

COVID-19 RISK ASSESSMENT

Date Of Assessment: 1st October 2020

Date Of Review: Ongoing

Undertaken By: Craig G Pennington (with consultation across Future Yard team)

Role: Director

What Is The Activity, Person and/or Environment Being Assessed?

Delivery of Sound Check Training Programme at Future Yard, 75 Argyle Street, Birkenhead CH41 6AB
Staff & Students During Programme (for Live Events, see specific risk assessment)

This document is continuously updated & reviewed in light of changing guidance.

This risk assessment has been informed & shaped by UK Government's latest COVID-19 guidance.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>



What are the hazards?	Who may be harmed?	What control measures/ precautions are in place to eliminate or reduce the risk?	What further action do you need to consider to control the risks?	Who needs to complete the action?	When is the action needed by?
Contracting or spreading coronavirus as a result of not socially-distancing.	Students Staff	<p>Group sizes limited to ensure our ability to maintaining social-distancing of 2m wherever possible &, where not possible, 1m with robust mitigation.</p> <p>All sessions conducted with one, small (x7) single group of students throughout programme.</p> <p>For seated sessions, all students will be sat 2m apart, side to side. Staff, guest speakers & guest artists will maintain at least 2m distance from students, where feasibly possible.</p> <p>Use of 'fixed teams' for artists & production crews, ensuring 2m social distancing from others. Students will join fixed Production and Front Of House teams for live events, limiting contact with those outside these fixed teams.</p> <p>Full compliance with guidance for Performing Arts venues during live events. See standalone risk assessment for details.</p>	<p>Measures fully communicated to all students & staff at the outset of the programme.</p> <p>Markings on floor around production & performance areas to maintain social distancing.</p> <p>Adequate staffing levels in place to sufficiently support measures outlined.</p> <p>Full risk assessment undertaken to ensure safe operational compliance with Performing Arts guidance.</p>	<p>CP / CH / JW</p> <p>CP</p> <p>CP</p> <p>CP</p>	<p>In advance of programme starting</p>



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Getting or spreading coronavirus by not washing hands or not washing them adequately	Students Staff	<p>All staff & students encouraged to increase frequency of hand washing & regular hand sanitising.</p> <p>Sanitiser stations at entrance to venue, exit from toilets, within performance space, dressing rooms, & production areas.</p> <p>Adequate signage at sinks within toilets to advise of thorough hand washing technique.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>Measures fully communicated to all students & staff in advance & signage at venue to support.</p> <p>Ensure sufficient & relevant signage is in place to support the measures.</p> <p>Ensure sanitiser stations, soap & cleaning products are fully topped up in advance of (& during) all sessions.</p> <p>Provide 'catch it, bin it, kill it' signage, tissues & bins alongside hand sanitiser stations.</p>	<p>CP</p> <p>CP / House Management</p> <p>CP / House Management</p> <p>CP / House Management</p>	In advance of programme starting
Getting or spreading coronavirus in backstage area, dressing rooms, side of stage and production areas	Students Staff	<p>Full disinfection of backstage areas before & after all sessions. Inc. side of stage & production areas.</p> <p>All staff breaks to be taken in outside, covered space.</p> <p>Clearly separated & marked 'working' & 'walkway' areas in side of stage production areas to enable social-distancing.</p>	<p>Measures fully communicated to all students & staff at outset of programme.</p> <p>Ensure sufficient & relevant signage is in place to support the measures.</p> <p>Implement updated cleaning regime & procedures.</p> <p>Floor markings in place.</p>	<p>CP</p> <p>CP / House Management</p> <p>CP / House Management</p> <p>CP / House Management</p>	In advance of programme starting



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Getting or spreading coronavirus through members of staff and/or students working together	Students Staff	<p>Fixed teams' established for the duration of live event cycle - inc. get-in, soundcheck & get-out. - for individual teams & production staff.</p> <p>Wearing of face-coverings (see below)</p> <p>Adhering to social distancing throughout, with clear social-distancing marking in all working areas.</p> <p>Any shared equipment subject to rigorous cleaning, as mentioned below.</p>	<p>Measures fully communicated to all artists & staff in advance of events.</p> <p>Ensure sufficient & relevant signage is in place to support the measures.</p> <p>Floor markings in place.</p> <p>Adequate training, signage & stocks of antibacterial wipes available at all work stations.</p>	<p>CP</p> <p>CP</p> <p>CP</p> <p>CP</p>	<p>In advance of programme starting</p>



