

**COVID-19 Risk Assessment covering all educational activities**

**Flintlock Education Ltd.**

This document has been prepared in line with government guidelines for activities in out-of-school settings and teaching of the performing arts

Last Updated 16 Sept 2020

DESCRIPTION OF HAZARD	WHO COULD BE HARMED AND HOW?	CONSIDERATIONS AND CONTROL MEASURES	ADDITIONAL ACTION REQUIRED
<p><b>Staff and/or students at are at risk COVID-19 infection</b></p>	<p>Staff and students could become infected with COVID-19 virus whilst engaged in Flintlock Education activities.</p>	<p>The Company Directors have continued to monitor and react to the latest government guidelines from the Department for Education:  <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p><u>System of controls</u></p> <p><b>Prevention</b></p> <p>1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend your setting.</p> <p>2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <p>3) ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach (posters are displayed in the school and teachers will remind pupils)</p> <p>4) cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach; see the guidance COVID-19: cleaning in non-healthcare settings outside the home</p> <p>5) minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded)</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in out-of-school settings, all the time</p> <p>Number 5 must be properly considered and providers must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances. See the section on personal protective equipment (PPE) for more information.</p>	<p>1) Take the temperature of staff and students entering the site with a non-contact infrared thermometer. Issue regular reminders to parents not to bring their children if displaying symptoms of COVID-19 or if someone in their household is, or has been advised to self-isolate</p> <p>2) Ongoing hand sanitizing routine supervised by teachers at the beginning and end of each class.</p> <p>3) Ongoing reminders from staff re respiratory hygiene</p> <p>4) Ongoing cleaning of frequently touched surfaces at lesson change-overs.</p> <p>5) Teachers supervise bubbles of 15 and ensure that groups don’t mix, including during break time.</p> <p>6) PPE to be used during any ‘close-up’ encounters, such as</p>

	<p><b>Response to any infection</b>  7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the out-of-school settings community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <p>Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Additional Considerations</p> <p><b>Staff</b>  We have held meetings with all staff members to discuss all policies and risk assessments relating to COVID-19. All staff members have had the opportunity to raise concerns and ask questions.</p> <p><b>Drop-Off</b>  Parents will drop their children off at the designated entrance. Parents will not be allowed on site except in exceptional circumstances at the discretion of the manager on duty. In such cases their name and telephone number will be recorded for track and trace purposes. Families waiting to drop off will be asked to queue at 2m intervals.</p> <p><b>Toilets</b>  Toilets are allocated for the use of each bubble as far as is possible. There is one set of toilets that is shared by two bubbles. This added risk factor is mitigated by the regular cleaning of surfaces and the routine of hand sanitising at the start and end of every lesson.</p> <p><b>Drinking Water</b>  Students and staff will continue to bring their own water bottles.</p> <p><b>Staffing Ratios</b>  <i>Beginners class (ages 5-8) one staff member for every 10 students</i>  <i>Saturday School (ages 8-15) one staff member for every 15 students</i></p> <p><b>Classrooms</b>  Each bubble has been allocated to an indoor teaching space. There are no 'common areas'. The manager(s) on duty will use the staff room as a working space. Lessons or parts of lessons will be held outside where appropriate, weather permitting.</p> <p><b>Equipment</b>  Lessons will be taught with minimal equipment. Where props or accessories are</p>	<p>administering of first aid.</p> <p>7) Continue to keep good records of contact details of families in attendance.</p> <p>8/9) in the event of any confirmed cases, students or staff will be asked to leave the site as soon as possible and will be allowed to return once tested if the result is negative. We will work co-operatively with NHS track and trace to contact relevant households, and we will follow their advice regarding any suspected outbreaks.</p>
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<p><b>Lack of staff available to operate safe staff:pupil ratios and/or operate site.</b></p> <p><b>Staff may not be able to work on site as a result of:</b>  <b>Either themselves or a member of their household developing symptoms of COVID-19;</b>  <b>Being notified to self- isolate by NHS Test &amp; Trace; and/or</b>  <b>Having an underlying health condition that results in them being clinically extremely vulnerable.</b></p>	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Our regular staff team is planned over the ratios stated above, so we are able to cope with deputizing arrangements for occasional staff absence. In the event of being unable to safely meet staffing requirements we will temporarily suspend teaching as necessary.</p>	
<p><b>Increased Safeguarding Risks</b></p>	<p>All pupils.</p>	<p>The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Due to the current circumstances, vulnerable children may be particularly isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access.</p> <p>Staff have been made aware of this increased risk, such as abuse and neglect, and the signs to look out for, and are briefed in line with our standard safeguarding policies.</p>	
<p><b>Failure to meet social distancing guidelines</b></p>	<p>All pupils and staff</p>	<p>We recognize that the ability to socially distance is potentially compromised by the following factors</p> <ul style="list-style-type: none"> <li>• Age of the children participating</li> <li>• Size and layout of teaching spaces</li> <li>• Unforeseen circumstances requiring staff member to be 'close-up' with a student, such and first aid or safeguarding issues</li> </ul> <p>The following mitigation is in place to manage this:</p> <ul style="list-style-type: none"> <li>• Where 2m spacing is not possible, 1m spacing is implemented</li> <li>• Where 1m spacing is not possible (i.e.'close-up' encounters) face mask or visor worn by staff member</li> <li>• Teaching spaces selected based on best use of space available</li> <li>• Regular hand and surface sanitizing routines in place</li> <li>• Good ventilation promoted wherever possible</li> <li>• Lessons taught outside where appropriate</li> <li>• No communal areas or groups moving on site (staff move, students remain in designated spaces)</li> <li>• Bubbles of 15 students each with a designated space</li> </ul>	<p>(Measures ongoing as referred to above)</p>

<p><b>Increased risk during singing activities</b></p>	<p>All. Potential for aerosol transmission of virus.</p>	<p>Our singing policy is as follows:</p> <ul style="list-style-type: none"> <li>• Limit groups of singers to 7 students with 3m distance between the singing group and their teacher/accompanist.</li> <li>• Group singing in spaces not smaller than 5m x 5m (or equivalent) in order to facilitate social distancing measures. When a space of this size is not available, we will teach group singing outside.</li> <li>• When teaching singing inside, ensure the space has fresh air ventilation at all times (windows open).</li> <li>• Singers will face the same direction or away from each other – i.e. not face-to-face.</li> <li>• Singing teachers should wear a face mask or visor.</li> <li>• Singers from the same family bubble need not socially distance.</li> </ul> <p>Where the limitations of a teaching space render these measures unachievable, teaching will be moved to our outside teaching space.</p>	