



Preventing and Managing the Covid-19 Outbreak – August 2020 and Full Re-Opening of the School September 2020 - Risk Procedure

Response Stage	Trigger	Key Actions	Who
<p>1. HYGEINE</p>	<p>None</p>	<p>PLEASE NOTE THAT WE WILL TAKE ADVICE FROM PUBLIC HEALTH ENGLAND</p> <ul style="list-style-type: none"> - Deep cleans are to be undertaken site by School cleaners before DDTST Commence classes. <p>Students remove outdoor shoes and change into dance shoes on arrival. Students do not put outdoor shoes on until time to go home.</p> <p>Staff will not enter dance studios in outdoor shoes,</p> <p>A staff member will be on Toilet Duty as students request use of toilet they will have name logged and the date time as student or parent uses toilet this will then be cleaned after use.</p> <p>Staff will use the staff toilet and will be responsible for cleaning the toilet, taps and door handles after use. Disposable towels available for drying hands.</p> <p>Studio doors will be left open to allow for flow of air and for students/staff not to touch door handles, these will be cleaned before and after each class.</p> <p>Ballet bars, backs of chairs and any equipment used will be cleaned at the end of each class.</p> <p>Staff are to ensure that no one else other than themselves touch audio equipment this will then be cleaned at the end of each class.</p> <p>Each student will be allocated hand sanitizer before they enter the studio if they are allergic they will be sent to wash their hands at the basin or parents can supply sanitizer appropriate for them. Hand sanitizer will be provided to each teacher to ensure the student has been sanitised dispensers are also placed around the school and in each classroom.</p> <p>Parents waiting for students under the age of 8 will be socially distanced in the dining area and corridor. Those waiting will be sectioned off into distances of 2 metre apart; only the parent and their child/children will be allowed in that allocated space. Cleaning detergent and cloths will be supplied for them to wipe down their</p>	<p>All Staff</p>

<p>2 Dropping off and collection of Students</p> <p>Reception Area</p> <p>Canteen.</p>	<p>Commencement of Classes</p>	<p>own area at regular intervals. At the end of the session a staff member/volunteer will sanitise the area used.</p> <p>A deep clean of all areas used will be undertaken by DDTST staff at the end of the Day/Evening.</p> <p>Students will be dropped at the entrance of the main dining room door. Upon entry they will have their temperature electronically taken. They will be asked to sanitize their hands and go straight to their first studio. If temperature too high they will be refused entry and asked to go home. At home time they will be accompanied to the rear fire door in the dining area, a one way system will be operated. If child is aged seven and under they may be accompanied by parent they will be allocated a seating area which will be socially distanced by the 2m rule. Areas will be clearly marked out. All parents must sign in if they are staying in the building with their child. Child registers are taken at the beginning of each class electronically.</p> <p>Bike racks are available and the playground will be available for parents and staff to park in.</p> <p>There will be desk screens at the front desk, Admin staff will be seated at 2 metre distances they will also wear a face shield. Customer requiring help will be seated on the other side of the screen. Customer will be required to wear face mask. If student requires to purchase equipment this must be pre ordered , will be packaged and handed out if it doesn't fit it will be exchanged , exchanged goods will be placed separately for 72 hours and then placed back into stock.</p> <p>Canteen will not be open. No refreshments will be available. All students must provide their own refreshments; they must dispose of their litter at home. Lunchboxes must be kept in dancing bag . Students who are at the school all day and need to eat lunch may either leave the building with parent for lunch break or sit socially distanced in supervised area in the dining room. All doors will be open to allow fresh air to flow through. PARENTS INFORMED IN ADVANCE.</p>	<p>DD & Parents</p> <p>Reception staff</p> <p>teachers</p> <p>Staff and parents on site</p>
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Corridors		All corridors will have a one way system in placed shown by tape. Signage is clearly visible. Everyone should maintain the 2m distancing rule when moving from one studio to another.	
Studios		Studios will be clearly marked out with 2 metre distancing with dance tape on the floor. Chairs will be placed at 2 metre distancing for the children to wait at /sit at if they need to. All doors and windows will be left open studio 2 has fresh air flow system in place. Air conditioning is to be put onto air-flow only, not recirculation mode to increase the ventilation throughout the building	
Health & Safety		<p>If a student/parent/staff member be taken ill during a session then the small meeting rooms on site have been converted into isolation rooms (with clip frames advising of this on the door to them). These meeting rooms are only to be used for isolation purposes, no meetings are permitted in these rooms. In between unwell pupils/staff members using these isolation rooms they are to be disinfected by the cleaning staff</p> <p>Reception staff have aprons masks and gloves PPE Equipment available for the above usage.</p>	
Singing lessons Not sure if allowed yet	TO BE REVEIWED IN SEPTEMBER	<p>Singing lessons one on one will be carried out in a classroom with the windows open the teacher will be at least 4m away from the student.</p> <p>Group lessons will be timetabled outside, weather permitting. Pupils will maintain a safe distance no less than 2m.</p>	
STAGE 2 – Number of Pupils Permitted on Site	Government/Deborah day Advice/Decisions	<ul style="list-style-type: none"> – All Exam students will commence classes in their grade bubbles from 10th August until 6th September. From 15th September 2020 All students will be on site. A timetable has been issued ensuring all students remain in their class bubbles. – A timetable will be devised to be covid compliant to allow all students to remain in their age/grade/subject /level bubble before we return to September training schedules. 	DD
STAGE 3 – Prevention of Unwell Staff/Pupils Attending School	<p><u>Where an Increased Risk is Present</u></p> <ul style="list-style-type: none"> – Increased occupation in areas after lockdown 	<ul style="list-style-type: none"> – Communication with key people including key information (staff, pupils, families, users of the site) advising parents and families not to send their children in if they have any symptoms or are generally unwell 	SLT, Admin Staff, First

