly monitored to replenish • Teachers to make sure they wash their hands on arrival as well. 	<p><i>Yes and it will be reviewed weekly after all our classes.</i></p>

<p>Getting or spreading coronavirus in common areas/high traffic use eg. corridors, washrooms, entry/exit points</p>	<p><i>Teachers and students</i></p>	<ul style="list-style-type: none"> • <i>When the teachers collect the girls we will follow the schools one way walking system.</i> • <i>Ensuring that we limit the amount of girls in the toilets at one time</i> • <i>When we dismiss the girls, we are ensuring the parents are socially distanced and that they will give us their daughters name, we will then bring the child to the exit door and dismiss them remaining socially distanced from the parents at all times. NO PARENTS/ GUARDIANS will be allowed to access the hall at any time</i> • <i>To ensure no other BHS staff members or groups of children are walking through the hall/ studio space during our lesson times.</i> 	<ul style="list-style-type: none"> • <i>Emailing the parents of the ballet students in advance to ensure they are aware of how we will be dismissing and reminding them to remain socially distanced from us</i> • <i>Speaking to BHS directly to ensure the teachers have a clear understanding of the one way walking systems in place around the school</i> • <i>Ensuring all staff are aware our classes are taking place and not to walk through</i> 	<p><i>Yes, and it will be reviewed weekly after all our classes</i></p>
<p>Risk of spreading coronavirus within a class to fellow class peer/ the teacher</p>	<p><i>Teachers and students</i></p>	<ul style="list-style-type: none"> • <i>No one should be at school should they be showing signs of COVID or showing symptoms. If we suspect any of the girls are, we will immediately contact the parent, isolate the child and contact the school to follow school procedures for this.</i> • <i>Face coverings are not required if undertaking exercise, and all children under 11 years are not in the UK currently required to wear them.</i> 	<ul style="list-style-type: none"> • <i>Ensure we are aware of the schools protocols for children displaying symptoms so we are all doing the same thing.</i> • <i>We will be speaking to each class before we begin explaining the area for the teachers to dance in, and that they must not cross into that space.</i> 	<p><i>Yes and it will be reviewed weekly after all our classes</i></p>

		<ul style="list-style-type: none"> • Keeping teachers socially distanced from the girls within our classes 		
Risk of teachers getting COVID	<i>Teachers</i>	<ul style="list-style-type: none"> • <i>We will be keeping in touch daily with all teachers to monitor health. If ANYONE displays any symptoms or feels unwell they will not be attending BHS or teaching.</i> • <i>All details of staff being on site at BHS will be logged and kept for track and trace.</i> 	<ul style="list-style-type: none"> • <i>Daily temperature checks and communication with Georgina to ensure fit and well to teach that day.</i> 	<i>Yes and it will be reviewed weekly after all our classes</i>
High class numbers	<i>Students and teachers</i>	<i>We will keep our class numbers to the agreed class bubble number of 15.</i>	<ul style="list-style-type: none"> - <i>Insuring all our classes are taught in year group bubbles only with no mix over</i> 	<i>Yes and we will keep updated with the government procedures for recommended class numbers.</i>



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UPDATE FROM 5/10/20 onwards during Lockdown No.2

Recognised possible risks	Who might be involved and how?	What can we put in place to prevent?	Is any further action required?	Are you happy that, to the best of your capability, you are managing this hazard?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p><i>Teachers and students</i></p>	<ul style="list-style-type: none"> • <i>Ensure the girls have clear information on how to wash hands properly and do so before their lesson. Following the same rule in the afterschool classes as the daytime school running, in that students arrive hand washed, and leave hand washed- so it is our responsibility to check they have arrived to us with their hands washed, and then for us to ensure they have washed their hands before leaving us at the end of the class.</i> • <i>Use the provided hand sanitiser as additional hand cleaning usage on entry and exit of BHS (teachers). When we arrive, register in and then go straight to wash our hands.</i> 	<ul style="list-style-type: none"> • Monitor as to whether the girls are doing this on entry and following the controls in place • Identify if and where any additional handwashing/sanitising facilities are needed throughout our classes and alert the school if required • Ensure sanitisers are regularly monitored to replenish • Teachers to make sure they wash their hands on arrival as well. 	<p><i>Yes and it will be reviewed weekly after all our classes.</i></p>

