

JGDATA – RISK ASSESSMENT - SEPTEMBER 2020

| Area or people at risk | Risk identified | Actions to take to mitigate risk | Notes |
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| Getting or spreading coronavirus by not washing hands or not washing them adequately | John Giller and his Students | Students to wash hands before and after drama class or use provided hand sanitizer on entry and exit. | Reffley Hall has hand sanitiser by the main entrance of the hall. Students may bring their own hand sanitiser. John Giller will bring his own hand sanitiser. |
| Getting or spreading coronavirus in common use high traffic areas | John Giller and his Students | Introduce a one-way system for entry and exit points. Enter through main front door and exit through back door/gate. Parents to collect at back gate – Parents to stay 2 meters apart from each other. With consideration to each type of activity, static or not, space between students to keep 2 metres apart. Encourage participants to leave coats in their parents car. Cleaning before and after every group. Cleaning to include door handles and toilet area. Students to stay in car until John opens door. Students enter one at a time along the front of the hall 2 meters apart. | John will email all details to parents/students prior to sessions as reminders. John will send a film of the covid secure entry and exit measures for students and parents to watch. John will bring cleaning equipment to sanitise touch areas between each group. |
| Getting or spreading coronavirus through proximity in the hall | John Giller and his Students | Spacing in the hall to allow students to be 2m apart, whilst taking into account the maximum occupancy of the hall. Government maximum (currently) is no more than 15 in a class, however the maximum in the hall (Currently) is 12. Students will be the same regular group/bubble. The kitchen will not be used, however if it is, cleaning touched surfaces using sanitiser will be completed. Cleaning in between classes and time for ventilation. Windows will be open throughout the session to allow ventilation. Students to bring their own water bottle and no break for snack as session is shorter. Students will be arranged and work back to back or side to side. | Lock front door before, during and after sessions to stop entry without permission Register at the door to ensure students use hand sanitiser before entry. |

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| <p>Poor ventilation leading to risks of coronavirus spreading.</p> | <p>John Giller and his Students</p> | <p>Reducing capacity of students (smaller 'Bubble' groups) and opening all windows and the back door will allow better ventilation flow. Fresh air is the preferred way of ventilating the hall (not the air conditioning unit) Air conditioning unit can be used if it filters air from outside rather than recirculation of air from within the hall.</p> | <p>Open windows prior to students entering.</p> |
| <p>Particular Drama activities contributing to the risks of coronavirus spreading</p> | <p>John Giller and his Students</p> | <p>No drama games or exercises where increased aerobic capacity to be used. Limited moving around activities (Warm up and games) More individual warm-ups specific to drama outcome. Sessions which include a wellbeing element to be used to increase wellbeing and physical health. Students to refrain from contact work or close contact partner work. Student grouped in 'bubbles' to reduce risk of transmission. Use mime more rather than spoken word. Singing is allowed but with quite voices. Script work to be used, but students to use only their own scripts.</p> | <p>Students to print off their own scripts and not to lend or borrow each others scripts or John's script.</p> |
| <p>Getting or spreading coronavirus by not cleaning surfaces, touch points or equipment.</p> | <p>John Giller and his Students</p> | <p>No resources are to be shared between classes or bubbles. No chairs are used and no tables from cupboard to be used with SHOOTING Stars or MEGA Stars groups. Chairs will be used for SUPERNOVA adult groups and sanitised after use. Kitchen is not used so no equipment is used. Toilets are used by students one at a time and they must use hand sanitiser prior to going and after, before returning to the hall session. Scripts and song sheets to be individual to students and not shared.</p> | <p>Students to print off their own scripts and not to lend or borrow each others scripts or John's script. Sanitiser for chairs for the SUPERNOVA adult group.</p> |
| <p>Teaching style may increase risk of air borne transmission of disease</p> | <p>John Giller and his Students</p> | <p>John will teach facing away from students as much as possible. John may wear a face-mask or visor, but students under 12 do not need to wear a face-covering unless they want to. Students over 13 may wear a face covering is they feel they want to. Maintain 1 meter plus within class and avoid contact work. Ideally, adults should maintain 2 metre distance from each other, and from children.</p> | <p>John will have his own mask and visor and hand sanitiser.</p> |

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| <p>How participants arrive to the Drama session.</p> | <p>John Giller and Students and Parents</p> | <p>Avoid using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.</p> <p>Sessions have staggered arrival and departure times to reduce crowding into and out of the hall and to allow cleaning between sessions.</p> <p>Sessions have a limited number of students, plus a limited amount of session time per 'bubble'</p> <p>Students/parents will be sent a video of how the new sessions will work, introducing one-way flow at entry and exit points and considering how social distancing can be made as accessible as reasonably practicable.</p> <p>An outdoor pick up point by the back gate is to be used maintaining that children and young people are always supervised and collected safely.</p> <p>JGDATA will have paperless correspondence with participants including cashless payments, online letters, scripts and timetables and so on.</p> | <p>A video will be sent to all students/parents showing how entry and exit is to work.</p> <p>All correspondence is to be sent via email.</p> |
| <p>Students and Parents spreading coronavirus if they are not aware of symptoms.</p> | <p>John Giller and Students and Parents</p> | <p>Communicating ahead of arrival and on arrival the guidance about who should self-isolate.</p> <p>No students should attend any session if they, their immediate family (who they live with) have any symptoms.</p> <p>If a student/parent has symptoms and is tested positive, they must inform John Giller immediately who will then inform everyone from the same bubble. (Test and Trace)</p> | <p>Ensure all students/Parents know the signs and symptoms of coronavirus.</p> |

John Giller Drama And Theatre (film) Academy

Website: www.jgdata.co.uk
 Email: john@jgdata.co.uk
 Telephone: 07980948793

Risk assessment completed:

By John Giller
 On 27th August 2020

Signed