	<ul style="list-style-type: none"> – Rate of infection increasing after lockdown ends – <i>reliant on Government information and advice</i> 	<ul style="list-style-type: none"> – Those pupils that do turn up to school with symptoms or feeling unwell are to have a temperature check in the medical room and be sent home if they are showing any of the three main symptoms (increased temperature, new persistent cough and/or loss or change to taste and smell) – Staff who present with symptoms or feeling unwell are to have a temperature check in the medical room and be sent home if they are showing any of the three main symptoms (increased temperature, new persistent cough and/or loss or change to taste and smell) – Social distancing is to be adhered to at all times to prevent the spread of infection, Government-issued posters remain outside of classrooms in a clip frame reminding of this 	Aiders
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Core Control Measures

Control Measure	Control Stage	Notes/Action	Who
Hygiene Products Installed, Replenished and Distributed	1	<ul style="list-style-type: none"> – Ensure adequate stock levels of hand sanitiser/face masks for each classroom/office – Replenish as needed 	Premises/Cleaner/DDTST
Soap in Toilets	1	<ul style="list-style-type: none"> – Ensure soap is restocked within the toilets at the start of each day and throughout 	Cleaner
Monitoring Pupil and Staff Absence	2	<ul style="list-style-type: none"> – Electronic 	DD
Good Personal Hygiene	2	<ul style="list-style-type: none"> – Inform pupils of hygiene expectations regularly – All staff and pupils to use hand sanitiser on entering the building and entering rooms – Keep hygiene/social distancing posters outside of each classroom in the clip frames 	Parents and DDTST Teachers
Review of Cleaning	2, 3	<ul style="list-style-type: none"> – Meet with Charles Gardiner-Graham for regular reviews. – 	
Support for Families Affected	2, 3, 4	<ul style="list-style-type: none"> – Communicate to parents and staff to contact Deborah Day if they require support – If a staff member or pupil is taken unwell with symptoms of Covid-19 they are to self-isolate/be tested in line with the Government guidelines 	DSL/FM/HR

Preventing and Managing the Covid-19 Outbreak – Re-Opening of the School from 10th August 2020 - Risk Assessment

Stratford School Academy (GR & UL)			
Project	Re-Opening of the School	Author	Deborah Day
Location	Grosvenor Road site	Date of Assessment	28/07/2020
Applicable To	All	Date of Project	10/8/2020

