

TRUE COLOURS PERFORMING ARTS: Risk Assessment (COVID-19)

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"> ! Thorough COVID-19 procedure in place to minimise risk of infection ! No parents/carers allowed on site; collection/drop off points with social distancing encouraged ! Trained staff in COVID-19 procedure to ensure safeguards are in place ! No one with COVID-19 or suffering symptoms or been in contact with anyone showing symptoms allowed on site ! Cleaning arrangement with Hanslope and Old Stratford Village Halls; staff to be subject to cleaning protocol which includes regular touch points & bathroom at the end of each day ! All indoor spaces used well ventilated ! All equipment thoroughly cleaned at the end of each day 	<p>All staff, students and their parents/guardians</p> <p>Hanslope and Old Stratford Village Halls</p>
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 continually unable to follow procedure asked to leave course ! Posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc) 	<p>All staff, students and their parents/guardians</p> <p>Hanslope and Old Stratford Village Halls</p>

				! 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)	
Teachers not following COVID-19 Procedure	Spread of Virus	Low	All Users	! Teachers fully briefed on procedure before course begins and if any changes arise ! Management staff constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure. ! Teachers to be forthcoming regarding teaching within other settings so that TRUE COLOURS PERFORMING ARTS 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	Ensuring good ventilation at all times to disperse any particles quickly ! Regular rest and water breaks controlling students heart rates and breathing	Staff and Management
Spread of COVID-19 through Singing	Spread of Virus	Medium/High (dependant on R rate)	All Users	! Singing will be removed/re-instated according to government guidelines ! Ensuring good ventilation at all times to disperse any particles quickly	Staff and Management
Spread of COVID-19 through Drama Activity/Shouting	Spread of Virus	Medium/High (dependant on R rate)	All Users	! Ensuring good ventilation at all times to disperse any particles quickly	Staff and Management

First Aid, Medical or Isolation	Spread of Virus	Medium	All Users	! 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	! Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business ! Staff wellness checks	Management
Loss of teaching staff due to illness	Lessons cannot go ahead as planned Other hirers or hall	Medium	Management and Students	! Use of cover teachers classes ! Management able to cover classes	Teachers and Management
Cleanliness of hall and equipment, especially after other hires	cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning	Medium	All Users	TCPA to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. TCPA equipment cleaned at the end of each day.	All Management / staff, students and their parents/guardians Hanslope and Old Stratford Village Halls

Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing to those who are not comfortable with guidelines being relaxed	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> ! Advise group they must comply with social distancing as far as possible if a person feels uncomfortable. Use one-way system. Adopt layout advised by TCPA. Limit numbers to 1 using toilet at a time. ! Kitchen only used by 1 staff member if necessary to get water. ! Students to bring own full water bottle to each session 	All Management / staff, students and their parents/guardians
Respiratory hygiene	Transmission to other members of group	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> ! Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. ! Remember to empty any bins used into kitchen bin at end of hire. 	All Management / staff, students and their parents/guardians
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	High (dependant on R rate)	All Users	<ul style="list-style-type: none"> ! Follow hall instructions. Move person to safe area, obtain and notify contacts and NHS test and trace, clean setting and inform cleaner for deep clean. 	All Management / staff
Hand cleanliness	Transmission to other members of group and premises	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> ! Advise group to use sanitiser provided on entering and exiting the hall, to wash hands regularly using soap and paper towels. 	All Management / staff, students/ parents guardians/ Hanslope & Old Stratford Village

Hall