

Covid 19 Risk Assessment Template

This template can be used by Guildhall School, Junior Guildhall, CYM and any others associated with Guildhall School to formulate a risk assessment. Ownership of risks resides with the organisations who complete them.

Building Name & Location	Norfolk CYM, CNS School, Eaton Road, Norwich NR4 6PP				
Assessor	Juliet Rickard	Department	GYA	Proposed Date to Start Operations/Activity	17/04/2021
RA Reviewed by	Sheree Miller, Barbican/Guildhall School	Date			

Introduction:

1. Any activity by the School or its associates in any buildings will need to risk assessed follow a series of guidance as listed below:

The first principles are to ensure that whoever is taking part in the activity (staff, teachers, students, support teams) will need to be working in a Covid safe environment. Government Guidance: [Working Safely during the Coronavirus: Office and Contact Centres](#) has a four stepped (ordered) approach offering a good baseline on which to plan activity:

- i. In every workplace, increasing the frequency of handwashing and surface cleaning
- ii. Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible)
- iii. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
- iv. Further mitigating actions to be considered in the risk assessment include:
 - increasing the frequency of hand washing and surface cleaning
 - keeping the activity time involved as short as possible
 - using screens or barriers to separate people from each other

- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)

If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment and a clear policy should be in place to manage a Covid-19 positive individual if using fixed teams.

2. Performing arts (extract from Gov Guidance on [higher education reopening buildings and campus](#)’ – performance arts)

Certain types of course, for example in the performing arts, have involved a degree of practical face-to-face teaching and assessment. Some providers have found alternative methods during the outbreak. You might consider how to encourage new ways of delivering in-person teaching and assessment that adhere to [guidelines on social distancing](#), so that all students can receive a high-quality educational experience in a way that protects both students and staff.

Venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission - from either the performer(s) or their audience. There will be further guidance setting out how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience. (Further recent guidance: see below.)

The current risk assessment is that both singing and playing wind or brass instruments may carry a potential higher risk of transmission such that participation in these activities requires particular attention to the risk involved, and therefore should await further guidance. Recommendations for addressing these risks include but are not limited to: keeping to the smallest number of singers or wind and brass players in one space, enhancing social distancing, and careful use of fixed teams where appropriate. You are expected to implement the specific guidance relative to particular activities which form part of the overall performing arts delivery, for example hair dressing for costume, and so on.

The Department for Culture, Media and Sport (DCMS) has [published guidance on the performing arts](#). This may help providers understand the restrictions on professional performance, including aspects of music, dance and performing arts provision that may require specific safety measures. You might also find DCMS’s list of [guidance published by partner organisations](#) useful.

3. **Guidance summary on the [performing arts](#) and training (note that the current government guidance does not permit indoor live performances):**

Social distancing should be maintained wherever possible in the performing arts environments including training. Mitigations should include all actions as listed in point 1. 'Fixed teams, groups or partnering' where social distancing may be impractical (such as intimate/fighting scenes in theatre, dancing, costume fitting, hair and make-up) could operate by e.g., grouping people together throughout a production, project or term, limit swapping between teams, limit mixing during breaks or moving around buildings. Note that it is unlikely that this approach will be possible where performers or teachers work with more than one group or organisation simultaneously.

Incorporate use of screens where feasible to separate individuals or fixed teams from each other where they cannot achieve social distancing. Social distancing applies to all parts of a premises or venue, not just the place where people spend most of their time, but also entrances and exits, break rooms, dressing rooms, canteens, foyers and bars, and similar settings. These are often the most challenging areas to maintain social distancing.

Assessing the capacity of any space to be used and appropriately managing this to maintain social distancing is important. Maximum capacity calculations should consider appropriate social distancing given the nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout and the configuration of space. Particular attention should be given to ventilation and sufficient circulation space especially around equipment and between groups and any classes and coaches or teachers. The total space should be taken into consideration to reasonably allow social distancing within the building including constraints on washrooms and pinch points. Manage occupancy levels and changeover by reducing class, rehearsal group or audience sizes and amending timetabling including staggering arrival/departure time, using markers and introducing one way systems, allowing sufficient break time between sessions or performances. Further time to factor in additional travelling/dropping off, handwashing upon arrival, movement around the building as more space is used for social distancing, using stairs instead of lifts. Social distancing should also be considered in the common areas with, for example, staggered breaks.

Organise and design the repertoire, rehearsals, training and performance to avoid situations where performers cannot socially distance wherever feasible. Adapting live performances to ensure safety such as technological solutions and reduce interaction.

Singing and playing wind and brass instruments will require specific considerations to minimise or mitigate risks. Further guidance will be issued when there is sufficient scientific evidence to support a move.

Singing: The observance of extended social distancing (current guidance is that if the activity is face-to-face and without mitigations, **3 metres** is appropriate) between singers and others. It is recommended to have additional mitigations where possible such as screens. Groups of singers should be

limited in size to allow social distancing and only increased following a further risk assessment based on size of space, ventilation levels, position of singers in the space, effectiveness of screens and possibility of fixed teams. If using fixed teams as a mitigating factor, it is important that this team is vigilant regarding symptoms with a member of staff having oversight of fixed teams and ensuring mitigations are in place. Fixed teams should also socially distance from others such as conductors by **3 metres** and consider use of screens. Avoid exposure to audiences, crew and other performers by using alternative programmes, technology or orchestrating for fewer voices should be the first priority. Operating outdoors should also be considered as well as positioning side to side, back to back and avoiding singing face to face even when following the required distancing.

