

ACT 2 CAM Covid Risk Assessment

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out. The general risk assessment below will be amended to reflect our specific controls on an ongoing basis.





PART A. ASSESSMENT DETAILS:

Area/task/activity: Childcare opening arrangements during COVID-19 restrictions from 11th July 2020

Location of activity: TRINITY COMMUNITY CENTRE, GOSFORTH

Forthcoming Centres: LINSKILL COMMUNITY CENTRE, ARTS CENTRE WASHINGTON, LANGDALE COMMUNITY CENTRE, VANE TEMPEST HALL, STARTASTIC STUDIOS, BATTLE HILL MULTI USE CENTRE.

Childcare Provider name:	ACT 2 CAM	Name of Person(s) undertaking Assessment:	Stephen Woods, Headteacher
Address & Contact details:	Linskill Centre, B3, Linskill Terrace, North Shields, NE30 2AY 07973 869477	Signature(s):	
Line Manager/ Headteacher	Stephen Woods, Headteacher	Date of Assessment:	01/07/2020
(Name/Title):		Planned Review Date:	Weekly via zoom production meeting
Signature:			
How communicated to staff:	Zoom Production meetings, phone calls and emails	Date communicated to staff:	06/07/2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
1. Changes to official COVID19 guidance and advice	Staff, students, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> ACT 2 CAM Drama School regularly refers to official advice from the Department for Education and National Education Union Headteacher production coordinator keep up to date with official COVID-19 Guidance and inform students, parents, staff of arrangements as required.
2. Vulnerable & extremely vulnerable staff or students with pre-existing health conditions	Staff, students	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> Students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield will not be expected to attend ACT 2 CAM. We will continue to provide remote online classes for those unable to return to class. The parents of students who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend or not. If medical advice permits the child to attend ACT 2 CAM in-room sessions, an individual risk assessment (completed by the student's teacher and signed off by Headteacher) will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis. If a student or member of staff has received an official letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding, the member of staff will NOT be required to return to the classroom. We will continue to provide remote online classes for those unable to return to class.
3. Spread of Covid-19 to and from ACT 2 CAM	Staff, students, parents	Potential spread of infectious disease Students stranded or missing	<ul style="list-style-type: none"> Parents, students and staff have been made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. Use of private transport is recommended, while we are only beginning to return to normal working practice, operating non-timetabled hours in locations unfamiliar to students. Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and students are advised to follow social distancing rules and thoroughly wash their hands with running water and

			<p>hand soap for at least 20 seconds on arrival to the centre (Hand sanitizer is also available at reception and in class).</p> <ul style="list-style-type: none"> • Ensure staff follow social distancing rules in car parking areas and in their movement around the site. • students and parents are advised as to the importance of not walking to and from ACT 2 CAM in groups, and of the importance of abiding by social distancing rules before and after class.
4. Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, students, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support students in understanding them and are familiar with revised physical arrangements, well in advance of when wider opening begins. • All students are briefed on the rules regarding how ACT 2 CAM will operate in the current situation. • Communication between staff and associates is encouraged • Each group of students has an allocated entrance/exit to the building, designated handwashing stations and outdoor space, designated routes to and from their classroom base and designated toilets. • Students are escorted into the building, supervised washing their hands and escorted to and from their classroom base. • Student Learning Zones (SLZ) be spaced as far apart as possible. • Students are spaced as far apart as possible, aiming for at least 2 metres. • Students keep to their SLZ and should remain there throughout their time in the classroom. • Students are seated at the same SLZ each session. • All staff, students and visitors are required to follow guidelines re washing hands thoroughly with running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry. • All staff and students to wash their hands more frequently, particularly after using the toilet. • Stationery and other equipment is not shared where possible by either staff or students. • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing. • Students are reminded to avoid touching their faces whenever possible particularly with unwashed hands.

