

HEALTH & SAFETY RISK ASSESSMENT FORM – WRANGLERS CHILDREN'S THEATRE COMPANY



Staying COVID-19 Secure in 2020

Risk Assessment Coronavirus (COVID-19): implementing protective measures in Dance and Drama settings

Name of School: Wranglers Theatre Children's Company

Name of Chair: Wendy Holmes

Postcode of premises: PL3 6JQ

Disciplines offered: Musical Theatre

Ages: Foundation to Year 5/Year 6 – Year 13

Intended start date (based on continuing guidance): 1st September 2020

Risk Assessment written by Rebecca Marshall based on information provided.

Dated: Thursday 20th August 2020

Risk Assessment implemented by Wendy Holmes and Diane Sullivan

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Rationale

In all education, childcare and social care settings, preventing the spread of Coronavirus involves dealing with direct transmission (for example, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be put in place to minimise and/reduce the risk of infection for staff and young people.

This Risk Assessment was undertaken based on information provided by the UK Government, issued on the 23rd June 2020 and updated on 10th July 2020. Reference was also made to Music Unlocked: Guidance for Schools and Music Providers <https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Schools-August-2020.pdf> and <https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Providers-August-2020.pdf> In addition, Wranglers Children's Theatre Company has liaised with other community dance/drama groups, to ensure that the proposed controls included in this risk assessment are as rigorous as possible. The Wranglers Children's Theatre Company is very grateful to TheatreTrain for allowing us access to their Covid-19 Secure Risk Assessment

The Risk/Probability Controls and Severity Ratings are as follows:

(R) Risk rating = S x P Low = 1-5; Medium = 6-10; High = 11-15; Very High = 16

(P) Probability: V. Unlikely = 1; Unlikely = 2; Possible = 3; Likely = 4; Almost Certain = 5

(S) Severity: Insignificant = 1; Minor = 2; Moderate = 3; Major = 4; Fatal = 5

Any rating over 10 (after controls have been put in place) is considered too high

Whilst virtual classes were held via Zoom from April 2020 – July 2020 (and will resume depending on changes to UK and local government guidance), the nature of Dance, Drama and Musical Theatre requires physical presence, where possible, to ensure technique is properly managed to prevent injury and to maintain full enjoyment by all participants.

Physical contact will be limited, or managed, in line with the control measures outlined in this document and Government guidance on 'Social Distancing'. Any change resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to Wendy Holmes, Diane Sullivan or Rebecca Marshall at Wranglers Children's Theatre Company.

This Risk Assessment forms part of Wranglers' over-arching Risk Assessments and Safeguarding Procedures and should not be viewed in isolation.

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Assessment Reference No.	2020/1	Area or Activity assessed:	<i>Wranglers classes at Highview Primary School</i>	Total number of sheets used: 11
Assessment date	20th August 2020			
Persons who may be affected by the activity (i.e. are at risk)	Young people and staff			

Hazard No.	Hazard Description	Risk	Who is at Risk?	Residual Risk			Further action needed to reduce risks	Reduced Risk		
				S	P	R		S	P	R
1	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Contracting and/or transmitting COVID-19	All	4	4	16	<ul style="list-style-type: none"> To continue following ongoing government guidance https://www.gov.uk/government/publications/covid19-stay-at-home-guidance To follow government action of self-isolation https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Where a staff member, to maintain contact with the Chair/Vice Chair and to follow organisation policy / guidance. Where the child, young person or staff member tests positive, the rest of their class or group within Wranglers should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Continue to offer classes virtually where possible in order that self-isolated students can continue to participate – thereby encouraging parents and students to ‘do the right thing’ and follow current advice 	4	2	8

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2	Persons classified as vulnerable	Contracting and/or transmitting COVID-19	Vulnerable persons (staff and young people)	6	3	18	<ul style="list-style-type: none"> To ensure extremely vulnerable persons follow UK Government guidance https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 To extend registration form for 2020 to include this information 	5	2	10
3	Staff or students with individual Risk Assessments (i.e. disability, young persons or new/expectant mothers)	Contracting and/or transmitting COVID-19	Identified individuals	4	3	12	<ul style="list-style-type: none"> Existing individual Risk Assessments to be reviewed as necessary and additional measures put in place for those at enhanced risk of contracting and/or conveying COVID - 19. Where it isn't possible to ensure adequate protection for a vulnerable member of staff, they will be advised not to attend Wranglers Where it isn't possible to ensure adequate protection for a vulnerable young person, they will be advised not to attend class and access online/recording 	4	2	8
4	Exposure to COVID-19 due to use of public transport and/or shared family transport	Contracting and/or transmitting COVID-19	All	4	4	16	<ul style="list-style-type: none"> All persons to limit their use of public transport to/from class. If essential, reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) Encourage staff, parents/carers, young people to walk or cycle to their classes where possible Ensure staff, parents/carers and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. No young people/parents/carers to offer or accept lifts from other young people/parents/carers 	4	2	8

