

Risk Assessment - Covid-19 September Workshops Preparation

Assessor: JDS	Assessment Date: 22/7/20	Location: Forum Theatre Romiley This assessment refers to action to be undertaken by DM – Duty Manager, JDS – Darren Stannage, DW – Dawn Wrigley, HG – Hannah Gorst, DiW – Diane Wilson, LH – Lyndon Hamilton, CW – Claire Woolleson
Reviewed:	1/9/20 JDS/DW	A Duty Manager must be assigned during each event for the purposes of this Risk Assessment.
	8/9/20 JDS	This Risk Assessment relates to the full use of the building for workshop sessions and are not required for individual classes and sessions who should have their own protocols approved prior to taking place (i.e. Summer Workshops)

ITEM	Hazard	Precautions/Preventative measures in place	Risk	Action Required	By Whom?
Potential Spread of Covid 19	Carriers entering building	Restrict entry to the building to a minimum, with no general public to enter, only workshop staff and volunteers.	L	Ensure all entrances are properly manned when in use to restrict entry.	DM
		Ensure all those entering the building display no signs of being unwell.	L	This is to be monitored during entry, by tutors, including use of digital temperature check upon arrival. Anyone who registers 37.8 degrees or higher will be classed as having a raised temperature and will be taken to the isolation room, given a bottle of water and retested after 15 minutes. If still raised, they are to be treated as having Covid-symptoms and those protocols will need to kick in. DM to log all class entry and exits went without incident.	DM
		Provide adequate sanitation throughout the building so continued hand cleanliness can occur. Sanitiser must be available in each room for members.	L		Provide sanitisers at all points of entry and ensure that all those who enter the building are sanitising their hands at this point. In the absence of sanitising station ensure portable hand sanitiser is in its place for tutors use.

Social Distancing	Ensuring current guidelines adhered to	<p>Maximise the numbers of students in each class according to room space and ensure each room is able to ensure existing guidelines are met.</p> <p>Ensure individual spaces in each workshop room are marked out clearly with dimensions between 1.75 and 2m</p> <p>Impose alternative entrances and exits where possible to minimise number of potential meeting points / gathering areas.</p> <p>Ensure sufficient signage is in place so people can safely move around the building.</p>	L L L	<p>All staff and volunteers to wear masks whilst moving around the theatre during sessions.</p> <p>New temporary timetable to be issued, allowing for less students per class, but more overall classes to ensure we can meet demand.</p> <p>Measure and mark spaces either complete or with easy to follow guidance in each room following the dimension space guidance.</p> <p>Plan alongside timetable the most convenient exit and entrance points relating to the rooms to be used. Allow for exits to be manned by staff/volunteers when used.</p> <p>Ensure all appropriate signage as per timetable, rooms, exits, one way systems etc.</p>	DM DW LH DW
Roles to be filled during sessions	Potential for vital role to be overlooked jeopardising safety	<p>Lessons should avoid content using face to face partner or small group work and should allow for back to back or side to side activities wherever possible. No singing during sessions.</p> <p>Ensure a comprehensive plan of who is due to fill what role during sessions is easily accessible with a clear understanding of what that role involves.</p>	L L	<p>Ensure workshop plans are written with this in mind</p> <p>Research and identify what roles are required to ensure this risk assessment can be carried out effectively along with all other NK policies and procedures.</p>	LH DW / HG DW

Cleaning	Potential virus strains on physical elements of the building	All areas must be comprehensively cleaned prior to their use. Unnecessary items to be removed from rooms,	L	All rooms prepared appropriately prior to workshops being undertaken. Everything removed that is not essential.	LH
		Ensure there is enough time between sessions ending and beginning for adequate cleaning of the areas to be used.		Ensure there is enough time between sessions ending and beginning for adequate cleaning of the areas to be used.	DW/HG
		Ensure all rubbish bins are emptied and placed directly in the main external bins immediately after sessions.	L	Ensure all rubbish is removed in a sealed bin-liner and bin liner is replaced	DM
		Potential to run out of cleaning supplies	L	Ensure stock levels of cleaning products remains high.	LH
Training	Staff and volunteers may not have sufficient Covid knowledge	All staff and volunteers to complete Covid training prior to sessions beginning	M	Set up learning for all relevant staff and volunteers	JDS