Wind and brass: Observing extended social distancing (current guidance is that if the activity is face-to-face and without mitigations, **3 metres** is appropriate) between each player, and between players and any other people such as conductors, other musicians, audiences or accompanists. Limiting wind and brass playing to group sizes which are as small as possible to one discrete space, and only considering increasing this number if a comprehensive risk assessment has been conducted which includes but is not limited to the results of further research currently being conducted, the size of the space, the ventilation levels within the space, the positioning of players and their instruments within the space, the effectiveness of any screens in use, the use of fixed teams to reduce contacts. Avoiding exposure of audiences, crew and other performers through using alternative programmes, technology or re-orchestrating for other instruments as the first priority and operating outdoors if possible. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to observe extended social distancing. For wind and brass players working with other individuals, positioning side-to-side or back-to-back and avoiding playing face-to-face wherever possible, but with particular regard to the position of instruments with lateral transmission such as piccolos and flutes. When essential, if it is not possible to maintain recommended extended social distancing whilst playing wind or brass instruments, using one or multiple fixed teams to manage risk of transmission and considering limiting the number of wind and brass players in any fixed team to the smallest number possible. Fixed team numbers must be carefully considered and managed and only increased following a further comprehensive risk assessment. If using fixed teams as a mitigating factor, it is important that this team is vigilant regarding symptoms with a member of staff having oversight of fixed teams and ensuring mitigations are in place. Fixed teams should also socially distance from other ensemble members and conductors by 3 metres and consider use of screens. Risk assessments for using screens will also be required to ensure transmission risks are being managed such as cleaning procedures.

Playing music (excluding singing, wind and brass): Observing social distancing at all times whilst playing. For professionals (i.e. for work purposes) where social distancing is not possible, using fixed teams which are positioned socially distanced from any other fixed team or anyone else. It is also unlikely that this fixed team approach will be feasible where professional performers work with more than one group or organisation simultaneously. Using back-to-back or side-to-side positioning (rather than face-to-face) whenever possible. Playing outdoors wherever possible. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. Considering using screens or barriers in addition to social distancing.

Shift patterns and working groups: Change the way work is organised to create distinct groups and reduce the number of contacts each worker or participant has. As far as possible, where workers or participants are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Members of fixed teams observing social distancing amongst themselves, and between fixed teams. You should assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones. Creating zones in a venue or premises to separate groups, for example those who work front of house (such as sound operators) from other production team members and performers. Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals they should maintain social distancing requirements with each group and avoid situations where this could be broken such as demonstrating with a partner. If they need to demonstrate, they will need to consider bringing someone from their own bubble. Efforts should be made to reduce the number of groups they interact with and the locations they work in.

Casting and auditions: to reduce transmission and maintain social distancing where possible whilst casting and auditioning, consider self-taping or online auditions to reduce numbers on-site. A live feed may help reduce numbers of a creative team attending casting and auditions. Removing waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting. Using screens to create a physical barrier between people, for example between casting team or accompanist and candidates. Considering how to appropriately protect any supporting creative team, for example by using screens or ensuring social distancing can be maintained. Reducing size of cast where possible to reduce the number of contact points, for example by reducing numbers of non-essential supernumeraries, players taking dual roles.

Training: Avoiding any training exercises that compromise the social distancing guidelines of 2 metres (or 3 metres for singers, wind and brass). Where it is essential for performers in training to breach social distancing, keeping them in place for the minimum possible time. Avoiding face-to-face positions where possible. Dividing classes and training sessions into small groups.

Rehearsals and performance: Reducing cast, orchestra and other performance group sizes wherever possible to enable social distancing to be maintained. If close contact is absolutely essential, minimising this and using fixed teams where possible. Map out productions in advance of commencing in-person rehearsals. Learning lines or parts in advance to avoid carrying scripts in rehearsal. If possible, display scripts onto screens in rehearsal rooms to reduce contact requirements and to support accessibility. Increasing use of technology in rehearsals such as to complete read-throughs, and in performance where feasible. Avoiding rehearsing and performing face-to-face wherever possible. Performers attending rehearsals and performances only when required for their part. Changing the call schedules so that only those required are on-site. Detailing rotating of cast when entering and exiting the

stage trying to minimise the number of people working in the same area at the same time. Using radio, phone and video links where possible to avoid face-to-face contact.

Set design and construction: maintain social distancing where possible whilst designing and constructing the set and minimise close proximity during set up and transportation. Using additional trucks for transport of equipment and large items and increasing the use of mechanical handling equipment such as forklifts to reduce the number of people required to lift heavy cases and scenery. Allocate sufficient time and workspace for any off-set prep work to be carried out safely. Pre-fabricating as much set as possible off-site, only assembling and painting on site, following as necessary any additional published guidance such as [operating in factories](#).

Sound and lighting: maintain social distancing where possible by measures such as creating a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the sound team and audience or other crew. Where the sound desk is positioned close to audience seating, consider leaving empty the closest row of seats. Regularly cleaning desks, for example, sound, lighting, mics and battery packs.

Stage management and back-stage: maintain social distancing where possible by restricting workers allowed back-stage and on-stage to those who are essential and not permitting visitors back-stage or at stage door. Consider how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers. Reconfiguring back-stage to introduce one-way systems and use of dressing rooms and crew rooms by fixed teams. Limit prop handling to the minimum possible number of people and clean after every performance, and where possible between uses if handled by different people. Limit handling of key props on set to a dedicated crew member and relevant cast. Providing markers on-stage for music groups to adhere to social distancing. Marking out a clear route onto the stage for soloists and conductors entering for a performance. Limiting the staging of the performance to the performance or stage area only and excluding directions for the performers or crew to exit the stage area and move amongst the audience. Consider cover responsibilities, such as Assistant Stage Manager covering the book, maintaining where possible a separation between those operating front of house and back of house.

Orchestra pits and band areas: Orchestra pits and band areas are often small and tight spaces where social distancing may be difficult. Particular attention needs to be paid to risk management in these environments. Considering reducing the number of musicians using the orchestra pit or band area, for example by moving them to other locations within the performance space to enable social distancing to be possible. Marking up the orchestra pit or band area so that all musicians are clear about their spacing and social distancing (ensuring the extended distance required for singing and wind and brass instruments). Putting in place additional precautions for wind and brass instruments and singers as mentioned in this guidance. Positioning musicians side-by-side or back-to-back where feasible and avoiding face-to-face. Considering using screens or barriers, especially where musicians/conductors are facing each other, whilst taking account of health and safety requirements regarding noise exposure. Maintaining the

appropriate distance between players in the orchestra pit or band area and anyone on stage. Forming fixed teams of regular musicians as permitted by this guidance.

