

23rd March 2021 (review LIVE)

**Starcast Performing Arts Schools: Risk Assessment (COVID-19)**

*N.B. Please see main risk assessment for all other general potential risks and their controls (found in Health and Safety Pack)*

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"> <li>· Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect (<i>please refer to procedure</i>)</li> <li>· No parents/carers allowed on site; collection/drop off points socially distanced</li> <li>· Trained staff in COVID-19 procedure to ensure safeguards are in place</li> <li>· No one with COVID-19 or suffering symptoms allowed on site (signed declaration and temperature checks)</li> <li>· Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes regular touch points, bathrooms and deeper changeover cleaning</li> <li>· Use of larger spaces and outdoor areas for activities</li> <li>· All indoor spaces used well ventilated</li> <li>· All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff</li> </ul>	All staff, students and their parents/ guardians

<p>Students not following COVID-19 Procedure</p>	<p>Spread of Virus</p>	<p>Low</p>	<p>All Users</p>	<ul style="list-style-type: none"> <li>· Student's fully briefed on new 'rules' they must follow both before joining and upon arrival at site</li> <li>· Students who are continually unable to follow procedure asked to leave course</li> <li>· Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc)</li> <li>· 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)</li> </ul>	<p>All staff, students and their parents/ guardians</p>
<p>Teachers not following COVID-19 Procedure</p>	<p>Spread of Virus</p>	<p>Low</p>	<p>All Users</p>	<ul style="list-style-type: none"> <li>· Teachers fully briefed on procedure before course begins and every day</li> <li>· Management staff constantly ensure procedure is followed, and contingency plans for teachers who struggle to uphold procedure.</li> <li>· Teachers must keep meticulous logs of, and be forthcoming regarding teaching within other settings so that Starcast Performing Arts can make informed decisions regarding their suitability to teach.</li> </ul>	<p>Staff and Management</p>

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<p>Spread of COVID-19 through Physical Activity including dance and high-energy games</p>	<p>Spread of Virus</p>	<p>Medium/High (dependant on R rate)</p>	<p>All Users</p>	<ul style="list-style-type: none"> <li>· Government advice to prioritise outdoor physical activity</li> <li>· Adhering to government gym guidance that allows 100ft<sup>2</sup> per person in settings</li> <li>· Increased Social distancing measures implemented (2m+) or mitigate risk by using masks, bubbles or screens.</li> <li>· Regular rest and water breaks controlling students heart rates and breathing</li> </ul>	<p>Staff, Students and Management</p>
<p>Spread of COVID-19 through Singing</p>	<p>Spread of Virus</p>	<p>Medium/High (dependant on R rate)</p>	<p>All Users</p>	<ul style="list-style-type: none"> <li>· Government advice to project loudly when singing and chanting</li> <li>· Ensure a 2m distance with mitigations</li> <li>· No face-to-face singing as in accordance with government guidance</li> <li>· appropriate ventilation within rooms where singing i.e. windows &amp; doors open when appropriate do to so</li> </ul>	<p>Staff, Students and Management</p>

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Spread of COVID-19 through Drama Activity/Shouting	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> <li>Government advice to avoid all activity that increases speaking voice above a normal volume</li> <li>Projection within drama not encouraged</li> <li>Games that result in volume increase from children will be calmed down</li> <li>Teachers who must project to teach must do so outside (dance) or if indoors must increase social distancing and ensure space is well ventilated or use a mic/headset</li> <li>Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave course.</li> </ul>	Staff and Management
First Aid, Medical or Isolation	Spread of Virus	Medium	All Users	<ul style="list-style-type: none"> <li>PPE to be worn if social distancing must be reduced to provide first aid or medical intervention</li> <li>Staff member chaperoning any student needed to be isolated must socially distance and wear PPE</li> </ul>	Management
Loss of vital staff due to illness	Loss of management capabilities	Medium	Management Staff, All Users	<ul style="list-style-type: none"> <li>Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business</li> <li>Staff wellness checks and signed declaration</li> </ul>	Management
Loss of teaching staff due to illness	Lessons cannot go ahead as planned	Medium	Management and Students	<ul style="list-style-type: none"> <li>Use of cover teachers and deputies</li> <li>Management able to cover classes</li> </ul>	Teachers and Management

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Other venue users	Spread of Virus	Medium	All Users	<ul style="list-style-type: none"> <li>• Venue manager to enforce government guidelines within the building</li> <li>• Adhere to internal cleaning system as per agreement between all parties</li> </ul>	Venue Management, Venue users
Deep cleaning of the entire venue and facilities	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> <li>• reduce the risk of spreading the virus the venue will undergo a thorough weekly deep clean by a professional cleaner using an antibacterial mist covering all surfaces, including those not frequently touched</li> <li>• thorough cleaning using antibacterial products of frequent touch points throughout the venue</li> </ul>	Venue Management, Venue users
Regular cleaning whilst Starcast are on site	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> <li>• Cleaning of all touch points Before and after session by staff and management</li> <li>• Management to frequently clean toilets on premise between bubble use</li> <li>• Staff to clean space down after every use, using household cleaning products such as bleach, antibacterial sprays and wipes.</li> </ul>	Venue Management, Venue users, Staff and Management