Hazard Identified	Potential Severity of Injuries/Damage (1-5)	Potential Likelihood of Injuries/Damage (1-5)	Measures Taken to Prevent	Additional Measures Required	Risk Evaluation
Unwell Staff Member or Pupil Attending School	1	2	Parent/staff member initiative First Aiders to have PPE Pupils/staff to be sent home if necessary to do so	If staff member/pupil tests positive for Covid-19 and have been present in school, all staff and pupils working in the close vicinity to self-isolate for 14 days unless test negative. Those testing positive must self isolate for 7 days or until symptoms are gone.	2
Staff Member Calling in Sick and Class Needing Cover	1	1	DD will organise cover & communicate with staff and parents as necessary	None	1
Pupils and/or Parents Not Understanding Communications and New Guidelines	3	3	Communications have been sent out in email form and also on the website to ensure consistency Any non-understanding parents can call the school for further advice	Pupils who do not follow the guidelines set out by the school will be dealt with appropriately – this may mean being sent home from school	9
Social Distancing (Including Travelling to School)	2	3	Posters to be installed in clip frames around school buildings Entrance to the building and exit is through two entrances only. Parents to be communicated to regarding advice to their children on travelling to DDTST whilst observing social distancing to minimise risk of infection, encouraging pupils to walk to school where possible	None	6
Cleaning Not Sufficient/Hygiene Products not Replenished	2	3	Cleaning Contractor Regime to change to include more in-depth cleaning of surfaces, including increased presence during school day Replenishment of products to be completed multiple times a day	SLT Line Manager to regularly check that cleaning is being undertaken to a high standard and that cleaning products including hand sanitisers are being replenished often DD to ensure above is carried out after DDTST being on site	6
Mental Health of Staff and Pupils	4	3	DD will promote mental health & wellbeing awareness to staff via Wellbeing emails Staff to be supportive of any staff member or pupil/family who approaches seeking advice	DD –to be notified of any concerns had by staff members or pupils for wellness checks_	12
Illness or Bereavement of Staff or Pupil Relatives	4	3	DD to be notified of any illness or bereavement that will affect staff attendance so relevant cover can be arranged	Teachers and volunteers to be notified of any illness or bereavements of staff members families of pupils families	12

Students spreading infection deliberately (i.e. deliberately coughing on staff or other pupils)	4	4	Pupils to be warned of consequences to any actions that could endanger the health and safety of the school buildings, staff and pupils	This will be considered as gross misconduct and will be treated as such and may result in potential permanent exclusion	16
Fire Alarm Activation	4	4	If fire alarm is activated, to evacuate as normal into the playground and line up in the groups that the pupils are being taught in. The teacher teaching them at the time <u>will check the registers.</u>	Fire wardens to be identified and trained on line. DD to inform FWs of their individual areas of responsibility in the event of an evacuation. Fire drill is to be undertaken during Autumn term on each site and 6-monthly thereafter	16

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Key

- Severity – 1 (Least severity possible), 2 (Not severe), 3 (Moderate severity), 4 (Severe), 5 (Highest severity possible)
- Likelihood – 1 (Least likelihood possible), 2 (Not likely), 3 (Moderate likelihood), 4 (Likely), 5 (Highest likelihood possible)

Risk Matrix

		Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Preventing and Managing the Covid-19 Outbreak – Re-Opening the School – Staying Safe Outside Your Home

It is your personal responsibility to follow the below advice. None of the advice below can guarantee not catching Covid-19 but using all of the below advice whenever and wherever possible will reduce the risk to yourselves, your family and the school.

