

Risk Assessment – Stage One Youth Theatre

Assessment carried out by: Steve Clark

Date assessment was carried out: 03/10/2021

COVID-19 Risks

Key References:

[Protective measures for out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) [updated 27 September 2021]

[Guidance for people who work in performing arts](#) [updated 17 September 2021].

[Health and Safety Executive - Managing risks and risk assessment at work](#) [Coronavirus (COVID-19) update, accessed 3 October 2021].

National Youth Agency – [Managing youth sector activities and spaces during COVID-19](#) [September 2021, Version 8]

[Mayfield School Guidance for Parents and Pupils – Full Reopening](#) [updated 2 September 2020].

Definitions:

Staff – People undertaking a defined role for or on behalf of Stage One, this includes Committee members, volunteers and employed personnel.

Parents – People with caring responsibilities for Stage One company members, this includes parents, guardians, carers and those entrusted to pick-up/drop-off company members.

Members – Stage One company members, including potential members, attending rehearsals, auditions, trials and workshops.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Transmission of COVID-19 to staff, members and/or parents attending rehearsals</p>	<p>Staff, parents and members could potentially contract the virus through coming into direct contact with infected surfaces and/or being in prolonged close proximity with infected persons.</p>	<ul style="list-style-type: none"> • Adherence to the “system of controls” set out in Government guidelines used for this risk assessment • Adherence to the relevant “system of controls”, where applicable, set out in Mayfield School’s risk assessment and policies for Out of School Settings on the school’s premises • No one should attend Stage One rehearsals if they are: displaying any symptoms of coronavirus (COVID19); subject to quarantine; subject to self or household isolation. • Adopt the building’s one-way system in, out and through the building • No parents permitted into the building, unless by arrangement 	<ul style="list-style-type: none"> • Guidance document for Stage One’s safe return to rehearsals issued to all staff, members and parents. • Stage One risk assessment for rehearsals issued to all staff, members and parents. • Subscription payments to be paid online • Members are encouraged to bring as few items to rehearsal as possible and to keep these in a small bag that is kept with them at all times. • A personal water bottle should be brought to rehearsals and performances, this should not be shared with other members, and even if disposable should be taken home to dispose of and not left at the school, hall or theatre. 	<p>Staff, members and parents</p>	<p>From 17 Sep 2021 onwards.</p>	<p>As per Gov guidelines</p>

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		<ul style="list-style-type: none"> • Staggered start/finish times given to members to reduce volume of members entering/exiting the premises • Clear signposting of entrance/exit areas • Staff and members should expect to wash their hands with soap and water when they arrive. In addition, hand sanitiser will be available. • Keep a written or electronic list of the members for at least 21 days for Test and Trace purposes. 	<ul style="list-style-type: none"> • Staff and members may wish to bring in their own hand sanitiser for their individual use – this is only effective if the alcohol content is greater than 60%. 			
Entering and Exiting	Staff, parents and members could potentially contract the virus if entrance and exits are overcrowded. High risk contact spots can spread	<ul style="list-style-type: none"> • Adopt the building's one-way system in and out of the building • No parents permitted into the building, unless by arrangement 	<ul style="list-style-type: none"> • Ensure signs and markings are always clear. • Hand sanitiser will be available at the entrance and exit to the building. 	Staff, members and parents.	From 17 Sep 2021 onwards.	As per Gov guidelines

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	<p>the infection quickly to anyone who touches them.</p>	<ul style="list-style-type: none"> • Staggered start/finish times given to members to reduce volume of members entering/exiting the premises • Clear signposting of entrance/exit areas • Keep a written or electronic list of the members for at least 21 days for Test and Trace purposes. 	<ul style="list-style-type: none"> • Doors will be kept open during rehearsals to remove contact points when entering and leaving the building. 			
<p>Dance & Acting Social distancing</p>	<p>Staff and members could contract Covid19 virus if they do not adhere to social distancing rules during the session.</p>	<ul style="list-style-type: none"> • Minimise contact and partner work • Members to remain side to side or back to back whenever practical • Staff forbidden to physically correct • Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units. 	<ul style="list-style-type: none"> • Regular checks of the floor markings to ensure they are clear. • Constant discussion/reminders with the members about social distancing. • Staff supervision at all times. • Activities which can create aerosol are discouraged, such as shouting or singing loudly - use microphones 	<p>Staff and members</p>	<p>From 17 Sep 2021 onwards.</p>	<p>As per Gov guidelines</p>