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Storage of Cleaning products	Staff and Students could inhale or spray chemicals into eyes or mouth resulting in illness	Medium	Staff and Students	<ul style="list-style-type: none"> <li>• Staff will appropriately store their cleaning products away from reach of children prior to their classes starting</li> <li>• Staff will put the cleaning products away after use once their classes have finished in the Starcast Cupboard, locked.</li> <li>• In the event of an incident, staff will take appropriate first aid measures or call 999 if deemed appropriate.</li> <li>• Management will then notify parents of the incident and it will be logged in the Starcast Incident Log Book</li> </ul>	Staff and Management
The use of Track & Trace System for all staff and students	Spread of Virus and contacting those who have been in contact	Medium	Students and staff	<ul style="list-style-type: none"> <li>• Upon student registration Starcast will have details on file and students will be placed into class bubbles.</li> <li>• All details will be GDPR compliant</li> <li>• In the event of a confirmed covid-19 case we will use the Track and Trace system to notify parents and you are advised to take a covid-19 test</li> </ul>	Staff, Students and Management
Covid-19 Entering the building (confirmed case)	Spreading the virus	HIGH	Students and staff, venue users	<ul style="list-style-type: none"> <li>• Any confirmed cases of those who have not completed a 14 day quarantine will not be invited onto a Starcast premise or venue</li> <li>• If students have been in contact with someone who has covid-19 and not quarantined, they will be asked to leave immediately and we will use the track and trace system to notify staff and parents of a close contact case</li> </ul>	

Entrance, foyer and exits	General Safety, Spread of Virus	Low	Students and staff, venue users	<ul style="list-style-type: none"> <li>• As a shared community space and following the government guidelines, staff and students are requested to wear a face mask when moving around the building from class to class whilst continuing to social distance</li> <li>• Staff and students will following the one-way system that will guide them safely around the building</li> <li>• No parents are permitted to enter the building and no waiting area will be available</li> <li>• Students will be invited into the building in 'bubbles' at a time guided by class teachers (wearing facial masks)</li> </ul>	Staff and Management
Site Carpark for Starcast Staff	Car collision with pupils, spread of the virus	Low	Students	<ul style="list-style-type: none"> <li>• The carpark will be out of use for parents</li> <li>• Starcast Staff are only permitted to use the carpark at the venue during their class times</li> <li>• Parents should find alternative methods of dropping of students. We recommend walking or using a near by carpark</li> </ul>	Management
Site Carpark for other venue users	Car collision with pupils, spread of the virus	Low	Students and staff	<ul style="list-style-type: none"> <li>• The carpark will be monitored by Starcast Management to ensure other carpark users are respectful and cautious of our students entering and leaving the venue</li> <li>• a barrier will be put across the entrance and moved by a staff member to allow cars in and out of the carpark</li> </ul>	Management

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Students breaking bubbles	Spread of Virus	Low	Students and staff	<ul style="list-style-type: none"> <li>• all bubble breaks should be recorded in the Starcast Bubble Breaker Log book by a member of staff stating exactly what happened</li> </ul>	Staff and Management
Students breaking social distancing	Spread of Virus	Low	Staff and Students	<ul style="list-style-type: none"> <li>• Student should be reminded to adhere to the social distancing rules before, during and after sessions</li> <li>• Any social distancing breaking will be logged clearly in the Social Distancing Breaker Log Book by a member of staff</li> </ul>	Staff and Management
Staff breaking social distancing within a class setting	Spread of Virus	Low	Staff and Students	<ul style="list-style-type: none"> <li>• Staff should keep a safe distances of 2 metres at all times</li> <li>• All distancing breaks will be recorded in the Social Distancing Breaker Log Book by themselves and handed to the Schools Principal at the end of each session</li> </ul>	Staff and Management
Staff & Student Hygiene	Spread of Virus	Medium	Staff and Students and family	<ul style="list-style-type: none"> <li>• Frequent hand washing required</li> <li>• wearing facemarks where applicable</li> <li>• coughing and sneezing should be done into the elbow crease then hands immediately washed</li> <li>• all tissues or PPE to be discarded of responsibly after one use</li> <li>• Readily available hand gel and other cleaning products</li> <li>• Staff and students to arrive in clean clothing and footwear and asked to wash after the sessions has ended</li> </ul>	Staff, Students and Management