Costumes and concert dress: Where the social distancing guidelines cannot be followed in full in relation to a particular activity, organisations should consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff, workers, participants and audiences. Some productions may require costume fitting where social distancing and avoidance of intimate face-to-face contact is impractical. In these instances, consider using screened-off cubicles for cast to receive their costume and dress without assistance where possible. Creating costumes/wigs that do not require assistance to put on during the production. Where assistance is unavoidable (for example for quick changes in the wings), where possible avoid face-to-face positioning during fittings. Where face-to-face positioning during fittings is unavoidable, following the [government guidance on working in close contact settings](#) where relevant.

Using fixed teams only where essential and unavoidable. It is unlikely that this fixed team approach will be possible where professional performers work with more than one group or organisation simultaneously. Reduce cross contamination by sanitising and ventilating changing cubicles between use, separating individual cast members' costumes in plastic bags, hanging cast members' own clothes inside a clean plastic cover, laundering costumes between each use and covering individually in plastic covers after cleaning. Avoiding sharing equipment, for example maintaining a dedicated sewing machine for one user. If this cannot happen, maintain a cleaning regime after use. Complete costume fittings as far as possible during prep or off-site to avoid people congregating back-stage. Reduce the number of quick changes or increasing time between changes. Musicians may consider arriving at a performance venue or premises in the clothes they will wear for the performance.

Hair and make-up: avoid close contact and the requirement for intimate face to face contact by limiting the need for hair and make-up in productions. In some productions, this may be unavoidable so in the first instance, ask performers to do their own hair and make-up where appropriate. If this is not possible, follow [government guidance on working in close contact settings](#) where relevant. Use fixed teams if possible, as set out previously. Position hair and make-up stations to allow appropriate social distancing or using screens between stations and limit the time spent in a hair and make-up chair whenever possible. Allow extra time for processes to limit the cross-contamination risk, for example allocating own makeup kit, brushes, hair products and equipment to each cast member, to be sterilised each day and only used on them, supplying pins, disposable brushes for lips and glues where possible. Increasing equipment and surface hygiene will be essential for controlling infection risk. For example, maintain minimum equipment, sterilise and disinfect equipment and surfaces after each application, use disposable brushes and applicators.

Handling props, musical instruments, technical equipment, and other objects: encouraging increased handwashing and introducing more handwashing facilities providing hand sanitiser where this is not practical. Avoiding sharing personal items such as phones, chargers, pens, and owners take responsibility for regularly disinfecting their own personal equipment. Using designated storage for large instrument cases; musicians with smaller

instruments keep cases under their seat. Avoiding sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user, for example cameras, percussionists maintaining their own sticks and mallets. Handling of music scores, parts and scripts to be limited to the individual using them. Making available extra radios and headsets or earpieces, dedicating a member of each team to be responsible for them for the duration of the production, and making sure these are appropriately cleaned if not single use. If equipment has to be shared, regularly disinfecting it (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following UK Government guidance. Consider limiting number of suppliers when hiring equipment. Responsibility of cleaning hired instruments should be discussed with the suppliers. Transporting equipment in accordance with Government guidance for vehicles. Cleaning hire equipment, tools or other equipment on arrival and before first use. If receiving deliveries in advance of when required, store in a clean location and clean before first use. Cleaning of musical instruments by musicians playing them, where possible. Cleaning of audio description headsets between use and after handling by staff. Creating pick-up and dropping-off collection points where possible, rather than passing equipment such as props, scripts, scores and mics hand-to-hand. Not permitting audience onto the stage or to touch equipment, props, instruments, set or other objects used by performers. Taking precautions when handling heavy equipment, such as re-evaluating spaces to avoid people working in close proximity, increase mechanical handling, using pairing system, reduce job and equipment rotation, cleaning procedures of shared equipment after each use.

Managing broadcast performance without a live audience: maintain social distancing and infection risk by ensuring film or other broadcast crews do not mix with performers in the performance area if to do so would breach social distancing, unless they are part of a fixed group with the performers. Follow the guidance on [broadcast](#), [film](#), and [music production](#) where relevant.

Managing front of house and back of house during a performance: maintain social distancing as far as possible between front of house and back of house teams during live performances, and between performers, crew members and audience members. Creating front of house and back of house zones with people operating exclusively within each zone, where possible. Ensuring that members of fixed teams are particularly careful to maintain social distancing when interacting with audience members and others front of house and minimise time spent doing so. Identifying any roles that typically operate both front of house and back of house, and minimising these where possible. Identifying any roles that interact with audience and manage transmission risk appropriately. Minimising interaction of back of house staff with the audience. People should continue to socially distance from those they do not live with wherever possible. Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors). It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces). In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. At this time, venues should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience; and should not permit indoor grassroots sport to take place. Venues should take account of this guidance and the [outdoor events guidance](#) in organising outdoor performances.

Staging and capacity: the risk assessment should specifically consider the maximum capacity for a given performance and the ability to manage audience behaviour to avoid compromising social distancing. Reducing the venue or building capacity (and when indoor performances permitted, limiting ticket sales to seated audiences only) should be considered to control numbers. Considering where crowding could take place such as at points of ingress and egress, car parking, handwashing and toilet facilities, waiting areas, bars and restaurants and areas in proximity to performance area.

Managing food, drink and retail purchases, and food and drink consumption: Risk assessment of the preparation, handling, purchase and consumption of all food and drink, and other retail purchases should be undertaken to identify the need for any necessary changes to procedures. Please refer to the [guidance for restaurants and bars](#), and for [shops and branches](#) for further guidance and considerations for the operation of retail areas, food and drink concessions. Steps to consider include grab and go, pre-ordering, removing self service, screens at counters, possible table service.