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			where possible or encourage children to sing quietly.			
Singing Social distancing	Staff and members could contract Covid19 virus if they do not adhere to social distancing rules during the session.	<ul style="list-style-type: none"> • Members to remain side to side or back to back – minimise face to face as far as is practical • Staff to be positioned at least 3 metres from members • Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units. 	<ul style="list-style-type: none"> • Regular checks of the floor markings to ensure they are clear. • Constant discussion/reminders with the members about social distancing. • Staff supervision at all times. • Activities which can create aerosol are discouraged, such as shouting or singing loudly - use microphones where possible or encourage children to sing quietly. 	Staff and members	From 17 Sep 2021 onwards.	As per Gov guidelines
Contact with residual COVID-19 virus on surfaces	Staff, members and parents may potentially contract Covid19 if touching a surface that is contaminated with the virus	<ul style="list-style-type: none"> • School and Theatre have in place enhanced cleaning measures • Members and Staff sanitise hands before and after the session 	<ul style="list-style-type: none"> • Staff to remind members to avoid touching their faces during the session. Regular upkeep of hand sanitiser at entrance and exits. • Any PPE required will be provided by the group, 	Staff and members	From 17 Sep 2021 onwards.	As per Gov guidelines

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		<ul style="list-style-type: none"> • All contactable surfaces disinfected before and after the session • Minimise sharing of equipment or props, if used. Thoroughly clean between users. 	<p>and used and disposed of in accordance with Covid-19 guidelines and the requirements of the venue.</p> <ul style="list-style-type: none"> • Any personal property inadvertently left behind will not be collected and stored by any member for return later but will be disposed of. • Members are encouraged to bring as few items to rehearsal as possible and to keep these in a small bag that is kept with them at all times. • A personal water bottle should be brought to rehearsals, this should not be shared with other members, and even if disposable should be taken home to dispose of and not left at the venue. 			

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Toilets During Covid19	Staff, members or parents may potentially contract Covid19 from the surfaces in the toilet area	<ul style="list-style-type: none"> • School and Theatre have in place enhanced cleaning measures • Designated toilet for members • Minimise the number of people at any time permitted in that particular toilet area • Soap and hand towels/drier provided at all times 	<ul style="list-style-type: none"> • Staff to ensure that only one member is using their allocated toilet area at a time, and must wait until a member has returned before allowing another to go. • Constant reminders of good hand washing and hygiene. • Regular checks of soap dispensers. 	Staff, Staff and members	From 17 Sep 2021 onwards.	As per Gov guidelines
First Aid Carrying out First Aid during Covid19	Staff, Designated First Aider, member could potentially contract Covid19 from close person to person contact	• Designated First Aider/Staff wears protective PPE equipment to carry out any First Aid procedure	• Ensure every First Aider/Staff has their own PPE with them so that it can be worn quickly and First aid can be carried out as safely as possible	Staff, First Aider	From 17 Sep 2021 onwards.	As per Gov guidelines
Fire/Emergency evacuation	Staff and members: • People may not evacuate promptly and safely because of a concern for maintaining social distancing.	• Stage One adheres to each venue's fire and evacuation procedures.	<ul style="list-style-type: none"> • Staff and members will be advised of venue's fire and emergency evacuation protocols. • Staff will be reminded of the location of fire exits, the external evacuation area, 	Staff and members	From 17 Sep 2021 onwards.	As per Gov guidelines

