

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 (please refer to procedure)</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
Students not following COVID-19 Procedure	Spread of Virus	Low	All Users	<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</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> </ul>	All staff, students and their parents/guardians

				<ul style="list-style-type: none"> <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>	
Teachers not following COVID-19 Procedure	Spread of Virus	Low	All Users	<ul style="list-style-type: none"> <li>Teachers fully briefed on procedure and regularly</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 KLDA can make informed decisions regarding their suitability to teach.</li> </ul>	Staff and Management
Spread of COVID-19 through Physical Activity including dance and high-energy games	Spread of Virus	Medium/High (dependant on R rate)	All Users	<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>	Staff and Management
Spread of COVID-19 through Singing	Spread of Virus	Medium/High (dependant on R rate)	All Users	<ul style="list-style-type: none"> <li>Government advice to now allow singing</li> <li>All students must be facing the same direction</li> </ul>	Staff and Management
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> </ul>	Staff and Management

				<ul style="list-style-type: none"> <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</li> </ul>	
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