Entrances, exits and managing people flow: to avoid pinch points at exit and entrances to spaces, adapting scheduling to support social distancing and good hygiene. For example, scheduling sufficient time between activity to reduce the possibility of different people coming into close proximity and to allow time for cleaning. Using space outside the site, premises or venue for queuing where available and safe. Outside queues should be managed to make sure they do not cause a risk to individuals, other businesses or additional security risks by rerouting through other spaces or around pinch points. Working with your local authority or landlord to take into account the impact of your processes, for example queues, on public spaces such as high streets. Where possible, designating staff to manage queues and regulate guest access between areas including stairs, lifts, toilets etc and who can encourage the use of hand sanitiser and handwashing. Using one way systems and floor markers to assist with social distancing.

Seating arrangements and use of common areas: seating should be removed as much as possible and carefully marked out to signal those seats that are not in use to maintain social distancing. Seating and space for those requiring disabled seating or wheelchair space should be considered within the social distancing arrangements with due regard to accessibility responsibilities under the Equality Act 2010. Common areas will need to be supervised or signed to ensure social distancing is being maintained. Avoid providing cloakroom spaces and encourage people to not bring large bags or too many items. If space permits, reminding parents who accompany children that they are responsible for supervising them at all times and should follow social distancing guidelines. If parents are encouraged to drop off children, adequate supervision needs to be put in place that will allow for social distancing measures to be maintained. Consider clearly designated positions where staff can provide advice and assistance while maintaining social distancing. Replace seating with wipe down seats if possible.

Toilets: ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Consider the use of social distancing marking in areas where

queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks). To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available. Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces. Keep the facilities well ventilated, for example by fixing doors open where appropriate. Providing more waste facilities and more frequent rubbish collection. Considering the likely patterns of use during a performance, for example during intervals, and modifying any requirements or restrictions to reduce likelihood of these areas becoming pinch points.

Use this assessment to explain how you propose to address the above steps and have particular regard to the performing arts education and whether those doing the work are especially vulnerable to COVID-19.

Overriding principle: Informed decisions made ensuring equality and diversity is paramount to all decision making. Reasonable adjustments must be made when necessary

Notes on Cleaning: Guildhall School is adopting an improved cleaning regime that includes the hiring of 5 hygiene janitors who will focus on the regular cleaning of high touch points including handrails, doors handles, lift buttons, toilets, push button pads etc. They will use approved disinfecting sprays and change cloths regularly. They will also follow specific routes within the buildings and clean spaces following group activities as designated by timetables. Cleaning will also involve special deep cleans of areas prior to reopening and following any confirmed cases of Covid-19.

To support infection control, Guildhall School will adopt a clean and clear approach to workspaces that will require staff and students to wipe clean work areas, shared instruments, screens, exercise mats prior and after use including wipe clean seats/arm rests. Wipes will be provided and bins for disposal. Specific cleaning instructions for instruments is available from Music Administration team.

Notes on ventilation: Guildhall School engineering team are following all available guidance from GOV.UK, the [HSE](#) and PHE as well as the guidance of professional bodies like the Chartered Institute of Building Services Engineers (CIBSE) to make sure we implement “best practice” procedures on the maintenance and the operation of systems. Risk assessment have been completed for the operation of natural and mechanical ventilation systems in relation to the coronavirus. In addition, an assessment of each room/area within each building has been undertaken to create a matrix so that the best strategy for each area can be implemented which will in turn dictate the best use of the space.

- We will provide fresh air to spaces wherever possible using mechanical systems and/or windows and doors
- We will maintain air movement by use of mechanical systems or portable fans where necessary

- We will run certain types of plant for much longer and other types may have to run 24/7
- We will NOT recirculate air from one area to another
- We will NOT operate any plant if we consider the risk of running it to be higher than switching it off
- We will continue to carry out regular maintenance

The above steps are being taken to keep staff and visitors as safe as possible. There will be outcomes including the ability to fully control the temperature and humidity in areas. Building users may experience minor discomfort because of draughts or changes in temperature humidity. Where there are local controls, it is encouraged not to switch equipment on/off or close windows and vents to assist in keeping risk associated with ventilations systems as low as possible.

Notes on PPE: Currently, [face coverings](#) are only mandated on public transport and in shops. Until otherwise stated, the precautionary use of PPE and face coverings should not be encouraged as our main mitigation will be social distancing and hand hygiene/cleaning. Staff and students who wish to use face coverings will not be supported. PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

Notes on Test & Trace: Most departments will have extensive records of who is coming to the site/building you occupy which will be used to track and trace individuals in the event of a positive Covid case being identified. All the attendance monitoring in place should be strictly adhered to and include name, contact details, date and time of visit and location/building. You should further assist this service by keeping a temporary record of your visitors/audience when applicable for 21 days, in a way that is manageable, and assist NHS Test and Trace with requests for that data if needed. Although it is voluntary for visitors/audiences, encouragement to provide details to support NHS Test and Trace should be made to help contain clusters or outbreaks. Personal details are to be retained in line with data protection law. Further information can be found [here](#).

Notes on Protecting People who are at Higher Risk: [Clinically extremely vulnerable individuals](#) have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low. [Clinically vulnerable individuals](#), who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

Please also refer to other **Guildhall School wide protocols** on Safe Guarding, Self-Isolation and Reporting, specific departmental protocols for Music, Drama and Production Arts, Junior Guildhall and Buildings & Ops (engineering and facilities). These will evolve so please ensure you maintain awareness of the protocols.

