

Midlands Creative – Masterclass Season – Online Learning Risk Assessment

N.B. In order to participate in online lessons parents must agree to the Digital Teaching/Learning Policy (included in another document)

Leaders or facilitators of the session must always begin online sessions with the following disclaimer:

“As I am teaching through a screen, some things you might find easy in class might be more difficult at home. You must not do this class if you are home without a grown up. We would prefer if your grown up is in the room. If anything hurts or you feel uncomfortable, stop and tell me. You must make sure there is nothing around your feet like wires you can trip on or rugs you can slip on, and you must make sure you have lots of room around you as we are going to move! If you think you might not have enough room to do something, please do not do it, and please don’t keep your water bottle or cup near your computer or device”

| Hazard Description | Consequences | Level of Risk | Who is at Risk | Controls | Responsible |
|---|---|----------------------|-----------------------|--|----------------------------|
| Slippery/Unsafe Floor Surface including loose floor coverings (rugs, carpet, tiles etc) | Slips, trips, falls, broken bones or other minor injuries | Medium | All users | <ul style="list-style-type: none"> · Parents agree to terms and conditions which includes a minimum clear area of 6ft² · Room student is using can be seen via webcam which both teacher and staff can see and monitor. · Any seen slip/trip hazard asked to remove before continuing. | Teacher, Staff and Parents |
| Uneven Floor Surface | Slips, trips, falls, broken bones or other minor injuries | Medium | All users | <ul style="list-style-type: none"> · Parents agree to terms and conditions which includes a minimum flat area of 6ft² · Room student is using can be seen via webcam which both teacher and staff can see and monitor. | Teacher, Staff and Parents |

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| Dance/Movement related injury | Minor to Major injuries | Medium | Participants | <ul style="list-style-type: none"> · Teachers will be advised as to the competence level of the participants in advance. · Experienced teachers allowing for a thorough warm up and cool down for every session · Teachers able to correct technique before risk of injury via webcam · Dancers will be encouraged to ask questions and stop if they do not understand the task or feel anything is uncomfortable. · Parents agree to terms and conditions which includes them being in the same room observing | Teacher and Staff |
| Furniture/ Wall Fixtures & Fittings | Collision. broken bones or other minor injuries | Medium | All users | <ul style="list-style-type: none"> · Parents agree to terms and conditions which includes a minimum clear area of 6ft² · Room student is using can be seen via webcam which both teacher and staff can see and monitor. Staff can ask furniture to be moved (by parents), or ask children to move to an alternative location · Children encouraged and reminded to stay away from furniture · Teachers vigilant that anything taught online must be small and precise as opposed to anything that might pose more risk | Teacher, Staff and Parents |

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| Electrical Equipment | Electrical fault resulting in Injury, death | Low | All users | <ul style="list-style-type: none"> Staff are using devices familiar to them in order to conduct lessons. Staff to remind no drinks/water near equipment PAT test sought in line with guidance Staff to monitor equipment for possible faults | All Staff |
| Exhaustion/Fatigue | Fainting, slips, trips, falls | Low | Teachers and Students | <ul style="list-style-type: none"> Breaks and easier exercises to allow for 'rest' in longer sessions Experienced teachers who can recognise the signs of exhaustion through webcam | All Staff |
| Dehydration/Hunger | Fainting, Headaches | Low | Teachers and Students | <ul style="list-style-type: none"> Water breaks encouraged throughout sessions Snack breaks in longer sessions Children encouraged to have water nearby | All Staff |
| Participants wearing unsuitable footwear | Slips, Trips, Minor injuries. | Medium | Teachers and Participants | <ul style="list-style-type: none"> Participants will be aware of uniform requirements, including appropriate footwear Participants must show what footwear they are wearing so that the teacher and staff member can assess before the lesson begins | All Staff |
| Online Software Hacking/Virus Protection | Personal Data Loss | Low | Teachers and Participants | <ul style="list-style-type: none"> Use of trusted secure video conferencing company. Parents agree to separate video conferencing Terms and Conditions and understand CS are in no way affiliated. | All Users |