

Risk assessment template

DEPARTMENT: Drama

Assessment carried out by: S Westwood/J Reed

Date of next review: January 2021

Date assessment was carried out: November 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Sharing equipment	Students	Keeping equipment in Year group bubbles. Sanitizing equipment when moved to another bubble. Students sanitising hands on entry.	Where possible leave equipment untouched for 72 hours before transferring to a different bubble.	Teacher in charge/ Technician	ongoing	
Marking books	Students/Teacher	Students are to use their 'learning logs' at assessment and feedback points. Students are to hand these out.	Wait 72 hours before marking, handing back to class.	Teacher in charge	Ongoing	
Contact with equipment and	Teacher in charge	Storage of basic equipment and resources stored in each zone to limit contact by staff. Staff to	Students to wipe down equipment (including lockers for Drama) and resources with sanitizing	Teacher in charge students	Ongoing	

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resources used in the lesson		<p>sanitize hands before and after touching equipment and resources. B7 Door to be wedged open upon entrance to the room.</p> <p>Lockers - All students will be allocated a numbered locker to use at all times during any lesson on B7. All students will be given an antibacterial wipe prior to the end of the lesson to clean inside and outside the locker space. The wipe will be disposed of in the bin located in the locker area.</p>	wipes before handing them back			
Contact with surfaces	Teacher and students	Students zoned in Year group bubbles. Regular wiping of tables and workstations with sanitizer Lockers (for bags) will be numbered and allocated to a student for B7 only. Lockers will be wiped after use.	Students could be asked to wipe down their own work space at the end of the lesson	Teacher Students	Ongoing	

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Proximity to students within the classroom	Teacher	Students to work in their allocated space, with their chosen group. Students will be advised to respect social distancing.	Teacher to remain a minimum of 2m distance from students within the classroom	Teacher	Ongoing	
Proximity to students within the practical space	Teacher and Students	In groups of 4/5 max. When not doing practical work, chairs in corners of working space to sit. To sit on floor in B7. Groups to remain the same all term.	Teacher to remain a minimum of 2m distance from students within the classroom	Teacher Students	Ongoing	
Practical working Space	Teacher and Students	Each group will have a designated space in the hall/B7 to work as well ventilation. Each group will have at least 1m apart working space around all 4 sides of the square.	Teacher to remain a minimum of 2m distance from students within the classroom Students to remain in their own working space.	Teacher Students	Ongoing	
Contact between students when working practically	Students	Students will have a working space, no physical contact allowed and all where possible students acted side by side.	Students to be reminded of this each lesson and throughout.	Teacher and Students	Ongoing	

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Cleaning equipment used	Students through proximity to others	No additional props to be used. Any blocks used to be cleaned properly and sanitized before transferring use to another Year group bubble. Chairs will be allocated to Year group bubbles and left on the stage.	Use no props and minimal seating and blocks for set, limit choice for students	Teacher in charge	Ongoing	
Spread of infection whilst staff/students are moving around the Hall /B7	Students and teacher	A one-way system in the hall should a student need to move. Marked out group working space. Staff and students are to make sure that they sanitise their hands frequently when touching anything that is shared. Separate entrances for Yr 10//11 into B7	Students to be reminded of this each lesson and throughout.	Teacher in charge	Ongoing	
Spread of infection whilst managing practical lesson	Staff and students	Teachers will have to plan and take into account requirements for each practical activity and decide whether it can be safely managed as a class activity.	Long and complex multi-step practicals should be avoided with KS3 students To avoid excessive student movement around	Students and staff	Ongoing	

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		<p>Marked out group working space, Staff and students are to make sure that they sanitise their hands frequently when touching anything that is shared.</p> <p>Performances of work can take place with the audience sat in own working space in the hall.</p> <p>Teachers must keep their distance when observing the students as they work through the practical activity. The teacher should risk assess the activity prior to the session, and take into consideration the competency of the students.</p> <p>The routine use of gloves and masks by students doing practical work is not necessary.</p>	<p>the hall, students will remain in their working area and complete their work using their own equipment and space.</p> <p>Use of the hall only as larger space.</p>			

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<p>Spread of infection whilst students work on a PC KS3/KS4</p>	<p>Students</p>	<p>PCs assigned where possible to individuals Wiping down of the station with sanitizing wipes before and after use Strict guidance on seating by the PCs</p>	<p>One at a time at the printer</p>	<p>Staff and students</p>	<p>Ongoing</p>	
<p>Spread of infection for non-teaching staff who are in working</p>	<p>Canteen Staff</p>	<p>Canteen Staff to not access hall when lessons in place. No access needed as no use of the hall for food service. Canteen staff to set up tables at the end of P2 and P4 for break/lunch. In the event the canteen staff need to use the hall as an exit area, they will be wearing masks and maintain 2m plus social distancing from students. In the event this is not possible the group nearest the door will move within the practical allocated</p>	<p>Provide hand sanitizer and sanitizing spray for cleaning. Teacher to support and manage changeover at the end of lesson.</p>	<p>Canteen Staff</p>	<p>Sept 2020</p>	

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		space to allow the member of staff to pass safely				