



## DLAT –Re-opening for external lettings Covid-19

Activity being assessed:	Letting of school hall	Location(s) affected:	Redmile Primary School	 
Person(s) completing assessment:	A Longden	Date original assessment completed:	12.08.20	
Date of review:		Review completed by:		

The letting of any area of the school site will only be used in accordance with Government guidance relating to what facilities, business and areas can be open, what activities are permitted to take place, number of non- same household persons that can be in one place and current social distancing guidance.

This risk assessment should be read in conjunction with COVID 19 Full school re-opening risk assessment, in addition to other risk assessments and arrangements already in place.

Government guidance on cleaning on non-healthcare settings will be adhered to.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

### Notes

**External students = students who do not attend Redmile Primary school.**

External hirer is a school governor and is also employed by the school to teach dance therefore they will be attending training on Health and Safety and Safeguarding on Monday 24<sup>th</sup> August 2020.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Non-compliance with government guidance	<b>Trust/school reputation, Prosecution, Fines</b>	Government guidance in relation to what sports, social and community spaces can be used and adhered to at all times.			
Persons attending letting coming into contact with staff/pupils/ students	<b>Staff and students may be exposed to unknown persons with Covid-19</b>	Persons should not attend if feeling unwell or showing any defined symptoms including new continuous cough or temperature. The letting will take place whilst the after school club is being run – this will be in a separate building and <b>no students</b> will be able to enter the main school building. Sufficient time between the end of school day and letting will be allowed to enable all pupils, who do not attend either the dance school or after school club, to leave site safely before the dance students arrive. Dance school students will wait by the drive gate and enter the site down the drive whilst being escorted by a member of the dance school	<b>If the dance school staff are running late, no member of the Redmile staff will be asked to cover and supervise students until they arrive. Redmile pupils will remain in their classrooms and external students will remain outside the site.</b>		

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		<p>staff. No external dance school students will be able to enter the site without being accompanied by a member of dance school staff.</p> <p>If dance students arrive before all pupils have left the school they will be asked wait outside the site. A member of the dance school staff will indicate when they can come onto the site.</p> <p>All dance school students will be escorted off the site.</p> <p>The drive gate is to be closed after each class of students has entered and left the site to deter unescorted students entering the site.</p> <p>No vehicles of students are to enter the site. They are to remain on the road outside.</p> <p>All staff to be made aware of what lettings are taking place and when.</p>			
Excessive numbers of people accessing facilities	<b>Participants in activities and other persons on site including Trust staff may become infected with</b>	<p>New lettings agreements have been issued with maximum numbers stated for the area being hired.</p> <p>Hirer is to be given clear information on routes and</p>	<b>Hirer to provide / confirm in writing to the academy that they have completed a risk assessment as to how they will be managing activities on site (academy are not responsible</b>		

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	<p><b>COVID-19 if social distancing is not maintained</b></p>	<p>direction of travel to maintain social distancing.  Clear information on hirer expectation to fully comply with Government guidance, failure to do so will result in letting agreement being cancelled with immediate effect.  Site team to monitor agreed arrangements.  Site and facilities accessed and controlled so unauthorised persons cannot gain access to site.  People not to arrive more than 5 minutes prior to their session starting and not to congregate at the drive gate.  Parents are not allowed on site. They may wait in their vehicle which can be parked on the road outside the school.  Following sessions, dance staff are to immediately leave site via the school drive.</p>	<p><b>for hirer risk assessment).</b></p> <p><b>Maximum room capacities must have been assessed. These must take into account activities taking place.</b></p> <p><b>Where indoor lettings are taking place, maximum capacities should be assessed referring to social distancing guidelines.</b></p> <p><b>*School staff are not responsible for enforcing social distancing of persons attending lettings on school site.</b></p>		
<p>No access to welfare facilities</p>	<p><b>Individuals taking part in activity</b></p>	<p>Specific welfare facilities to be allocated for hirer.  Welfare facilities to be cleaned between school use and hirings use, and after hirer use before start of school day.</p>	<p><b>Hirer to instruct students to change their dance shoes in the hall if they attend more than one session.</b></p> <p><b>Only disabled toilet to be</b></p>		

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		Persons attending lettings should arrive ready to participate, no changing and showering facilities will be provided.	<b>used. Students are not to use Redmile school changing rooms – thus limiting touch points and additional cleaning before and after letting use.</b>		
Contamination of school facilities with COVID-19	<b>Trust and Academy staff, students and visitors could become infected with COVID-19 from infected surfaces</b>	<p>Strict lettings agreements in place for use of school facilities. No Trust/Academy equipment to be used by hirers or persons attending sessions.</p> <p>School equipment not to be used by hiring to be locked/secured.</p> <p>Touchpoints of any area(s) being let will be thoroughly cleaned after letting prior to staff and students accessing i.e. gate handles, gates into school premises, handrails.</p> <p>Hand sanitiser to be available on entering the hall. Welfare facilities will be cleaned prior to school use a long with any touch points on the route.</p> <p>The door between the entrance and main hall is to remain open.</p> <p>The external door to the hall entrance is to remain open. This will minimise touch points as students/staff will be able to</p>	<p><b>As the hirer is a dance school no school equipment will be used. If however, any equipment e.g. sport equipment that is attached to walls is touched the hirer will inform the school PO in order that this can be cleaned before the hall is used the following day.</b></p> <p><b>Hirer to remind all students not to touch window sills, servery opening door handles etc.</b></p>		

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		avoid touching handles and doors.			
Insufficient communication of information to hirer		Clear information given to hirer on car parking and access to building, fire evacuation procedures, and access to first aid.			
Signature of Senior Leadership Team: Alison Longden Head of School			Date:		
Date review required:	Date review required:	Date review required:	Date review required:		