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Use of the Toilets	Spread of Virus	Low	Staff and Students	<ul style="list-style-type: none"> <li>• Allocated toilets per class and students will ONLY be allowed to use the specific allocated cubicles</li> <li>• Toilets will be regular cleaned and monitored in between classes including before and after</li> <li>• NO other venue users or un-enrolled students will have access to the facilities</li> </ul>	Staff and Management
Toilet Allocations	Spread of Virus and Germs	Low	Staff, Students & Venue users	<ul style="list-style-type: none"> <li>• Toilets will only be accessible for the duration of the hire</li> <li>• Different groups will be allocated individual toilets, keeping in accordance to the government guidelines surrounding 'bubbles'</li> <li>• Staff, adults and Mini stars (under 7's) will use the Disabled cubicle</li> <li>• Juniors &amp; Seniors (aged between 7 - 12 years) will use the Female toilets downstairs</li> <li>• Ensemble (aged 13+) will use the male downstairs toilets.</li> <li>• All toilets are now UNISEX</li> </ul>	Staff and Management
Supervision of Breaks	Spread of Virus and Germs	Low	Staff and Students	<ul style="list-style-type: none"> <li>• Staff and students to remain socially distanced supervised by a teacher or member of Staff at all times</li> </ul>	Staff and Management

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Breaks within classes	safety of students and maintaining social distancing	low	Staff and Students	<ul style="list-style-type: none"> <li>• Students will be supervised at all times but a teacher or staff member for their safety</li> <li>• students will be reminded to adhere to the 2m social distancing rules</li> <li>• Students under 10 years will be assisted to the toilet facilities for to ensure they're safe and no classes cross over</li> <li>• Staff and management will be responsible for cleaning any 'hot spots' during the sessions i.e. handles, ledges</li> </ul>	Staff and Management
Adults participating in sessions					
Students attending other clubs, schools and facilities	Exposure to multiple different people from different households and vulnerability of catching the virus	Medium	Staff, students, family and friends	<ul style="list-style-type: none"> <li>• This is up to the parents discretion how many activities they wish their child to attend.</li> <li>• Starcast are limiting the number of classes students can participate in any one day. Starcast students are only permitted to take one class a day.</li> <li>• Adhering to all the mitigations and government guidelines will minimise the risk</li> </ul>	Parents, Staff, students

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Staff teaching at multiple clubs, schools or facilities	Exposure to multiple different people from different households and vulnerability of catching the virus	Medium	Staff and Students and family	<ul style="list-style-type: none"><li>• This is up to the parents discretion how many activities they wish their child to attend.</li><li>• Frequent cleaning rota's are implemented to ensure hygiene and venue cleanliness</li><li>• Adhering to all the mitigations and government guidelines will minimise the risk</li></ul>	All contacts
Hygiene whilst entering and exiting the building	Spread of Virus and other germs	Low	Students and staff, venue users	<ul style="list-style-type: none"><li>• Upon entering the building, students will use the hand sanitising stations provided and be reminded not to touch their faces during their time with us.</li><li>• When leaving the facility student will again use the hand sanitising stations provided</li><li>• Student will also be reminded to wash their hands thoroughly when they return home</li></ul>	Staff and Management

<p>Managing the Transmission through Lateral Flow testing</p>	<p>Spread of the virus within and outside the Starcast vicinity</p>	<p>Medium</p>	<p>Staff and Management</p>	<ul style="list-style-type: none"> <li>• Teacher and Staff will lateral flow test once a week before class, whilst lateral flow testing is provided by the government.</li> <li>• Teachers and staff will log their results into a secure Result Portal. Any positive readings will result in staff members seeking a covid test.</li> <li>• Staff and teachers will not take a lateral flow test if they have any of the covid-19 symptoms, and should seek the arrangement of a covid test if they do.</li> <li>• Staff will be unable to work until they have evidence of a negative test result.</li> </ul>	<p>Principal and Management</p>
<p>Inability to take a lateral flow test</p>	<p>Risk of contracting Covid-19 and spreading the virus</p>	<p>Low</p>	<p>Staff and Management</p>	<ul style="list-style-type: none"> <li>• Those who have previously contracted the virus can test positive for up to three months after. Upon PHE advice, they are no eligible to do a lateral flow test.</li> <li>• Staff and teachers will adhere to a strict 3m rule within classes alongside wearing appropriate PPE (should they wish too), until the 3 month period expires and will proceed to take lateral flow tests therefore after. (Whilst lateral flow test are being provided for free by the government)</li> </ul>	<p>Principal and Management</p>

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<p>Ways effectively to manage COVID-19: PPE, Meet &amp; Greet, giving advice on how to swab</p>	<p>Failure to ineffectively understand and action the correct methods and procedures, could spread the virus</p>	<p>Low</p>	<p>Staff, Management, teachers, Students and Venue</p>	<ul style="list-style-type: none"><li>• The principal and management team will undergo training led by the NHS, I understanding ways to minimise covid-19 related risks.</li><li>• The principal and management team have certification of the completion of these courses to show their efficiency.</li></ul>	<p>Principal and Management</p>
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