PPE & First Aid	Insufficient protection during first aid	Provide adequate disposable elements of PPE to be available to first aiders when dealing with any accident during sessions.	L	Ensure all PPE items are purchased	JDS
		Visors to be used when dealing with those displaying Covid symptoms	L	Check this is in place and ensure this is available to first aiders during workshops	DW / HG
				Provide different coloured rubbish bags to dispose of PPE so everyone is aware of its contents.	LH
				Ensure these areas are prepared including housing relevant PPE with appropriate signage.	LH
Isolation Space	Need to isolate immediately anyone with potential symptoms	Create 2 spaces to be used as "Isolation areas" in the event of anyone displaying symptoms so we can isolate them immediately. Green Room and Staff Room to be used. Senior Tutor to make decision to isolate a member and alert DM	L	Ensure that all contact details for members are in the isolation rooms	DiW
				Ensure that the member's parents are immediately contact to collect member and advise to take a test. Any sibling will also be taken out of a class and advised to test.	DM
Known Outbreak	Covid-19 Case reported to NK	Ensure we have comprehensive lists of who was in contact with anyone identified as a potential carrier so we can advise accordingly.	L	Ensure accurate registers are readily available with up to date contact information so we can quickly advise isolation and testing where appropriate.	DiW
		Contact any member or tutor who may be at risk from potential carrier.	L	where a potential case of Covid has been reported, any member or tutor who is identified as being in close contact with that member shall be notified and advised to isolate and get a test. Members or Tutors cannot return to any sessions until negative tests are received. Any positive tests mean the relevant person cannot attend classes for 14 days.	DW/HG/JDS

Items brought with members	Potential to carry virus	No non-essential items to be brought from home, save for one bottled drink to be labelled and their own pack of tissues to be disposed of at the end of the lesson.	L	Tutors to ensure all items are in the bin at the end of the session	DM
		Any personal essential items to be stored on an allocated chair for member at beginning of each class.	L	Ensure Chairs are cleaned after use.	LH
Ventilation	Insufficient Fresh Air in Workshop Rooms	Ensure all windows are open in rooms used to allow for fresh air. (including isolation rooms) Ensure that fans in theatre are bringing in fresh air.	L	Windows & Air Handling systems opened and closed prior to and after sessions	DM
Toilets	Potential easy spread of germs	Toilet cleanliness in place for use.	L	Ensure toilets are thoroughly cleaned prior to workshop evenings	LH
		Restrict toilet access for emergency use only.	L	Ensure all workshop attendees are aware of toilet use via communication with parents.	DW
		Where toilets are used, they must be used on a 1-in-1-out basis.	L	Monitored throughout	DM
		Disable hand driers and have paper towels present for hand drying. Bins emptied at the end of the evening.	L	To be checked prior to workshops and monitored throughout the evening	LH / DM

Lift	Potential for lack of social distancing	Lift to be used as a last resort and numbers of users restricted to one per lift	L	Monitor throughout	DM
Emergency Evacuations	Need for emergency building evac	The need for evacuation overrides any social distancing rules.	L	In an emergency, ensure the NK emergency evacuation plan is initiated and followed.	DM
Safeguarding	Potential for policy overlook	Ensure the NK safeguarding policy remains in force throughout the workshops, despite potential difficulties	L	Ensure that each class has the appropriate numbers of staff per student ratio.	DW
BRCA	Potential for mixing groups	Ensure that all BRCA events do not clash with NK sessions which may use Comm Centre / Foyer / Main entrance	L	Ensure BRCA events are planned away from NK events using these areas.	CW
Comm Centre	Flooring not suitable for dancing, may endanger students	Provide support to the flooring in the Community Centre to allow for dancing so a concrete floor alone is not being used.	L	Identify and purchase temporary mats to enable dancing to take place safely.	JDS

Comms n with Members	Potential for procedures not followed	Ensure that Membership Pack is updated with strict terms and contitions of membership to be followed.	L	Produce T&C for members and parents etc	DW
		Ensure regular communication with parents occurs.	L	Website and Social Media up to date with information and changes etc	JDS
Payments	Avoid cash and face to face payments	Ensure that facilities are available for members services to be paid for electronically	L	Encourage member's S/O or take card payments as is necessary.	DiW
Membership Packs	Potential for paper to carry virus strains	Accept membership forms electronically only to reduce risks. Accept photographs for those who cannot send via a computer or email.	L	Provide access to packs online or via email which will underline revised terms and conditions according to risk assessment requirements.	JDS
Lesson Length	Too much time spent in a session could increase infection possibility	Cap the amount of time the sessions are to approximately 45mins of contact time.	L	Try to keep staff/volunteers in "bubbles" for those teaching together etc, try not to split to different classes. Manage timetables to ensure max lesson length.	DW / HG DW/HG

Communication during sessions	Lack of communication could lead to issues	Ensure radios are available in each room so contact is always on hand with other staff members. Ensure NK mobile phone is with on duty DM at all times of sessions	L	Ensure charged and in place. To be wiped down after use.	DM
Box Office	Avoid face to face interaction where possible	Box Office to be “online” only during existing guidelines with all contact made via phone and email and payments made via BACS / Card.	L	Operate all Box Office activities virtually	CW / DiW
Late-comers	Potential to be walking through building	Important that any late comers report to the main entrance so communication can take place to get the child as quickly and as safely as where they need to be.	L	Guide latecomer to class in communication with relevant tutor etc.	DM

Maximum Numbers of Participants in Each Room where social distancing can safely take place

Theatre -- 30 persons,
Comm Centre 24 persons,
Studio 2 – 11 persons,
Studio 1 – 15 persons,
Basement - 10 persons