

Rehearsals Risk Assessment – Stage One Youth Theatre

Assessment carried out by: Steve Clark

Date assessment was carried out: 01/09/2020

COVID-19 Risks

Key References:

[Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) [updated 20 August 2020].

[Guidance for people who work in performing arts, including arts organisations, venue operators and participants.](#) [updated 13 August 2020].

[Health and Safety Executive - Managing risks and risk assessment at work](#) [Coronavirus (COVID-19) update, accessed 3 September 2020].

[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 school’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. • Parents entering the building must wear an appropriate facemask or visor • Subscription payments to be paid online • Suspension of Stage One’s tuckshop • 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 	<p>Staff, members and parents</p>	<p>From 11 Sep 2020 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 • 2 metre distancing markings • Staff and members should expect to wash their hands with soap and water when they arrive. In addition, hand sanitiser will be available. • Create and maintain small groups (bubbles) of no more than 15 members, with the same members each session/rehearsal wherever possible. • Where possible, group members in the same bubbles as they are in during the school day 	<p>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 school.</p> <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%. 			

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		<p>and/or the same households.</p> <ul style="list-style-type: none"> • Keep a written or electronic list of the members in each bubble for at least 21 days for Test and Trace purposes. 				
<p>Entering and Exiting Mayfield School for rehearsals during Covid19</p>	<p>Staff, parents and members could potentially contract the virus if entrance and exits are overcrowded. High risk contact spots can spread the infection quickly to anyone who touches them.</p>	<ul style="list-style-type: none"> • Adopt the school's one-way system in and out of the building • No parents permitted into the building, unless by arrangement • Staggered start/finish times given to members to reduce volume of members entering/exiting the premises • Clear signposting of entrance/exit areas • 2 metre distancing markings • Create and maintain small groups (bubbles) of no 	<ul style="list-style-type: none"> • Ensure signs and markings are always clear. • Members will arrive at agreed times as per their bubbles. • Hand sanitiser will be available at the entrance and exit to the building. • Doors will be kept open during rehearsals to remove contact points when entering and leaving the building. 	<p>Staff, members and parents.</p>	<p>From 11 Sep 2020 onwards.</p>	<p>As per Gov guidelines</p>

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		<p>more than 15 members, with the same members each session/rehearsal wherever possible.</p> <ul style="list-style-type: none"> • Where possible, group members in the same bubbles as they are in during the school day and/or the same households. • Keep a written or electronic list of the members in each bubble for at least 21 days for Test and Trace purposes. 				
<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"> • Create and maintain small groups (bubbles) of no more than 15 members, with the same members each session/rehearsal wherever possible. • 2 metre square markings on the floor • Members dance completely on their own with no partner work 	<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. • As far as it is possible, ensure bubbles are not mixing within the setting. 	<p>Staff and members</p>	<p>From 11 Sep 2020 onwards.</p>	<p>As per Gov guidelines</p>

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		<ul style="list-style-type: none"> • Members to remain side to side or back to back – no face to face lines • 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"> • 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. 			
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"> • Create and maintain small groups (bubbles) of no more than 15 members, with the same members each session/rehearsal wherever possible • 2 metre square markings on the floor • Members to remain side to side or back to back – no face to face • Staff to be positioned at least 3 metres from 	<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. • Consider use of outdoor courtyard, when safe and practical to do so. • As far as it is possible, ensure bubbles are not mixing within the setting. 	Staff and members	From 11 Sep 2020 onwards.	As per Gov guidelines

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		<p>members and not to be face to face</p> <ul style="list-style-type: none"> • Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units. 	<ul style="list-style-type: none"> • 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. 			
<p>Contact with residual COVID-19 virus on surfaces</p>	<p>Staff, members and parents may potentially contract Covid19 if touching a surface that is contaminated with the virus</p>	<ul style="list-style-type: none"> • School has in place enhanced cleaning measures • Members and Staff sanitise hands before and after the session • All contactable surfaces disinfected before and after the session • No sharing of equipment or props, if used 	<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, and used and disposed of in accordance with Covid-19 guidelines and the requirements of the venue. • Any personal property inadvertently left behind will not be collected and stored by any member for return later but will be disposed of. 	<p>Staff and members</p>	<p>From 11 Sep 2020 onwards.</p>	<p>As per Gov guidelines</p>

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			<ul style="list-style-type: none"> • 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. 			
<p>Toilets During Covid19</p>	<p>Staff, members or parents may potentially contract Covid19 from the surfaces in the toilet area</p>	<ul style="list-style-type: none"> • School has in place enhanced cleaning measures • Each rehearsal space will have a designated toilet for members • Only 1 person at a time permitted in that particular toilet area 	<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. 	<p>Staff, Staff and members</p>	<p>From 11 Sep 2020 onwards.</p>	<p>As per Gov guidelines</p>

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		<ul style="list-style-type: none"> • Soap and hand towels/drier provided at all times 	<ul style="list-style-type: none"> • Staff to use toilets in between dance classes. 			
First Aid Carrying out First Aid during Covid19	Staff, Designated First Aider, member could potentially contract Covid19 from close person to person contact	<ul style="list-style-type: none"> • Designated First Aider/Staff wears protective PPE equipment to carry out any First Aid procedure 	<ul style="list-style-type: none"> • 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 11 Sep 2020 onwards.	As per Gov guidelines
Fire/Emergency evacuation	Staff and members: <ul style="list-style-type: none"> • People may not evacuate promptly and safely because of a concern for maintaining social distancing. • Increased risk of transmission of Covid-19 because of lack of social distancing during evacuation and congregation in evacuation area. 	<ul style="list-style-type: none"> • Stage One adheres to Mayfield School'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, emergency phone and extinguishers. 	Staff and members	From 11 Sep 2020 onwards.	As per Gov guidelines
Exposure to COVID-19 while travelling to rehearsals	Staff, members and parents face increased risk of virus spread due to travelling in close	<ul style="list-style-type: none"> • Follow Government guidelines regarding use of public transport. Where possible consider use of safer alternatives e.g. 		Staff, members and parents	From 11 Sep 2020 onwards.	As per Gov guidelines

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	proximity with someone who is infected with Covid-19	cycling, walking to rehearsal, private car. <ul style="list-style-type: none"> • Car sharing is discouraged and should only be undertaken by members within the same household and/or bubbles. 				
COVID-19 Exposure to members with severe, chronic or underlying health condition or over the age of 70.	People at high risk (clinically extremely vulnerable) or moderate risk (clinically vulnerable) have an increased likelihood of severe illness if infected with Covid-19.	<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. 	<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.) • 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. 	Staff, parents and members	From 11 Sep 2020 onwards.	As per Gov guidelines

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			<ul style="list-style-type: none"> • 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. 			
<p>Person on site found to be symptomatic</p>	<p>Staff, members or parents could contract Covid19 virus and/or surfaces could become contaminated.</p>	<ul style="list-style-type: none"> • First aid qualified member of staff on duty • Handle potential cases of the virus as per Government advice • 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 		<p>Staff and First Aider</p>	<p>From 11 Sep 2020 onwards.</p>	<p>As per Gov guidelines</p>

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		<p>coronavirus infection guidance.</p> <ul style="list-style-type: none"> • 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 worn by the supervising adult. • 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. 				

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		<ul style="list-style-type: none"> • 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 Mayfield School of the incident. • Stage One to liaise with and assist NHS Test and Trace as required. • If member tests positive, the rest of their group or bubble will be advised of self-isolation and/or test requirements by NHS Test and Trace. 		<p>Staff, members and parents</p>	<p>From 11 Sep 2020 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	