Associated documents

The documents below offer general guidance associated with our sector (Senior and Junior Guildhall Schools)

Gov Guidance: [Working Safely during the Coronavirus: Office and Contact Centres](#) (first published 11 May 2020)

Gov Guidance: [Working Safely during Covid -19: Performing Arts](#) (updated 17 July 2020)

Gov Guidance: [Higher education reopening buildings and campus'](#) (updated 2 July 2020)

Gov Guidance: [Working Safely in education, child care and social care settings](#) (updated 16 June 2020)

Gov Guidance: [Implementing Protective Measure for education and child care settings](#) (updated 1 June 2020)

Gov Guidance: [What FE colleges and training providers will need to do from Autumn 2020](#) (updated 2 July 2020)

Nation Youth Association: [Managing Activity and spaces during COVID - 19](#)

Health & Safety Executive: [Coronavirus Guidance](#)

Staying Covid-19 secure: [Government compliance poster](#)

TfL London travel safely and sustainably: <https://tfl.gov.uk/info-for/media/press-releases/2020/may/tfl-announces-plan-to-help-london-travel-safely-and-sustainably>

[General Travel Guidance](#)

CoL [Equality Opportunity Policy](#)

Col guidance: [COVID-19 - Staying Mentally Healthy – It's good to talk](#)

CoL [Infection Control Guidance](#):

CoL [HSG66 Supporting front line staff during the Coronavirus \(Covid – 19\) pandemic](#)

CoL [Lone / Remote Working Guidance](#)

[Government](#), [NHS](#) and [Public Health England](#) websites

CoL [Coronavirus Resources](#)

CoL Bulletin – [First Aid \(Covid-19\)](#)

Industry Union Coronavirus guidance: [BECTU](#), [Musicians Union](#), [Equity](#)

Wind, Brass Singing research: [ISM](#)

Risk Rating

		M	M	H	H	H
5		M	M	H	H	H
4		M	M	M	H	H
3		L	M	M	M	H
2		L	L	M	M	M
1		L	L	L	M	M
		1	2	3	4	5

Severity of injury ↑

Probability →

Hazard	Who may be harmed	Initial Risk	Controls to be considered	Controls implemented (or mark N/A)	Additional action needed (or mark N/A)	Who is responsible	Post Risk	Date completed
<p><u>TRAVEL TO SITE</u></p> <p>Exposure to Covid 19</p>	All staff, students and visitors	L	Have all staff/students/parents been briefed on and understand the criteria for deciding whether to travel to site or not (for example, if someone falls ill, social distancing or self-isolation)?	<ul style="list-style-type: none"> All staff and students have been asked to make sure they complete twice weekly Covid testing in accordance with government advice. Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk) Staff and pupils are aware not to come into the site if they test positive and are advised to inform the Head of Centre immediately and self-isolate in accordance with government guidance. Staff and students are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing <p>All NCYM tutors and pastoral staff will receive updated information on:</p> <ul style="list-style-type: none"> a fire drill/lockdown. the most up to date guidance from PHE and the DFE procedures, so they are aware of what to do if NCYM or CNS school has a confirmed case of covid 19. information on NHS test and trace service 	<p>This will be communicated as part of a welcome pack at the beginning of term, including General letter highlighting key issues and info about timetable etc</p> <p>FAQ's e.g. what equipment to bring, what to do at break's, face masks etc</p> <p>COVID absence sheet - what to do if have or suspect symptoms</p> <p>Staff guidance documents distributed at briefing on 19th September 2020 and updated in April 2021.</p>	<p>All staff</p> <p>Head of centre</p> <p>Head of Centre/Deputy/Admin/Pastoral lead</p>	L	

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				<ul style="list-style-type: none"> • NCYM will identify 2 members of staff (Head and Deputy Head of Centre) to be responsible for coordinating the COVID-19 response and any actions. • All staff must be aware of the Covid 19 Response procedure. • Pupils to be reminded regularly about Covid 19 social distancing and the importance of handwashing. • Staff receive refresher induction training at their staff meeting on Saturday 19th September and revisit policies which include. <ul style="list-style-type: none"> - H&S policy, - Infection control guidance - Safeguarding - Pastoral staff are available for those who need assistance leaving the building in an emergency. 				
			<p>Are there measures in place to inform staff/students/parents of the recommended ways of travelling to and from site?</p>	<ul style="list-style-type: none"> • Parents and their children are encouraged, where possible, to walk or cycle to school. • If driving, a drop off area will be designated on site. • Signs are clearly marked on school 	<p>This will be communicated as part of a welcome pack at the beginning of the September term.</p>	<p>Centre, Instrumental tor</p>		

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				<p>entrancing displaying rules on social distancing.</p> <ul style="list-style-type: none"> Pupils and staff are aware to wash their hands again before entering the classroom. Arrival and finishing times to be staggered to avoid mixing. 				
			Have staff/students/parents been made aware of arrangements for vehicle and bicycle parking, vehicle drop off/collection points?	<ul style="list-style-type: none"> Drive in and out drop off point for students Socially distanced cycle parking 	This will be communicated as part of a welcome pack at the beginning of the September term and signs outside	Centre, Instrumental ator		
<p><u>SITE ACCESS AND EGRESS</u></p> <p>Exposure to Covid 19</p>	All Staff and Students	L	Is there a system in place for controlling access to site, so that only those due on site, should be on site? Has this been communicated adequately? Is there control in place for visiting lecturers/teachers to gain entry and follow guidance? Have parents been informed of the process for site access (reduced number or none to accompany child)	<ul style="list-style-type: none"> Only NCYM students/staff will have access to the site. A drop of point in the school grounds will be identified and a member of the pastoral team will direct students into the building A socially distanced reception desk will be in place to ensure everyone signs in and out Masks are worn until 	<p>This will be communicated as part of a welcome pack at the beginning of the September term.</p> <p>Pasotral staff to be briefed before sessions begin.</p>	Head of Centre/Deputy Head of Centre and pastoral team	L	

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				<p>students are in their appropriate rehearsal rooms</p> <ul style="list-style-type: none"> All regular staff/ students will need to sign in with their own pens/pencils Visitors attend by appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the building. 				
			Have start and finish times been staggered in order to reduce congestion at access and egress points?	Yes, and also break times.	Break time supervision needs to be in place	Pastoral lead and Instrumental coordinator		
			Has the capacity numbers been communicated and implemented for specific lessons/study? Have you implemented an alternate timetable?	The timetable allows for no group larger than 15 students and rooms have been measured to allow social distancing and front facing rehearsals.	Information sent out to parents/students	Head/deputy of Centre and Admin		
			If possible, can you implement further access and egress points in order to reduce congestion and promote social distancing?	Yes, the site is large enough to change access doors if needed.	Liaise with the CNS site manager	Head and deputy		
			Will staff/students be briefed regularly on the importance of social distancing and washing/sanitising hands when entering and leaving the site?	<ul style="list-style-type: none"> Students are given regular reminders about the importance of social distancing and reminded this still must take place Pupils and staff wash their hands when changing activities, changing 		All staff		

