



Boundless Arts Risk Assessment

Boundless Arts Risk Assessment Addendum – Post Covid-19

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Date: Sept 2023		Review date: Sept 2024		Conducted by: Lee Harvey Robinson, Founder & CEO	
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"> *Time allowed before each session to check room/venue is as safe as possible *Clear guidance to children regarding risk *Adequate staff supervision *Activity adapted or curtailed if risk unable to be dealt with *Problems discussed with school office/caretaker 			
Movement around the space - accidents caused by the movement, both to yourself and to others	All in class	<ul style="list-style-type: none"> *Adequate supervision by staff *First aid trained staff available *Knowledge of local first aid resources (e.g. medical room, staff first aiders) 			
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"> *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 * Inform school office and send written message via a child so that this can be chased up 			
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"> *Adequate notice to school office with alternative suitable replacement arranged *School informed in advance of who will deputise & DBS evidence *Replacement coach to be aware of risk assessment procedures 			
Club leader taken ill during session - children left unattended and at risk	All in class	<ul style="list-style-type: none"> *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	<ul style="list-style-type: none"> *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	<ul style="list-style-type: none"> *Immediate action necessary *School office notified immediately via red card system 			



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		*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 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 *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 preventing injury via having to physically touch a child	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	
Dismissal of children - child running out of class unaccompanied	Specific child	*Ensure children are briefed on behaviour and dismissal policies *Make them all line up and ensure that each parent/person collecting can be visibly seen before dismissing child *Stand on the door making sure the children are dismissed one at a time and are ticked off the register as they leave	
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	* Fill out a Safeguarding form at location * Speak with Designated Safeguarding Lead, (DSL), if possible * Leave Safeguarding form with a member of SLT * Complete a Boundless Safeguarding form and email immediately to LHR * LHR to follow up with school/studio concerned	

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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		Reviewed: Sept 2022			
Identified Hazard	Who might be affected?	Current measures in place	Risk Level before new measures High Medium Low	Further measures to be actioned	Risk Level after new measures High Medium Low
Spreading of germs through sneezing	All in class	Participants encouraged to bring own pocket tissues	High	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	High	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		High	Practitioners to wipe all shared surfaces, such as door handles, with antibacterial wipes then discard of the wipes immediately.	Low



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Spreading of germs through shared objects	All in class	Shared objects wiped		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.	
Maintaining a safe distance of 2 metres	All in class			'Spots' to be used to indicate to participants where their dance space is. Participants to remain in their own area.	
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 comfort breaks together	All in class	Participants able to go to the toilet two at a time		All participants to go to the toilet alone and only if desperate.	
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.	