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5	Exposure to COVID-19 due to failing to plan parking and drop off measures	Contracting and/or transmitting COVID-19	All	4	4	16	<ul style="list-style-type: none"> • Plan parents' drop-off and pick-up protocols that minimise adult to adult contact • Young people (11 plus) to be dropped by parents who should remain in their car and watch them walk to the entrance to be greeted by a member of staff. • Parents of young people up to 10 years are to park and walk their child to the entrance to be handed over to a member of staff (remaining 1m+ from other families and staff). • Tell parents that if the child needs to be accompanied to their classes, only one parent should attend • Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Make it clear to parents that they cannot gather at studio door, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Verbal confirmation will be sought from parent or carer of up to 10-year olds that they have not been displaying any signs or symptoms of COVID-19. Young people (11+) will be asked for verbal confirmation on arrival that they feel well • 2 members of staff on each entrance: one to register child and one to take temperature and ascertain health • Young people to go straight into designated room with supervision and sit socially distanced 	4	2	8
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6	Wranglers staff failing to act appropriately (infection control)	Contracting and/or transmitting COVID-19	Staff	4	3	12	<ul style="list-style-type: none"> • All staff recommended to undertake a free COVID-19 course providing all of the vital information on COVID-19 to help minimise spread https://www.britishassessment.co.uk/training/elearning/courses/covid-19-awareness/ • Staff have been consulted and informed about the plans (for example, safety measures, reporting requirements, timetable changes and staggered arrival and departure times), including discussing whether additional training would be helpful • Staff have been spoken to about correction method, e.g. delivering guidance at a distance 	4	1	4
7	Venue failing to act appropriately (infection control)	Contracting and/or transmitting COVID-19	All and Venue	4	3	12	<ul style="list-style-type: none"> • Communicate early with venue who will need to prepare to support your plans for opening for example, cleaning, locked cupboard, access times • Discuss with venue staff the additional cleaning requirements • Requirements from venue: <ul style="list-style-type: none"> ○ Locked cupboard only accessible by Wranglers to prevent cross-contamination of our resources ○ Room dimensions of hall and gym ○ Theatre seats to be moved backwards each week ○ Access to 20 plastic chairs and a table in the hall ○ Access to gym through fire doors to playground/carpark – two entrances and exits required to be Covid secure ○ Confirmation that the rooms for hire will be cleaned in between Highview use and Wranglers by 5.30pm 	4	1	4

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8	Arrival/departure to site leading to lack of infection control	Contracting and/or transmitting COVID-19	All	4	3	12	<p>Where possible implement the following practices:</p> <ul style="list-style-type: none"> • Stop all non-essential visitors (includes parents/carers) • Monitor site access points to enable social distancing – increase number of access points to reduce congestion and enable monitoring • Young people enter via entrance close to their designated room – either Main Reception or playground access to gym • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Require all staff and young people to clean with anti -bacterial gel before entering or leaving the space • Allow plenty of space (two metres) between people waiting to enter venue • Regularly clean common contact surfaces in reception, hall and gym • Whilst in general groups should be kept apart, brief, transitory contact where unavoidable, such as passing in a corridor, is low risk. 	4	2	8
9	Inadequate cleaning of space(s)	Contracting and/or transmitting COVID-19	All AND Venue	4	3	12	<ul style="list-style-type: none"> • Regularly clean common contact surfaces in reception, hall, gym and toilets • Remove or move to one side unnecessary items from hired rooms where there is space to store it elsewhere • Encourage hard seating (not fabric seating) • Ensure adequate cleaning between groups is in place, following the COVID -19: cleaning of non - healthcare settings guidance • Check with venue that spaces will be cleaned to Covid Guidelines before and no one will enter before Wranglers 	4	2	8

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10	Lack of ventilation of space(s)	Contracting and/or transmitting COVID-19	All AND Venue	4	3	12	<ul style="list-style-type: none"> • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) ESPECIALLY WHEN SINGING IN SMALL GROUPS AND 1-1 • Increase air conditioning (to ideally maximum) within enclosed spaces • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • To comply with the studio capacities and available on the http://www.alexralls.co.uk/capacity-calculator/ which take ventilation in to account 	4	2	8
11	Lack of hygiene to include hand washing, sanitising and respiratory	Contracting and/or transmitting COVID-19	All	4	3	12	<ul style="list-style-type: none"> • Staff and young people to wash their hands with soap and warm water for 20 seconds and dry thoroughly (ideally every 60mins) • Staff and students to clean their hands-on arrival at the school • Children aged 10 and below to be checked as far as possible • Ensure that hand gel (minimum 60% ethanol or 70% isopropanol) is available where hand - washing facilities are not readily accessible. • Staff and young people to clean their hands with hand gel on arrival at the school entrance • Avoiding touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin ('catch it, bin it, kill it') • Monitoring of younger students to ensure they follow the above • Provision of sufficient bins and box of tissues in each room. Venue to ensure adequate disposal 	4	2	8

