

Risk assessment template

DEPARTMENT: Drama

Assessment carried out by: S Westwood

Date of next review: Sept 21

Date assessment was carried out: August 2021

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 required to keep their sketchbooks with them and not to submit them for assessment. Assessment will be done via visualizer, where feedback is verbal	Investigate submitting good quality images of work digitally for summative assessment	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 and resources	Teacher in charge students	Ongoing	

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resources used in the lesson		sanitize hands before and after touching equipment and resources	with sanitizing 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	Students could be asked to wipe down their own work space at the end of the lesson	Teacher Students	Ongoing	
Proximity to students within the classroom	Teacher	All desks facing forward in rows placed at least 2m away from students	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	Only KS4 students to have practical drama. In groups of 4 max. When not doing practical work chairs in corners of working space to sit. 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 to work as well ventilated. 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	Teacher Students	Ongoing	

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			Students to remain in their own working space.			
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	
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	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 (KS4)	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	Students to be reminded of this each lesson and throughout.	Teacher in charge	Ongoing	

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Spread of infection whilst Managing practical lesson	Staff and students	<p>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.</p> <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>Long and complex multi-step practical's should be avoided with KS3 students</p> <p>To avoid excessive student movement around 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>	Students and staff	Ongoing	

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		The routine use of gloves and masks by students doing practical work is not necessary.				
Spread of infection whilst students work on a PC KS3/KS4	Students	PC's assigned where possible to individuals Wiping down of the station with sanitizing wipes before and after use Strict guidance on seating by the PC's	One at a time at the printer	Staff and students	Ongoing	
Spread of infection for non-teaching staff who are in working	Canteen Staff	Canteen Staff to not access hall when lessons in place. No access needed as no use of the hall for food service.	Provide hand sanitizer and sanitizing spray for cleaning	Canteen Staff	Sept 2020	