<p>Getting or spreading coronavirus in common areas/high traffic use eg. corridors, washrooms, entry/exit points</p>	<p><i>Teachers and students</i></p>	<ul style="list-style-type: none"> • <i>When the teachers collect the girls we will follow the schools rules of NOT walking through areas where other year groups are, and avoiding any mixing of the girls within the corridors.</i> • <i>Ensuring that we limit the amount of girls in the toilets at one time and make sure they know to wait before walking back down the corridor if anyone else is in the corridors.</i> • <i>When we dismiss the girls, we take them outside, line them up, and dismiss straight into their parents / guardians cars. NO PARENTS/ GUARDIANS will be allowed to access the hall at any time</i> • <i>The teachers remain socially distanced to the dancers AT ALL TIMES. We are also wearing masks around the school and visors to teach in.</i> • <i>To ensure no other BHS staff members or groups of children are walking through the hall/ studio space during our lesson times.</i> 	<ul style="list-style-type: none"> • <i>Emailing the parents of the ballet students in advance to ensure they are aware of how we will be dismissing and reminding them to remain socially distanced from us and remain in their cars.</i> • <i>Remind parents of the current lockdown in that there is to be no congregating of parents outside their cars.</i> • <i>Ensuring all staff are aware our classes are taking place and not to walk through the hall/ teaching space.</i> • <i>Reminding the girls constantly not to cross the floor marking we have put down to ensure we remain socially distanced from them.</i> 	<p><i>Yes, and it will be reviewed weekly after all our classes</i></p>
<p>Risk of spreading coronavirus within a class to fellow class peer/ the teacher</p>	<p><i>Teachers and students</i></p>	<ul style="list-style-type: none"> • <i>No one should be at school should they be showing signs of COVID or showing ANY symptoms. If we suspect any of the girls are, we will immediately contact the parent, isolate the child and contact the</i> 	<ul style="list-style-type: none"> • <i>Ensure we are aware of the schools protocols for children displaying symptoms so we are all doing the same thing.</i> • <i>We will be speaking to each class before we begin explaining the area for the teachers to dance in, and that</i> 	<p><i>Yes and it will be reviewed weekly after all our classes</i></p>

		<p>school to follow school procedures for this.</p> <ul style="list-style-type: none"> • Face coverings are not required if undertaking exercise, and all children under 11 years are not in the UK currently required to wear them. However, as teachers, we will be wearing them around the school and visors to teach in. • Keeping teachers socially distanced from the girls within our classes 	<p><i>they must not cross into that space.</i></p> <ul style="list-style-type: none"> • <i>Although visors / face masks are not required for us to teach in, as an academy we have chosen to take this additional step as added protection.</i> 	
Risk of teachers getting COVID	<i>Teachers</i>	<ul style="list-style-type: none"> • <i>We will be keeping in touch daily with all teachers to monitor health. If ANYONE displays any symptoms or feels unwell they will not be attending BHS or teaching.</i> • <i>All details of staff being on site at BHS will be logged and kept for track and trace, both by BHS and GWDA.</i> • <i>During lockdown: Teachers are ONLY teaching face-to-face classes at BHS, and are then following government guidelines for not leaving the house unless necessary.</i> 	<ul style="list-style-type: none"> • <i>Daily temperature checks and communication with Georgina to ensure fit and well to teach that day.</i> • <i>Limiting reasons to leave the house, and if we do go out, only for food / exercise or to teach at BHS-minimalising the risk as much as possible.</i> 	<i>Yes and it will be reviewed weekly after all our classes</i>
High class numbers	<i>Students and teachers</i>	<p><i>We will keep our class numbers to the agreed class bubble number of 15.</i></p> <p><i>1 class has 21 students, however, we have been given permission directly by BHS for this, it has been calculated on the following:</i></p>	<p>- <i>Insuring all our classes are taught in year group bubbles only with no mix over</i></p>	<i>Yes and we will keep updated with the government procedures for recommended class numbers.</i>