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12	Toilet facilities – high risk contact areas	Contracting and/or transmitting COVID-19	All	4	3	12	<ul style="list-style-type: none"> Limit the number of staff or young people who use the toilet facilities - 1 at a time Dedicate a toilet for use by each group (either ones off Main Reception or toilets in middle area) Staff to use disabled toilet Display signage to the above effect OR link to main designated space Young people arrive ready to begin as much as possible 	4	2	8
13	Lack of signage leading to a failure to follow guidance	Contracting and/or transmitting COVID-19	Staff and Venue	4	3	12	<ul style="list-style-type: none"> Use venue signs to reinforce social distancing measures, hand gel etc, COVID symptoms Dry run to be held on 9th September with staff Create signs for doors of toilets re maximum occupancy, do not enter for isolation room etc 	4	2	8
14	Ill young person or member of staff	Contracting and/or transmitting COVID-19	All	4	4	16	<ul style="list-style-type: none"> If a young person is awaiting collection, they should be moved to the isolation room (meeting room off Reception) with designated First Aider (Claire) If they need to go to the bathroom while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. The First Aider should wear a fluid -resistant surgical face mask, disposable gloves, disposable apron. Eye protection can also be worn if required. First aid box should be checked regularly to ensure a full stock and, where possible, they should include resuscitation face shields. First aider to check the latest Government guidance on cardiopulmonary resuscitation 	4	2	8

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15	Class timetable- lack of planning	Contracting and/or transmitting COVID-19	Staff	4	4	16	<ul style="list-style-type: none"> • Decide on groups, times and locations in venue to reduce movement and ensure separate toilets • Young people to remain in same groups for duration of term or until Government guidance changes • Ensure that staffing levels remain the same each week with only necessary specialist rotation. Young people stay in same room 	4	2	8
16	Excess class capacity resulting in ineffective social distancing	Contracting and/or transmitting COVID-19	Staff	4	3	12	<ul style="list-style-type: none"> • In line with Government guidance a maximum of 15 students per class until such a time this guidance is revised. • Classes to be delivered by as small number of persons as possible without compromising safety or child protection measures • Phased increasing of class numbers to take place to ensure that policies and procedures are robust. • Mark up the space(s) with moveable 'spots' to maintain adequate distance in line with current guidance. • As of the 23rd June social distancing guidance was revised to be 1m+ where a distance of 2m cannot be achieved. As further guidance is released capacities may be updated 	4	2	8

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17	Delivery of activities that result in air droplets travelling excessive distance (i.e. Singing)	Contracting and/or transmitting COVID-19	All	5	4	20	<ul style="list-style-type: none"> • Singers are at high risk for transmission for COVID - 19, because of the amount of aerosols with the potential to generate. The need to reduce and control any activities that result in air droplets travelling excessive distance (i.e. singing) is paramount • Introduce further controls than stated already in risk assessment: <ul style="list-style-type: none"> ○ individual or smaller group sizes ○ Small group singing delivered in same direction (no face to face singing) with maximum social distancing and increased distance between the vocalist(s) and piano/teacher beyond 2m where possible ○ No activities that result in forced breath cues (i.e. Vocal Projection, Singing and Breathing exercises) ○ Plan class/rehearsal schedule to avoid situations where singers cannot social distance • To comply with the studio capacities and available on the http://www.alexralls.co.uk/capacity-calculator/ • Classes to be delivered in a well -ventilated room (see ventilation hazard 10) • Consider use of screens between individual singers and teachers 	3	3	9
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18	Use of sound systems	Contracting and/or transmitting COVID-19	Staff	4	3	12	<ul style="list-style-type: none"> • Use Bluetooth and own devices to play music from the sound system in order to minimise contact • Sound equipment should be cleaned before and after use with an anti -viral wipe • Possible purchase of (smaller) second sound system if two groups running at same time • Consider the volume of music. The louder the music, the louder staff will have to project, potentially causing droplets to travel further • Piano should be cleaned before and after use and handled by Musical Director only • Sound systems/instruments to be locked securely away in cupboard for Wranglers use only during the week 	4	2	8
19	Covid contamination on surfaces - Purchase of t-shirts and jazz shoes	Contracting and/or transmitting COVID-19	Staff	4	3	12	<ul style="list-style-type: none"> • Until guidance on contaminated surfaces changes, all uniform to be ordered new and kept in packaging until parent/carer receives it. No returns • No 'trying on' of t-shirts and shoes • All young people to adhere to Wranglers uniform requirements 	4	2	8
20	Covid contamination on surfaces - Shared equipment (i.e. Props, Scripts, Music)	Contracting and/or transmitting COVID-19	All	4	3	12	<ul style="list-style-type: none"> • Work to prevent the sharing of equipment where possible • All young people to have own scripts, music and song words with them 	4	2	8
21	Covid contamination on surfaces – money (term fees)	Contracting and/or transmitting Covid- 19	All	4	3	12	<ul style="list-style-type: none"> • All monies to be paid to Wranglers via bank transfer to limit face to face parent/carer contact/surface contamination/visits to bank to deposit monies 	4	1	4
Name of Assessor		Rebecca Marshall	SIGNED		<i>R. Marshall.</i>		Chair	Wendy Holmes		
							Vice Chair	Diane Sullivan		

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