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	<ul style="list-style-type: none"> Increased risk of transmission of Covid-19 because of lack of social distancing during evacuation and congregation in evacuation area. 		<p>emergency phone and extinguishers.</p>			
<p>Exposure to COVID-19 while travelling to rehearsals or performances</p>	<p>Staff, members and parents face increased risk of virus spread due to travelling in close proximity with someone who is infected with Covid-19</p>	<ul style="list-style-type: none"> Follow Government guidelines regarding use of public transport. Where possible consider use of safer alternatives e.g. cycling, walking to rehearsal, private car. 		<p>Staff, members and parents</p>	<p>From 17 Sep 2021 onwards.</p>	<p>As per Gov guidelines</p>
<p>COVID-19 Exposure to members with severe, chronic or underlying health condition or over the age of 70.</p>	<p>People at high risk (clinically extremely vulnerable) or moderate risk (clinically vulnerable) have an increased likelihood of severe illness if infected with Covid-19.</p>	<ul style="list-style-type: none"> Staff, members and parents in these categories should consider their individual risk and whether they should be attending rehearsals or performances. 	<ul style="list-style-type: none"> Members in these categories are assured that they may attend any virtual rehearsals or provision for as long as they wish. (Please note that any such provision may be fairly limited, depending on Stage One resources and capacity.) 	<p>Staff, parents and members</p>	<p>From 17 Sep 2021 onwards.</p>	<p>As per Gov guidelines</p>

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			<ul style="list-style-type: none"> • Members may choose not to attend rehearsals for the full duration of the rehearsal, e.g. one rather than two hours. Arrangements need to be agreed with Director/Secretary; subscriptions will still be due. • Members may choose to attend full rehearsals less frequently. Arrangements need to be agreed with Director/Secretary; subscriptions will still be due. • Reasons for non-attendance should be shared with the membership secretary and will be treated confidentially. 			
Person on site found to be symptomatic	Staff, members or parents could contract Covid19 virus and/or surfaces could become contaminated.	<ul style="list-style-type: none"> • First aid qualified member of staff on duty • Handle potential cases of the virus as per Government advice 		Staff and First Aider	From 17 Sep 2021 onwards.	As per Gov guidelines

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		<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough, high temperature or loss of smell/taste in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • PPE needed if someone becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. • A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask and visor should be 				

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		<p>worn by the supervising adult.</p> <ul style="list-style-type: none"> • If a member is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 				
<p>Staff, member or parent who has been on site tests positive</p>	<p>Staff, members or parents who have come into contact with the infected person might contract the virus.</p>	<ul style="list-style-type: none"> • Staff or parent to inform Stage One secretary or another Committee member. • Stage One to inform venue of the incident. • Stage One to liaise with and assist NHS Test and Trace as required. 		<p>Staff, members and parents</p>	<p>From 17 Sep 2021 onwards.</p>	<p>As per Gov guidelines</p>

General Risks

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips and falls Spillages, tripping/falling while performing or rehearsing	Staff and members may suffer sprains, fractures or bruising if they slip on a spillage or injure during exercise	<ul style="list-style-type: none"> • Floor in good condition • Good lighting in all areas • Corridors and rehearsal areas to be kept clear • Members to wear suitable dance footwear • Members to be supervised 	<ul style="list-style-type: none"> • Staff to ensure floor is completely dry before members enter the class. • Any spillages to be cleared by Staff immediately. • Regular checks of the hall maintenance on flooring and lighting. 	Staff	From now on	
Electrical	Staff and staff could get electrical shocks or burns from faulty electrics, including portable electrical equipment – music devices, heaters, fans etc.	<ul style="list-style-type: none"> • Stage One equipment to be in date for PAT testing • Staff are to report any damaged cables, switches, plugs and remove the equipment immediately • Staff to know how to contact onsite caretaker 	<ul style="list-style-type: none"> • Regular checks of equipment 	Staff	From now on	
Fire Faulty electrics, kitchen	Staff, staff and members could become trapped	<ul style="list-style-type: none"> • Fire risk assessment carried out 	Ensure only Staff and staff use the kitchen area Ensure Staff are regularly reminded of the evacuation	Principal	From now on	

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	and suffer smoke inhalation or burns	<ul style="list-style-type: none"> • Fire evacuation procedures clearly signposted in halls • During Covid19 pandemic no fire drills will be scheduled 	procedures. During Covid19 pandemic normal fire procedures still remain.			
Misuse of equipment Chairs	Injury to Staff and members from large chair stacks either falling off of or on to.	<ul style="list-style-type: none"> • Safe distance between stacked chairs and dancing area • Supervise members while using the chairs as a ballet barre 	Ensure Staff check the chairs before allowing members in to class.	Principal and Staff	From now on	