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Getting or spreading coronavirus by not cleaning surfaces and/or equipment	Students Staff	<p>All toilets, surfaces, dressing rooms, production areas & common touch points fully disinfected before sessions commence & following each session. Work surfaces disinfected regularly during sessions.</p> <p>Performance space & full venue disinfected prior to & following all sessions.</p> <p>All equipment must be regularly cleaned & sanitised before, during & after sessions. Equipment must be antibacterial cleaned between use by participants. Students encouraged to wash hands before & after handling equipment.</p> <p>All courses delivered with digital materials i.e. no paper handouts.</p>	<p>Implement updated cleaning regime & procedures.</p> <p>Ensure all staff are trained in new cleaning processes & measures.</p> <p>Ensure stocks of cleaning materials at all work stations & hand sanitiser points in advance of all sessions.</p>	<p>CP</p> <p>CP</p> <p>CP</p>	In advance of programme starting



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Poor venue ventilation leading to risks of coronavirus spreading	Students Staff	<p>A new ventilation system to be installed within our performance space & stage area, drawing clean air from outside & extracting 'used' air from the venue. System specified to x20 air changes per hour & consistent with latest SAGE guidance.</p> <p>New ventilation systems also added to all toilet areas.</p>	Ensure systems are in place ahead of commencement of programme.	CP	In advance of programme starting



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Transfer of coronavirus via airborne droplets	Students Staff	<p>All staff & students must wear face coverings, consistent with current Government guidelines for entertainment venues. Students will be supplied with visors at the outset of the programme.</p> <p>Students can remove face coverings only during seated sessions, when positioned side-to-side & 2m away other individuals. Face coverings must be worn at all times during practical activities.</p> <p>All members of staff must wear face coverings, which allow them to still undertake their work i.e. face shield visors.</p> <p>Artists will not be required to wear masks during performances, when within their work bubble, but should wear masks at other times.</p> <p>Phone communication between production staff, w/ earpieces & WhatsApp</p>	<p>Measures fully communicated to all students & staff in advance of events.</p> <p>Ensure sufficient & relevant signage is in place to support the measures.</p> <p>Ensure free visors are available to students & staff at all times.</p>	CP CP CP	In advance of programme starting



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An inability of NHS Track And Trace to contact those in attendance should someone show symptoms after sessions or events	Students Staff	All staff & students required to register with NHS Track & Trace APP & Check-In at venue when they arrive on site. Manage confirmed cases of covid-19 amongst students & staff in accordance with public health guidance. Contain any outbreak by following local health protection team advice.	Measures fully communicated to all artists & staff in advance of events. QR code in place for check-in.	CP CP	In advance of programme starting
Getting or spreading coronavirus as a result of unwell / symptomatic people attending sessions or events	Students Staff	Any students / staff members who have coronavirus symptoms, live with those with symptoms or who have been advised by NHS Test & Trace to self-isolate must not attend. External contractors will also need to ensure this is adhered to within their workforce.	Communicate measure to students & staff & contractors in advance & via signage at entrance. Health Declaration to be undertaken by all staff, artists & contractors prior to events.	CP CP	In advance of programme starting



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Concern, anxiety & negative impact on Mental Health, in relation to coronavirus	Students Staff	Engage with students & staff in the development of risk assessment & policies, shaping our approach collaboratively. Communication of risk assessments, policies & procedures to all staff & students in advance of programme. Provision of additional Mental Health support through partner agency, Open Door Centre. Adopt all current & relevant UK Government guidance as far as is feasibly possible & relevant to our operations.	Ongoing collaboration with all staff in updating of risk assessment & policies. Communicate measure to students, staff & contractors in advance & via signage at entrance. Display 'Staying COVID secure' notice to indicate our adoption of UK Government guidance.	CP CP CP	In advance of programme starting
Increased risk of infection and complications for vulnerable students & workers	Students Staff	Engage with staff & students at high risk & those who are clinically vulnerable or extremely clinically vulnerable, or live with people within these groups. Identify all possible additional procedures to ensure risk reduction for these individuals.	Communicate measure to students, staff & contractors. Identify staff & students who fall within these groups & engage dialogue.	CP CP	Ongoing
Getting or spreading coronavirus when travelling to and/or from our venue	Students Staff	Staff & Students encouraged to walk & cycle where possible. If travelling by public transport, abide by all current restrictions.	Communicate measure to students, staff & contractors in advance.	CP	In advance of programme starting

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Coronavirus policies inhibiting implementation of standard accidents & security procedures	Students Staff	Review our safeguarding, incident & emergency procedures to ensure they allow social distancing as far as possible.	Ensure procedures are fit for purpose & updated. Ensure adequate staffing levels to ensure measures are delivered.	CP CP	In advance of programme starting
Monitoring of control measures to ensure they are working as planned	Students Staff	Review our measures on a regular basis to ensure they are performing as planned and consistent with changing government & local authority guidance. Engage staff & students in this process.	Review measures at regular intervals.	CP	Ongoing