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				locations, on arrival to school and when leaving school, this is reinforced during the morning.				
			Do staff/students know where sanitising gels are available? (At entrances and in other spaces where deemed necessary.) Have you planned for restock and calculated usage?	<ul style="list-style-type: none"> Hand sanitiser stations are based throughout the premises. NCYM will ensure they have enough stock levels of sanitiser and are working with the school site manager to plan for this. 	Information In the initial briefing and reinforced by all NCYM staff.	Head/Deputy and CNS site staff		
			Have staff/students been made aware of wipes in spaces and to use them before and after using the space?	<ul style="list-style-type: none"> Students will bring their own "kit bag" including tissues, antiseptic wipes, disposable kitchen roll/absorbent pads Skin friendly wipes are also used for those who may have any skin conditions. NCYM will have an additional supply of these items 	Requirements will be communicated to parents in an information pack.	Head of Centre and Admin		
			Have reception areas been fitted with protective screens and disposable gloves made available to staff at these positions?	Disposable gloves and screens will be available	Head/admin to research and consider cost implications			
			Have communal pens been removed from reception and other spaces and other suitable arrangements put in place?	Yes, students/staff will supply their own.		Pastoral lead		
			Have security and other teams been issued with disposable gloves that can be worn when	Yes, A box of supplies has been provided by Guildhall.		GYA Admin		

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			handling trays, necessary papers, books and people's property?					
			Has the need to issue visitors with lanyards and passes been overcome?	We have suspended the use of lanyards		Pastoral lead		
DELIVERIES			Is there a system in place to ensure that site deliveries are being managed properly e.g. drop off points, driver remaining in vehicle if possible, an established team of unloaders for your specific requirements? Have you implemented the use of PPE for Covid security if close working contact is required for unloading items? Have you calculated the time and made provision for sufficient breaks to limit close contact?	N/A				
Exposure to Covid 19			Are there procedures in place to ensure that post and delivered items are COVID-19 free (disinfected or stored for sufficient time to allow virus to die) before they are distributed within the building? Do you need to rearrange lead times on deliveries? Can you reduce the amount of deliveries you need?	N/A				
			Have you agreed a process for operating the loading bay and good lift to maintain social distancing? Have you taken the cleaning of these areas into	N/A				

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			consideration and implemented a regime? Have you ensured adequate PPE that includes Covid safety?					
			Do those receiving the delivered items have access to gloves, wipes, etc.	N/A				
<u>WORKING & TEACHING ON SITE</u> Exposure to Covid 19		L	Are staff/students advised what to do should they feel ill with COVID-19 symptoms? Do they know where they can get this advice?	<ul style="list-style-type: none"> If anyone in your setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance If child is waiting collection indoors, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Open the window. If it is not possible to isolate them or you offer provision outside, you should move them to an area 2ms from others. If bathroom needed, use separate one if possible and this should be cleaned and disinfected using standard cleaning 	All Staff Communicate the responsibility roles to all staff and parents		L	

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				<p>products and use COVID-19: cleaning of non-healthcare settings guidance before being used by anyone else.</p> <ul style="list-style-type: none"> In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area of the setting with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. 				
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				<ul style="list-style-type: none"> Staff are aware of how to contact local Health Protection Team (HPT) NCYM has a nominated Head of Centre/Deputy Head of Centre as COVID response coordinators Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self- isolate if they develop them within the academy and are advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 				
			What physical distancing measures have been implemented to maintain 2metres wherever possible during teaching and practise sessions? Have students/staff been advised that 3 metres social distancing will be required for woodwind/brass/singing and has this been calculated for the proposed space? Have you made provision for both space and use of screens as necessary for orchestra playing? Are they easily understood by the staff/student?	<ul style="list-style-type: none"> All rooms have been measured to accommodate students and staff at a Minimum 2 metre distance (3 for singing/wind instruments). The rooms all have large windows for ventilation and sessions will take place outside wherever possible. 	All Staff	All staff/students		

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			Can you use technology instead to limit the numbers in groups?					
			Have workstations in offices, receptions, workshops, rehearsal rooms, practise rooms, gyms, stores, been organised to maintain the desired 2 metre separation and how? 3 metres if wind/brass/singing?	Yes		Staff briefing in the building to make sure all rooms are compliant.	CNS site staff/All NCYM Staff	
			What additional measures are being implemented to limit exposure to the virus, for example, additional screens, visors, changing usual rehearsal rooms to accommodate 3 metres for singing or wind/brass instruments? Do staff/students know how the maximum number allowed in each room and where to find this information? Have you limited the group sizes to 15 for under 18s? Has adequate breaks been implemented (spending long periods in one space increases risk of infection)? Have staff/students been issued with own equipment if possible to avoid sharing e.g., headsets, hardhats, exercise mats, etc? Can loaned equipment be issued for the term/academic year to avoid cross contamination?	<ul style="list-style-type: none"> • Wind and brass water keys should not be vented directly onto the floor. NCYM will provide newspaper or paper towels to soak up water – players clear up their own at the end of the session and place in a bin at the door. • Pianos used by more than one person will have meticulous after-cleaning and before-cleaning. To be done by the tutor. • Electronic keyboards will be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. Dry keys afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and rung out; leave the residue on for 30 seconds and wipe with dry cloth. • Handles and straps of percussion instruments and beaters should be wiped similarly. 		Pastoral Lead/Instrumental coordinator/All staff		

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				<ul style="list-style-type: none"> Students will be asked to provide their own music stands, but in cases where this is not possible and stands are used by more than one person they will be wiped similarly. Knobs, buttons, sliders etc on ICT equipment, amplifiers, CD/MP3 players and so forth will be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment. Always unplug from the mains before cleaning. After five days of not being played, normal cleaning of any equipment will suffice. 				
			Have you grouped staff/students into bubbles to limit risk of infection? How do you plan to communicate this?	Yes, Timetables will reflect student bubbles and be sent out before the first session.		Head of Centre and Admin		
			Is it planned that site inductions will cover COVID-19 safety control measures and is it proposed that these inductions are organised to maintain physical distancing? Have you put together specific regimes or guidance such as how to clean instruments/props etc?	Yes, staff have been taken through measures in place.	<p>Guildhall cleaning, handwashing and hygiene plan to be communicated to all staff/parents/students and host school</p> <p>Specific guidance will be issued to teaching /pastoral staff outlining responsibilities.</p>	Head of Centre and Admin		
			Is there a communication system planned to update staff/students	Yes, through emails, social media and website.				

