



COVID-19 Risk Assessment

The risk assessment below will be amended to reflect our specific controls on an ongoing basis.

Location of Activity: **Camelsdale School**, School Road, Haslemere GU27 3RN **Shalford Village Hall**, King's Road, Guildford GU4 8JU
QE Park Centre, Railton Road, Guildford GU2 9JX

Person Responsible: Paul Branch

Telephone Number: 07825 167317

Date Completed: 12 October 2021

Address: The Man In The Moon. Passfield Business Centre, Lynchborough Road, Liphook GU30 7SB

Hazard Description	Consequences	Level of Risk	Who is at Risk	Controls	Responsible
Spread of COVID-19	Spread of Virus	Medium/ High*	Everyone	<ul style="list-style-type: none">• Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect (please refer to our COVID-19 Policy)• No parents/carers allowed on site; collection/drop off points encouraged to remain socially distanced• Trained crew members in COVID-19 procedure to ensure safeguards are in place• No one with COVID-19 or suffering symptoms allowed on site. Temperature checks in place on arrival• Deep cleaning arrangement with venues; crew members to be subject to cleaning protocol which includes regular touch points, toilets and deeper changeover cleaning• Use of larger spaces and outdoor areas for activities when possible• All indoor spaces used well ventilated• All equipment either bought and used for one group alone, or thoroughly cleaned between groups by crew members	All crew members, children and parents/carers

Changes to official COVID-19 guidance and advice	Spread of Virus	Medium*	Everyone	<ul style="list-style-type: none"> The Man In The Moon regularly refers to official advice from the Government and Department for Education (DfE). We keep up to date with official COVID-19 Guidance and inform children, parents/carers, crew members about arrangements as required. Parent/carers are advised to check out the most recent Government and Department for Education (DfE) information. 	All crew members, children and their parents/guardians
Children not following COVID-19 Procedure	Spread of Virus	Low*	Everyone	<ul style="list-style-type: none"> Children/adults fully briefed on new 'rules' they must follow both before joining and upon arrival Children who are continually unable to follow procedure asked to leave Child-friendly posters and images which remind children of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc.) Individual assessments and monitored 'trials' for any children with individual support needs that may result in breaking social distancing (i.e. potentially violent children and SEND children) 	All crew members, children and their parents/guardians
Crew members not following COVID-19 Procedure	Spread of Virus	Low*	Everyone	<ul style="list-style-type: none"> Crew members fully briefed on procedure before workshops/day camp/rehearsals begin and every day Ensure procedure is followed, and contingency plans for crew members who struggle to uphold procedure. 	Crew members
First Aid, Medical or Isolation	Spread of Virus	Medium*	Everyone	<ul style="list-style-type: none"> PPE to be worn to provide first aid or medical intervention Crew member chaperoning any student needed to be isolated must socially distance and wear PPE 	Crew members
Loss of vital crew members due to illness	Loss of management capabilities	Medium*	Everyone	<ul style="list-style-type: none"> Internal contingency plans that allow crew members to cover responsibilities to ensure smooth running of business Staff wellness checks 	Management
Loss of crew members due to illness	Lessons cannot go ahead as planned	Medium*	Management and Students	<ul style="list-style-type: none"> Use of cover teachers and deputies Management able to cover classes 	Management

*Dependant on R rate