

Hazard Description	Consequences	Level of Risk	Who is at Risk	Controls	Responsible
Spread of COVID-19	Spread of Virus	Medium/High (dependent on R rate)	All Users	<p>Thorough COVID-19 procedures are in place to minimise risk of infection including the use of small groups that do not cross-infect <i>(please refer to separate 'organisational procedure' document)</i></p> <p>No parents/carers permitted on site; drop off /collection points by two separate gates (main and side gates)</p> <p>Trained staff in COVID-19 procedure to ensure safeguards are in place</p> <p>No one with COVID-19 (or suffering symptoms) permitted on site (signed declaration by parent/guardian)</p> <p>Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes regular touch points, bathrooms and deeper changeover cleaning</p> <p>Use of larger spaces (main hall and smaller hall) and outdoor areas (Walled courtyard and 'silver chair' area) for activities and breaks</p> <p>All indoor spaces used, well ventilated All equipment used for one group alone, or thoroughly cleaned between groups by staff</p>	All staff, students and their parents/guardians
Students not	Spread of Virus	Low	All Users	Student's fully briefed on new 'rules'	All staff, students

following COVID-19 Procedure				<p>they must follow both before joining and upon arrival at site</p> <p>Students who are continually unable to follow procedure asked to leave course</p> <p>Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it.</p> <p>Social distancing. Hand washing etc)</p>	and their parents/guardians
Teachers not following COVID-19 Procedure	Spread of Virus	Low	All Users	<p>Teachers fully briefed on procedure before course begins and every day</p> <p>Management staff to constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure.</p>	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	<p>Increased Social distancing measures implemented (2m)</p> <p>Regular rest and water breaks controlling students heart rates and breathing</p>	Staff and Management
Spread of COVID-19 through Singing	Spread of Virus	Medium/High (dependent on R rate)	All Users	<p>Government advice to avoid all singing and chanting</p> <p>No singing permitted on site</p>	Staff and Management
Spread of COVID-19 through Drama Activity/Shouting	Spread of Virus	Medium/High (dependant on R rate)	All Users	<p>Government advice to avoid all activity that increases speaking voice above a normal volume</p> <p>Projection within drama not encouraged</p> <p>Games that result in volume increase from children will be calmed down</p>	Staff and Management

				<p>Teachers who must project to teach must increase social distancing and ensure space is well ventilated or use a mic/headset</p> <p>Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave course.</p>	
First Aid, Medical or Isolation	Spread of Virus	Medium	All Users	<p>PPE to be worn if social distancing must be reduced to provide first aid or medical intervention</p> <p>Staff member chaperoning any student needed to be isolated must socially distance and wear PPE</p>	Management
Loss of vital staff due to illness	Loss of management capabilities	Medium	Management Staff, All Users	<p>Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business</p> <p>Staff wellness checks and signed declaration</p>	Management
Loss of teaching staff due to illness	Lessons cannot go ahead as planned	Medium	Management and Students	Use of cover teachers and deputies Management able to cover classes	Teachers and Management