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			on changes/proposed changes to COVID-19 arrangements on site e.g. briefings, internet, e-mails, etc.?	Reviews will be sent out to staff/parents/students as necessary.		Head of Centre and Admin		
			Have you implemented a plan to expand site-wide cleaning procedures to ensure that touch point areas (for example, door handles, handrails and machinery controls) so they are disinfected more often and to a greater degree? Are you implementing localised measures for specific activity such as shared instruments, costumes, props, etc?	Yes. Increased cleaning hours before and after the session through the host cleaning team. Tutors will monitor the cleaning of instruments/teaching areas Pastoral staff will wipe down toilets/communal areas every hour.	A quote for extra cleaning costs has been requested	Head of Centre/GYA		
			Are there plans to disinfect instruments, music stands, equipment, handles, props and tools that may be shared and provide recognised drop off points to reduce the risk of physical contact? Do workers/staff looking after these items have a regime in place to ensure safety such as time between lending instruments, specific cleaning regime appropriate to the item/instrument, appropriate product use and adequate PPE to handle the items? Have you assessed if you need to share	Students will be asked to bring their own stands and where this is not possible, all stands will be disinfected before and after use. Instruments will be cleaned in line with the guidance mentioned above. Particular care needs to be taken with Percussion equipment which is shared with the school and music hub. An audit of equipment and cleaning responsibilities is planned for the beginning of September.	Meeting for instrument audit with other partners took place on 6/9/20			

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			these items or can further be purchased or issued longer term?					
			Is it proposed to mark floors in work and rehearsal areas to remind staff of social distancing measures? If staff/students are operating in fixed teams? Can you avoid mixing fixed teams? What measures are you taking to ensure that each fixed team are socially distanced from the other?	The school already has marked floors. Students/staff are working in small sustainable bubbles, therefore avoiding contact where possible. Social distancing will take place at all times.	Once ensemble numbers are finalised staff will plan the layout of rehearsals on 19 th September.	All Staff		
			Has the removal of physical contact and face to face working been implemented and where?	N/A		All staff		
			Has close working been avoided or minimalised?	Yes		All staff		
			Where close working is foreseeable; are there control measures such as: - Minimise the frequency and time staff/students are within 2 metres of each other - Introducing pedestrian traffic flows in spaces, e.g. keep left, one way systems - Minimise the number of staff/students involved in these tasks - Requires that staff/students should work side by side, or facing away from each other, rather than face to face - Use of face coverings	<ul style="list-style-type: none"> Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible and a "one way" system. 2 or 3 metre distance encouraged at all times Small sustainable bubbles created Students/staff work at an appropriate distance or outside where possible Side by side and facing the front at all times Face coverings should be used where possible and in communal areas. Windows open in all teaching rooms/communal areas 	This information will need to be included in the specific guidance to all staff/students/parents	Head of Centre/ All Staff		

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			-Implementation of fixed teams -Ventilate the space more frequently such as opening doors and windows (when not possible, consult with Premises Controller that the rooms are appropriate for proposed use)?					
			Does the Premises Controller have adequate supervision in place to ensure that their COVID-19 RA and procedures are being followed by workers on their site? Are you aware what this will be? Have they confirmed the cleaning regime?	Head of Centre will work with the school site team to ensure that all conditions are in place. A copy of the school RA has been shared outlining details of cleaning regimes, policies etc.	Additional cleaning costs agreed and a meeting of the Head of Centre and Site manager.	Head of Centre		
			Is it proposed to display "Five Steps to Safer Working Together" poster in a prominent location?	As guests on school premises this is a question we can ask.				
EMERGENCY PROCEDURES Exposure to Covid 19			Have you confirmed that emergency procedures have been reviewed to take account of the COVID-19 risk e.g. designated fire marshals may not be available; whilst social distancing is not critical during an emergency evacuation once people arrive at the assembly point a 2 metre separation should be established again; how will intruders be dealt with?	The Fire drill policy will be reviewed and shared with all staff to include the need for social distancing at assembly points. A member of the school site team will be available to call upon for unexpected visitors and contacting the emergency services will be the next step.	Policies need to be reviewed ready for the start of term	Head of Centre/ Deputy Head of Centre and Admin		
			Have first aid procedures been reviewed and updated in respect of COVID -19 advice? Has additional PPE been provided to	First aid trained teachers will be given the latest advice on COVID and PPE will be available (in line with school policy)	Additional training for first aiders to be organised			

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			first aiders and do you know who to get this from?					
HAND WASHING & HAND SANITISATION, COUGH ETIQUETTE Exposure to Covid 19			Where necessary, is it proposed to provide additional hand washing facilities if possible (for example, pop-ups) in appropriate areas?	Yes, hand sanitiser will be available throughout the premises and additional supplies will be purchased by NCYM	Pack from GYA and School sanitiser	PAstoral Lead/Instrumental coordinator and Site Team		
			Does the Premises Controller intend to provide workers with hand sanitiser (minimum 60% alcohol based) in locations where fresh water and soap are not readily available? Will hand sanitisers be available at entrances and exits? Have other locations been identified as benefitting from additional hand sanitiser such as prop tables?	This will be a joint discussion between the Head of Centre and host school site team.				
			Does the Premises Controller plan to ensure that hand washing facilities are checked, cleaned and topped up?	Yes				
			Have staff/students been briefed on hand washing procedures (for example, minimum 20 second duration) and cough etiquette (into tissue and disposed of or crook of elbow)? Have staff/students been advised to wash hands (or if not possible, sanitise hands) at specific points such as before/after classes, practise sessions, using shared	A detailed code of conduct will be sent out.	Head of Centre and Admin to draw up a code of conduct and send to parents/students before sessions begin.			

