

## Turpentyne Ltd Risk Assessment 2024

Area of Risk	Risks Identified	People at Risk	Steps Taken
Communication	Community Wellbeing	Staff and Parents	Studio updates have been and will continue to be sent out to keep staff and parents informed regarding safety measures being taken. Up to date policies and risk assessments are available online at <a href="https://www.turpentyne.com/policies">https://www.turpentyne.com/policies</a>
Policies and Procedures	Clarification of Procedures to Ensure Everyone's Safety	Everyone	Policies and Procedures have been updated to reflect changes to as the pandemic ends to ensure safety of children, staff, and visitors. This is available on our website.
Studio capacity	Class capacity to be enforced to maintain social distancing	Staff and Children	GOSFORTH - Based on government guidelines a maximum of 8 children will be seated per classroom with a single teacher. A maximum of 24 children will be admitted into the studio at any one time. Parents and students are to wait outside the studio in advance of their lesson until their teacher invites them into the studio. Students will be informed in advance which door they will be entering and exiting through each week. WHITLEY BAY - Based on government guidelines a maximum of 8 children will be seated per classroom with a single teacher. A maximum of 24 children and 10 adult students will be admitted into the studio at any one time. Parents and students are to wait outside the studio in advance of their lesson until their teacher invites them into the studio.
Attendance	Staff Admittance	Everyone	Staff will only attend if they are symptom free and feeling fit and well.
Attendance	Child admittance and vulnerable children	Everyone	Only children who are symptom free and feeling fit and well should attend.
Attendance	Living with a Shielded or Clinically Vulnerable Person	Staff and Children	As per government guidance, if a child, young person, or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children, and older children without the capacity, to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we advise that a child not attend.

Attendance	Parents	Everyone	<p>Parents will not be permitted to remain in the studio during lessons. Parents will be asked to arrive on time for start and end of courses unless early/late drop off/pick up has been arranged in advance. When dropping off or picking up children, parents are reminded that they are responsible for supervising and ensuring that their children are safe outside of our premises. Adults and children not enrolled on the course will not be allowed to use the toilets.</p> <p>Government guidelines require educational and childcare settings to reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice: If anyone in the household develops a fever or a new continuous cough, they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>
Attendance	Visitors	Everyone	<p>Wherever possible attendance to the studio will be restricted to children and staff. Any essential maintenance work will be out of hours wherever possible.</p>
Health & Safety	Infection control - Centre resources and personal items	Staff and Children	<p>Children are requested to not to bring unnecessary personal items into the studio apart from a water bottle and reference materials (if applicable). Scooters, bikes, bags etc should be left at home or taken home by the parent. Hand washing facilities and hand sanitiser will be available in the studio.</p>
Health & Safety	Infection Control – Hand washing – Personal Hygiene	Staff and Children	<p>Disposable tissues, hand sanitiser and a lined bin will be available in every classroom. Separate student and staff toilet facilities are available and stocked with antibacterial hand soap and disposable towels for drying hands. Hand sanitiser is available at reception and in every classroom. All children and staff must wash their hands/use hand sanitiser upon using the toilet or after sneezing or coughing.</p>
Health & Safety	Infection control – face coverings	Staff and Children	<p>Government guidance currently states wearing face coverings are optional from 19/7/2021. Staff may elect to wear a face covering or not when in the presence of students or other staff. Students are no longer required, to wear a face covering, but they will be supported if they choose to do so.</p>
Health & Safety	Infection control - Payments	Everyone	<p>We encourage people to pay by card over the phone or by bank transfer where possible. All in person payments can be made at the studio outside of class time.</p>
Health & Safety	Infection control	Staff and Children	<p>In the event of a student falling ill whilst at the studio, we will contact their parent or emergency contact person for them to be collected asap and then advise to seek NHS guidance.</p>
Health & Safety	Infection control - cleaning	Everyone	<p>Cleaning of classrooms, shared supplies and toilets will occur after each day and by teaching staff. Frequent touch points swill be cleaned and sanitised regularly throughout the day by Staff.</p>

Health & Safety	First Aid PPE for first aiders	Staff and Children	Government guidance says PPE is not required for general use in early years/school settings. However, staff will be provided with a supply if it is deemed necessary at any time.
Health & Safety	First Aid Changes to Children's' Medical Needs	Children	Parents of children classed as clinically vulnerable should follow medical advice if their child is in this category and discuss with the Director.
Facilities	Ventilation and Air Filtration	Everyone	Studio will have the windows and doors open to encourage airflow when weather permits.
Wellbeing and Education	Children understanding procedures to protect themselves and others health	Staff and Children	Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves fit and well including regular hand washing and hygiene practises. If staff are concerned by a student's hygiene practices, a discreet conversation will be had with their parent to gain their assistance in correcting the unhygienic habit or practice.
Antisocial Behaviour	Management of antisocial or dangerous behaviour	Staff and Children	Intentional violations of personal space and bodily autonomy will not be tolerated as they threaten the health and safety of others. Threatening, spitting, or intentionally coughing towards another person will not be tolerated. Students will be sent home for a day upon the first offense and will be excluded for the remainder of their course if there is a second offense. Refunds for an unfinished course will not be given if exclusion is necessitated by repeated and intentional dangerous behaviour.
Evaluation	Effectiveness of and additions or exclusions to these practices	Everyone	The Director with the assistance of Aversure Health and Safety will continually review and adapt these practices and policies as Government and NHS recommendations advise.