

RISK ASSESSMENT

ACADEMY ARTS THEATRE SCHOOL- PERFORMING ARTS CLASS RISK ASSESSMENT

HEALTH AND SAFETY

Academy Arts Theatre School is committed to preventing accidents and dance related ill health.

RESPONSIBILITIES

It is the responsibility of all Academy Arts staff to ensure that students have a safe environment in which to learn to sing/dance/act. Academy Arts has Public Liability insurance and all teachers/responsible adults are DBS cleared

Academy Arts conducts a risk assessment on all hired space prior to use (individual hire) or annually (booked teaching spaces). Teachers are responsible for ensuring that the premises we hire are free from hazards and is in good repair. Any risks are identified and reported to owners as soon as possible.

Academy Arts staff are responsible for knowing the fire evacuation protocol and are aware of the location of 1st aid equipment

HEALTH AND SAFETY RISKS ARISING FROM DANCE LESSONS TEACHERS' RESPONSIBILITIES

Parents/guardians should be aware that practical performing arts lessons will inherit some form of risk. All Academy Arts teachers are 1st aid trained, as well as trained in correct stance, posture, technique and in the treatment of sports injuries. Risk assessments are conducted by teachers and staff will ensure:

- ★ Correct warm up and cool down is taught in every lesson
- ★ The rehearsal space is clear from obstructions
- ★ The studio floor is clean and dry
- ★ Students are instructed on correct technique including placement of limbs and correct lifting procedure
- ★ Class sizes are appropriate for age and ability with correct staff to student ratio
- ★ Students are encouraged to consider own safety
- ★ Any physical contact is kept to a minimum and only implemented when necessary to aid/teach technique or avoid accident/injury
- ★ Appropriate heating/ventilation in hired properties
- ★ Any accidents will be fully investigated
- ★ Health and Safety risks arising from Singing/Acting lessons

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- ★ Teachers ensure that correct vocal warm ups performed
- ★ Students are advised on correct stance and posture
- ★ Students are made aware of appropriate spatial awareness
- ★ Health and Safety Parent/Guardian/Students responsibilities
- ★ Ensure students are dressed appropriately for dance lessons (see uniform on website)
- ★ Have bare feet or appropriate dance shoes – Socks are prohibited
- ★ Have hair tied appropriately
- ★ The wearing of jewellery is at own risk
- ★ No eating during class. Students are advised to have water and are encouraged to maintain hydration during lessons
- ★ No chewing gum is permitted whilst at class- this is a choking hazard
- ★ Students do not touch equipment without teachers instruction
- ★ Students do not attempt any movement without correct teacher instruction, failure to adhere to this puts students at risk of injury
- ★ First Aid and Reporting of accidents
- ★ All teachers are fully 1st aid trained and will be the 1st responder in case of accident or injury
- ★ Teachers will take responsibility for the administering of 1st aid and if necessary contact the emergency services or advise on further medical care
- ★ Teachers will ensure parents/guardians are contacted as soon as possible following accident/injury
- ★ Teachers ensure they know where the 1st aid box is and that the owner of premises is aware if it needs replenishment
- ★ Parents/guardians should ensure that any allergies/needs are communicated to the school upon registration and updated as necessary. Inhalers/Epipens should be carried at all times
- ★ Any accidents/injuries are accurately recorded following format below.

COVID-19 RISK ASSESSMENT



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 procedure in place to minimise risk of infection including:</p> <ul style="list-style-type: none"> the use of small 'bubbles' of students (up to 15 per bubble) that do not cross-infect (please refer to procedure) Increased Social distancing measures implemented (2m+) or mitigate risk by using masks, bubbles or screens. No parents/carers allowed on site; collection/drop off points socially distanced Trained staff in COVID-19 procedure to ensure safeguards are in place No one with COVID-19 or suffering symptoms allowed on site (signed declaration and temperature checks) Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes regular touch points, bathrooms and deeper changeover cleaning Use of larger spaces and outdoor areas for activities All indoor spaces used well ventilated All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff Personal belongings left in designated area All staff to wear face coverings as needed in class. 	All staff, students and their parents/guardians

COVID-19 RISK ASSESSMENT CONT ...



Hazard Description	Consequences	Level of Risk	Who is at Risk	Controls	Responsible
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 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 course begins and every day 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 Academy 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 (dependent on R rate)	All Users	<ul style="list-style-type: none"> Government advice to prioritise outdoor physical activity Adhering to government gym guidance that allows 100ft² per person in settings Increased Social distancing measures implemented (2m+) or mitigate risk by using masks, bubbles or screens. Regular rest and water breaks controlling students heart rates and breathing 	Staff and Management

COVID-19 RISK ASSESSMENT CONT



Hazard Description	Consequences	Level of Risk	Who is at Risk	Controls	Responsible
Spread of COVID-19 through Singing	Spread of Virus	Medium/High (dependent on R rate)	All Users	<ul style="list-style-type: none"> Government advice followed All groups of children (no more than 15) that sing will be subject to increased social distancing Singing will occur outdoors whenever possible, or in well ventilated rooms The use of projection, projection exercises and volume games will not be allowed Side-to-side or back-to-back configuration for groups singing No singing and dance at the same time 	Staff and Management
Spread of COVID-19 through Drama Activity/Shouting	Spread of Virus	Medium/High (dependent 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 Projection within drama not encouraged Games that result in volume increase from children will be calmed down Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave course. 	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 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 Management able to cover classes 	Teachers and Management