Action	Detail
Keep Your Distance from People Outside of Your Household	<ul style="list-style-type: none"> - Whilst recognising that this will not always be possible, it is important to be aware that the risk of infection increases the closer you are to another person with the virus, and the amount of time you spend in close contact with them. Therefore, you are unlikely to be infected if you walk past another person in the street - The Government recommends that you keep two metres away from people as a precaution or one metre when you can mitigate the risk by taking other precautions in this list - Within school we have a 2m distance rule, including at allocated spaces in the dance studios.
Avoid Being Face-to-Face with People if They are Outside Your Household or Support Bubble	<ul style="list-style-type: none"> - You are at higher risk of being directly exposed to respiratory droplets (released by talking or coughing) when you are within two metres of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing someone. The key thing is not to be too close to people outside your household or support bubble. If you must, keep it as brief as possible - On your days within school, these people are part of your support bubble
Keep Your Hands and Face as Clean as Possible	<ul style="list-style-type: none"> - Wash your hands often using soap and water, and dry them thoroughly - Where available, use sanitiser outside your home, especially as you enter a building and after you have had contact with surfaces - Avoid touching your face
Keep Indoor Places Well Ventilated	<ul style="list-style-type: none"> - Evidence suggests that the virus is less likely to be passed on outdoors and in well-ventilated buildings - In good weather, try to leave windows and doors open in areas where people from different households come into contact, group singing lessons will be held outside - Use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate
Avoid Crowded Spaces	<ul style="list-style-type: none"> - You can lower the risks of transmission by reducing the number of people you come into close contact with. For example, avoid peak travel times on public transport, where possible and avoid densely crowded areas. Small groups in small spaces pose a risk as well as large, close crowds - Businesses should also take reasonable steps to avoid people being gathered together. For example, by reducing the amount of parents on site in social spaces and allowing the use of separate entrances and exits. - Within school we have a 2m distance rule, including in the dance studios.
If You Have to Travel (to Work or School, for example), Think About When You Have to Travel	<ul style="list-style-type: none"> - To reduce the demand on public transport network, you should walk or cycle wherever possible. If you have to use public transport, you should try to avoid peak times

	<ul style="list-style-type: none"> - Employers should consider staggering working hours, expanding bicycle storage facilities, providing changing facilities and providing car parking
Face Coverings	<ul style="list-style-type: none"> - You must wear a face covering at all times on public transport or when attending a hospital as a visitor or outpatient. Hospitals will be able to provide a face covering in emergencies. If you can, you should also wear a face covering in other enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification. - Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with - Face coverings do not replace social distancing. If you have symptoms of Covid-19 (cough, and/or high temperature, and/or loss of, or change in, your normal sense of smell or taste – anosmia), you and your household must isolate at home: wearing a face covering does not change this. You should arrange to have a test to see you have Covid-19 - A face covering is not the same as the surgical masks or respirators used by healthcare and other works as part of personal protective equipment. These should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings, like those exposed to dust hazards - Face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly - It is important to use face coverings properly and wash your hands before putting them on and taking them off - You can make face coverings at home. The key thing is it should cover the mouth and the nose
Avoid Shouting or Singing Close to People Outside Your Household or Support Bubble	<ul style="list-style-type: none"> - There is some evidence to suggest that shouting and singing increase the amount of respiratory droplets and aerosols people release and therefore the risk of transmission between people if they are doing either in close proximity to those outside their household. You should avoid doing either with people outside your household or social bubble. Group singing classes will take place outside where the ventilation is good – students will continue to observe social distancing rules in these outdoor lessons.
Reduce the Number of People You Spend Time with in a Work Setting	<ul style="list-style-type: none"> - You can lower the risks of transmission in the workplace by reducing the number of people you come into contact with regularly, where you can. Your employer can support with this (where practical) by: <ul style="list-style-type: none"> - Changing shift patterns and rotas to match you with the same team each time - Splitting people into smaller, contained teams
Wash Your Clothes Regularly	<ul style="list-style-type: none"> - There is some evidence that the virus can stay on fabrics for a few days, although

	usually it is shorter. Therefore, please ensure all dance clothes are washed after each session.
When at Work or in Business or Public Premises, Follow the Advice on Site	<ul style="list-style-type: none">- Employers, business owners and organisations have a duty to assess and manage risks to your safety in the workplace on their premises. The Government has issued guidance for employers and businesses on coronavirus. This includes guidance on how to make adjustments to help you maintain social distancing- It also includes guidance on hygiene, as evidence suggests that the virus can exist for up to 72 hours on surfaces. Therefore, frequent cleaning is particularly important for communal surfaces like:<ul style="list-style-type: none">- Door handles- Lift buttons- Communal areas like bathrooms- Kitchens- Tea points