		<i>2 teachers present, 3m gap between the 2 groups, 21 girls each have more than 2m sq to dance in each given the large hall space.</i>		
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Looking at each year group currently taught individually:

Year 1- 3.10-4.30pm Junior Hall

Miss Elena teaches this group. Miss Elena will arrive at the school, sign in, wash her hands and exit the building. At 3.10pm, she will enter via the playground outside door, go straight to the year 1 classroom on her right hand side, collect the girls and walk them around to the junior hall by going OUTSIDE and around the school to avoid crossing into any other year groups. A mask and visor will be worn at all times.

At this stage, Miss Winnie arrives. Signs in, washes her hands, exits the school and walks around the OUTSIDE directly into the hall to set up the space. A mask and visor will be worn at all times.

The girls will arrive to them hand washed. Miss Elena sets up the hall with the students knowing where they stand (verbal instructions given) and tape will be used to mark out the 3m gap down the middle of the room. Miss Elena is the teacher, with Miss Winnie directing group 2, to ensure the required social distancing required for having the 2 year 1 groups running within the same hall space. At the end of the class, Miss Elena will send them in small groups to the toilets next to the junior hall to wash their hands, before exiting the junior hall via the door outside and straight home into their individual cars.

Year 5, Grade 2, 4.30-5.30pm Junior Hall

The year 5 girls would have all previously been at Art club or ABC. They will arrive to Miss Elena in the junior hall at 4.30pm with their hands washed. They will take their ballet class. At the end of the lesson, they will be sent to wash their hands in the toilets next to the junior hall. They will then exit the junior hall via the outside door, line up and be dismissed directly to their cars to go home.

Miss Elena will then leave and go home, not returning back into the school.

Year 2, Ballet, 3.10-4.30pm and Funky Jazz 4.30-5.30pm Music room

Miss Georgina teaches these classes.

Miss Georgina will arrive at BHS, sign in, wash her hands and exit the school. She will go around the outside of the school and directly into the music room where the class will be held. She will WAIT for Miss Elena to collect the year 1's, and when she sees them walking around the outside of the school, past the music room, she will then enter the corridor, walk past the empty year 1 classrooms and collect the year 2's. A mask and visor will be worn at all times.

The year 2's will arrive with their hands washed.

They will take their class and at the end of the lesson, everyone will be sent in small groups up the corridor to the year 2 toilets to wash their hands ensuring the corridor is free at all times. Miss Georgina will oversee this.

At 4.30pm Miss Winnie will walk around from the junior hall to the music room, around the outside of the school wearing her mask and visor. She will collect the 3 students who are leaving to go home after ballet at 4.30pm. She will remain socially distanced from the girls whilst walking them around the outside of the school ready to be dismissed into their car. Miss Winnie will then walk back around the outside of the

school, collecting 1 pupil from ABC and joining Miss Georgina in the Music room for the 4.30-5.30pm Year 2 Funky Jazz class.

All the other year 2's remain with Miss Georgina in the music room ready for their Funky Jazz class.

At 5.30pm, Miss Georgina and Miss Winnie will walk the year 2 girls around the outside of the school and dismiss directly into their cars. They will then leave and go home, not returning back into the school.

Wednesday, Grade 1, Year 3, Junior Hall

The teacher will arrive, sign in, wash their hands, exit the school and walk around the outside to the junior hall.

They will collect the Year 3's from their classroom and bring them to the hall. At the end of the class, they will be sent in small groups to the toilets next to the junior hall to wash their hands, before exiting the junior hall via the door outside and straight home into their individual cars.

Wednesday, Grade 1, Year 4, Junior Hall

The year 5 girls would have all previously been at ABC. They will arrive in the junior hall at 4.30pm with their hands washed. They will take their ballet class. At the end of the lesson, they will be sent to wash their hands in the toilets next to the junior hall. They will then exit the junior hall via the outside door, line up and be dismissed directly to their cars to go home.

The teacher will then leave and go home, not returning back into the school.