			<ul style="list-style-type: none">● Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal).● Bins are provided in all areas.● Students are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands.● Hand sanitiser has been made available at entrances and exits.● Where safe to do (ensuring fire regulations and safeguarding considerations are adhered to) doors will be propped open to avoid touching surfaces.● An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, equipment, teaching & learning aids, computer tech, telephones, and bathroom facilities.● All occupied areas will be thoroughly cleaned at the end of the day.● Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE.● PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc.● Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or student displaying symptoms.● ACT 2 CAM will follow the procedures as set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site.● Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day, and to bring in as few personal effects as possible.● To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from the learning environments.● Good housekeeping is maintained at all times.● Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely.
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<p>5. Spread of COVID-19 virus via air borne particles</p>	<p>Staff, students, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> ● Students and staff must always remain in their allocated zones to ensure 2m social distancing. They must wait for permission to move from their allocated zone when exiting the classroom. Students may only use the toilet that is allocated to their teaching room. Only one student may use the toilet at once. ● Windows and doors will be opened in classrooms to aid ventilation. ● Guidance on Social Distancing MUST be adhered to at all times. ● DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly. ● Room layouts and settings in class have been adjusted to allow for social distancing e.g. SLZs spaced out to the recommended distance i.e. a minimum of 2 metres apart. Where necessary floor tape and social distancing floor signage has been used to mark out a 2 metre distance. ● The same teacher(s) and other staff will be assigned to each group and, as far as possible, these will stay the same during the day and on subsequent days. ● Each class has its own individual route to enter and exit the classroom via designated corridors. ● Access to the toilets will be controlled to limit the number of students who use them at one time in order to manage social distancing. ● As far as practicable, groups will be kept apart with only brief transitory contact if this is unavoidable. ● Students will be encouraged to socially distance themselves from staff and other students and to stay within their small groups. ● Parents/carers are not permitted to enter the building unless absolutely necessary, where this is unavoidable they will be instructed to follow handwashing and social distancing guidelines. ● Staff meetings to be held via Zoom in almost all cases. ● Only when necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well-ventilated area indoors. ● Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitised before and after use by different people. ● Staff dress code will be smart casual. Staff are not expected to wear suits or ties, or items which require dry-cleaning. All items of clothing should be washed at the end of day and not re-worn following day.
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<p>6. Staff or student displaying signs of COVID-19 before, or while in session</p>	<p>Staff, students, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> ● Staff and parents are aware of the virus symptoms and are vigilant in reporting all concerns to ACT 2 CAM who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation. This includes spotting symptoms before or after our sessions. ● Staff, students, or their families are not permitted to attend if they know they have come in contact with someone with virus symptoms, or have experienced symptoms themselves. <i>If in doubt, tell ACT 2 CAM and stay at home.</i> ● Staff who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves. ● Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home, and arrange testing. ● If a student displays symptoms they will not be permitted to remain in the session. Parents/carers will be required to take them home. Where this is not immediately possible, the student will be placed in a separate room until they can be collected, whilst being mindful of individual students' needs. ● If it is not possible to isolate the student e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others. ● If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else. ● Public health advice will be followed regarding whether any groups need to self-isolate as a result of a member of staff or student displaying COVID-19 symptoms.
<p>7. Need for Personal Protective Equipment (PPE)</p>	<p>Staff, students, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> ● Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning. ● Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19. Disposable gloves & impermeable aprons should be worn when

			<p>administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants.</p> <ul style="list-style-type: none"> • Staff are provided with information and instruction on the use and disposal of PPE including face masks. • PPE will be available for any member of staff who needs to administer First Aid or has reason to breach the 2 metre social distancing protocol to assist with a student in emotional or physical distress.
8. Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Staff are kept informed of the first aid arrangements via Zoom meetings and email follow-up. • An appointed Person will be delegated to take charge in an emergency situation. • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance.
9. Administering first aid during COVID19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders. • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds. • See previous controls regarding PPE.
10. Reduced fire and other emergency arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Staff are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc. • In an emergency evacuation there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so.
17. Staff stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The Headteacher will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; • Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; • A process is available for individuals to report concerns over breaches of safe working policy/guidelines so that intervention can occur;

			<ul style="list-style-type: none">● Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, ACT 2 CAM will help identify key concerns and any further adjustments required to support them at work.● Staff are made aware of sources of information that will assist staff wellbeing such as:<ul style="list-style-type: none">○ MIND web site○ H&S COVID-19 web page
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I certify that the risk assessment above fully applies to all ACT 2 CAM classes, and will be re-evaluated on a weekly basis, in line with up-to-date Department for Education and National Education Union guidelines.

Headteacher: Stephen Woods

Risk Assessor: Stephen Woods

Signed:

