



# Boundless Arts Risk Assessment

## Boundless Arts Risk Assessment Addendum – Post Covid-19

### Boundless Arts Risk Assessment

Date: August 2020		Review date: August 2021	Conducted by: Lee Harvey Robinson, <i>Founder &amp; CEO</i> Kimberley Snelling, <i>Director of Boundless Dance</i>
Identified Hazard	Who might be affected?	Current measures in place	Risk Level High Medium Low
Hall space - chairs, tables and school equipment in the way of the movement practised/performed/produced	All in class	<ul style="list-style-type: none"> <li>*Time allowed before each session to check room/venue is as safe as possible</li> <li>*Clear guidance to children regarding risk</li> <li>*Adequate staff supervision</li> <li>*Activity adapted or curtailed if risk unable to be dealt with</li> <li>*Problems discussed with school office/caretaker</li> </ul>	
Movement around the space - accidents caused by the movement, both to yourself and to others	All in class	<ul style="list-style-type: none"> <li>*Adequate supervision by staff</li> <li>*First aid trained staff available</li> <li>*Knowledge of local first aid resources (e.g. medical room, staff first aiders)</li> </ul>	
Non-attendance of a child for the session - child not at school; child has forgotten about the club	Specific child	<ul style="list-style-type: none"> <li>*Check immediately on non-attendee(s). Refer to up to date contact list with parent numbers. Contact parent/carer if possible or via the school office</li> <li>* Inform school office and send written message via a child so that this can be chased up</li> </ul>	
Club leader taken ill/unable to attend before the session begins - children unattended, expecting start of club	All in class	<ul style="list-style-type: none"> <li>*Adequate notice to school office with alternative suitable replacement arranged</li> <li>*School informed in advance of who will deputise &amp; DBS evidence</li> <li>*Replacement coach to be aware of risk assessment procedures</li> </ul>	



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Club leader taken ill during session - children left unattended and at risk	All in class	*School Office notified of illness immediately *Red card system for alerting school office	
Child in the group misbehaves - child(ren) being disruptive and causing potential danger to themselves and/or others in the group and needs to be removed from the group	All in class	*Parent contact list available; parent asked to speak with child *Immediate action necessary in the form of written evaluation of event *School office notified to summon extra staff help if needed *Adequate staff supervision	
Child runs off – child leaves the session without explanation	All in class	*Immediate action necessary *School office notified immediately via red card system *Written email to parents explaining the situation	
Illness - child is taken ill and requires more than basic first aid	All in class	*Practitioner is first aid trained and first aid kit is available *Mobile phone available *School Office notified via a phone call/red card system. *All children will be sat down and await further instruction for when it is safe to move again	
Medical information - child has an allergic reaction/medical need in class	All in class	*To understand who has medical needs in the group by speaking with Office Team and/or obtaining this information from parents at point of sign-up *Communicate with class teacher *Use red card system to inform office/nearest school adult if anything were to happen	
Lone worker - risk of emergency and supervision of children	All in class	*Practitioner to use the red card system to request assistance for emergencies. *Aware of other teacher's locations *First Aid Kit available *Office are aware of teacher to child ratio	
Working 1:1 - putting children into positions by physical touch and/or	Specific child and practitioner	*Model movements to child first, ensuring clear explanation given *Ask child before making contact *Ensure parents are aware this may happen before signing up to the class	



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preventing injury via having to physically touch a child			
Dismissal of children - child running out of class unaccompanied	Specific child	<ul style="list-style-type: none"> <li>*Ensure children are briefed on behaviour and dismissal policies</li> <li>*Make them all line up and ensure that each parent/person collecting can be visibly seen before dismissing child</li> <li>*Stand on the door making sure the children are dismissed one at a time and are ticked off the register as they leave</li> </ul>	
Disclosures made by children or safeguarding concerns - child tells practitioner something that s/he feels needs further attention from safeguarding officers Practitioner notices signs abuse, whether it be verbal or physical	All in class	<ul style="list-style-type: none"> <li>* Fill out a Safeguarding form at location</li> <li>* Speak with Designated Safeguarding Lead, (DSL), if possible</li> <li>* Leave Safeguarding form with a member of SLT</li> <li>* Complete a Boundless Safeguarding form and email immediately to LHR</li> <li>* LHR to follow up with school/studio concerned</li> </ul>	

Low risk – No action & no additional controls required. Monitor to ensure controls are maintained

Medium risk – Action should be taken to reduce the risk through improved control measures

High risk - Activity should not take place until risk has been reduced



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Identified Hazard	Who might be affected?	Current measures in place	Risk Level <u>before new measures</u> High Medium Low	Further measures to be actioned	Risk Level <u>after new measures</u> High Medium Low
Spreading of germs through sneezing	All in class	Participants encouraged to bring own pocket tissues	Medium	Tissues made available by practitioners. Participants to wash hands or use hand sanitiser and bin tissue.	Low
Spreading of germs through unclean hands	All in class	Participants encouraged to wash hands	Medium	All participants to wash hands before and after class. Hand sanitisers to be made available by practitioners during class.	Low
Spreading of germs by touching shared surfaces	All in class		Medium	Practitioners to wipe all shared surfaces, such as door handles, with antibacterial wipes then discard of the wipes immediately. We will use the school products to where advised to avoid chemical clash.	Low
Spreading of germs through shared objects	All in class	Shared objects wiped	High	No props to be used for the foreseeable future. Participants not to share food, water etc. All participants to keep own belongings in own, designated area.	Low
Maintaining a safe distance of 2 metres where applicable	All in class		High	'Spots' to be used to indicate to participants where their dance space is. Participants to remain in their own area. This may change on certain events but will always abide	Low



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				by the government guidelines. The class will be capped at 15 participants.	
Practitioners displaying symptoms	All in class	Practitioner is covered by a cover staff member		Practitioners are aware of Covid-19 symptoms, and will not attend any session if they or a member of their household is showing any symptoms.	
Parents sending their child to class who is displaying symptoms	All in class			We will clearly communicate to parents that if their child is showing Covid-19 symptoms that they should not attend class and following the government guidelines on the correct protocol.	
Child develops symptoms during a class	All in class			We will sit all the children down and call the parent/guardian of said child. We will inform all parents of the club that someone has shown symptoms and we are waiting on further information from the	
Spreading of germs through the introduction of 'spots'	All in class			Practitioners to wipe and clean spots with antibacterial gel and wipes before and after every class.	
Practitioners unaware of Covid-19 symptoms	All in class			All practitioners have undergone a certified online Covid-19 Prevention training course.	
Participants having toilet breaks together	All in class	Participants able to go to the toilet two at a time		All participants to go to the toilet alone. Hands are to be thoroughly cleaned on completion.	



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Practitioners administering First Aid	All in class	All practitioners are first aid trained.		All practitioners will wear a face mask when administering first aid to any participant.	
Dismissal and collection	All in class	Children gather with practitioner and await practitioner to dismiss to correct adult		Participants to wait on their 'spots' until practitioner has spotted their relevant adult. Practitioner to dismiss one participant at a time to maintain social distancing. No parent will enter the working space at any time.	