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			instruments, using shared music stands, using toilets, eating & drinking, using props/costumes/tools, using shared computers/mixing & lighting desks, etc?					
			Is there an adequate number of NHS handwashing/cough etiquette posters in strategic locations?	yes		Host venue		
<u>TOILET FACILITIES</u> Exposure to Covid 19			Is the Premises Controller proposing to restrict the numbers using site toilet facilities at any one time and/ or provide 2 metre markers in order to maintain social distancing?	Yes, toilets are single use and will be limited to one in one out, allowing social distancing.				
			Will the site's toilets cleaning procedures be enhanced, with a focus on touch points? Has guidance been issued on closing toilet lids prior to flushing?	Yes NCYM staff will check and clean toilets. Deep cleaning will also take place before and after sessions.		Head of Centre/Pastor ale staff		
			Will staff/students be advised that they should wash or sanitise their hands both before and after using the facilities? Is there adequate signage on handwashing in place?	Yes Signs will be up in both toilets.	Confirmed in planning meeting with Site team	CNS School site team		
<u>CAFÉ & REST AREAS</u> Exposure to Covid 19			Will cafe areas be marked as to the maximum numbers as to maintain social distancing? Has furniture been arranged to ensure this? Has food/drink been covered and handling minimised?	N/A				

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			Will breaks be staggered to help maintain physical distancing ?	Yes, Breaks will take place in teaching rooms to avoid contact between students/staff.		Head of Centre/Pastoral Lead		
			Are staff/students encouraged to bring in their own food in order to reduce interactions? Are they advised to eat outside or at desks if appropriate?	Yes, Any snacks will be brought in by students/staff. There will be no tuck shop.		Head of Centre/Pastoral Lead		
			Will café/rest areas cleaning be enhanced, with particular focus on touchpoints, tables, kettles, refrigerators and microwave ovens, to ensure that they are disinfected more often? Has instructions been issued on not sharing plates/cups/cutlery and information issued to ensure items are cleaned before/after use?	N/A				
			Is the cafe providing pre-prepared or wrapped food?	N/A				
			Are staff/students encouraged to wash or sanitise their hands when entering and leaving these areas?	N/A				
			Will seating areas be arranged to maintain the 2m separation distance? Are there other areas for break spaces that can be utilised?	N/A				
<u>CHANGING FACILITIES/ DRESSING ROOMS</u>			Will changing facilities/dressing rooms be marked as to the maximum numbers as to maintain social distancing?	N/A				

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Exposure to Covid 19			Will use of changing facilities/dressing rooms be staggered to help maintain physical distancing? Can you utilise other spaces to limit the numbers using changing/dressing rooms?	N/A				
			Will changing facilities/dressing rooms cleaning be enhanced with a focus on touchpoints to ensure that they are disinfected more frequently? Have you limited the number of items required in the rooms? Have you limited use of showers to only those requiring it and agreed a cleaning regime to limit infection risk?	N/A				
<u>MEETING ROOMS</u> Exposure to Covid 19			Have meeting rooms been taken out of use or organised to maintain social distancing?	N/A				
			Have notices been displayed to advise people of the maximum numbers of people permitted in open meeting rooms whilst still maintaining 2m separation throughout?	N/A				
			Have steps been taken to avoid transmission during meetings for example: taking touchscreen out of rooms, arranging furniture and/or replacing with wipe clean furniture; avoiding sharing of pens and other objects; etc.	N/A				

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<u>PLANT & WATER SYSTEMS & VENTILATION</u> Exposure to Legionella bacteria, limiting infection risk via aerosol			<p>Has reduced building water usage been considered and the need for flushing?</p> <p>Has the plant been restarted and operating efficiently?</p> <p>Is it confirmed that the ventilation is circulating fresh air only (and not recycling air)? Has other ventilation mitigations in place (local air con, open windows, fans, etc)?</p>	N/A				
<u>REHEARSALS</u> Exposure to Covid 19 <u>e.g.</u>			<p>Have reviewed the production and reduced the cast size, orchestra size, group size if possible to maintain social distancing? Have you ensure the rehearsal space can accommodate the rehearsal and observe social distancing? Have your considered fixed project teams?</p>	<p>Yes, No ensemble will exceed 15 students and the 2/3 metre rule will be in place throughout.</p>		All Staff		
			<p>Have you mapped out the productions in advance of commencing in-person rehearsals to minimise face to face contact, allow, social distancing, learning lines or parts in advance to avoid carrying scripts in rehearsal if</p>	<p>Yes, Room layouts will be agreed before any sessions take place.</p> <p>Staff will remain in one room throughout the morning to minimise movement and contact.</p>		All Staff		

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			possible (this may be challenging in a teaching environment so ensure regular hand hygiene/santisation is available and avoid sharing scrips/music)?					
			Have you considered use of technology in rehearsals such as to complete read-throughs where feasible? Can you deliver the rehearsal socially distanced with the use of technology?	Yes		All Staff		
			Have you considered performers attending rehearsals and performances only when required for their part? Changing the call schedules so that only those required are on-site?	Yes, larger groups will rehearse in sections only.		All Staff		
			Have you considered further use of radios to avoid contact? Have you considered reducing props/costumes/wigs/set design to avoid close contact? Have you ensure adequate santisation of props etc before and after use in rehearsals and productions?	N/A				
OTHER SPECIFIC AREAS – PLEASE LIST. Exposure to Covid								

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[HSE Guide - Five steps to risk assessment](#)

***Action: Sharing the risk assessment (Statement from Guidance):**

You should share the results of your risk assessment with your workforce.

Below you will find a notice you should display in your workplace to show you have followed this guidance:

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

All risk assessment must be reviewed periodically and revised and updated whenever there is reason to believe they are no longer valid. This will include when changes are made to government advice and guidance