

## Drama Risk Assessment

All information contained in this risk assessment (and linked documents) is subject to change based on the advice from government and the changing local situation at each college site.

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Control Measures	Residual Risk Level <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Additional Actions/Resources Required	Links to Relevant Policies or Government Advice	Responsibility	Control Measures in Place
Hand Hygiene	Transfer of virus through contact with skin then subsequent contact with areas such as the mouth, nose or eyes.	4	Encourage all individuals to regularly clean hands with soap and water to hand sanitiser.  Widespread provision of hand sanitiser.	2		<a href="#">FE College Autumn Term Guidance</a>	All Staff and Students	
Cleaning	Transfer of virus between individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)	4	Arrange additional cleaning staff to attend site and clean areas used between groups using facilities. Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets). Cleaning staff assigned task of cleaning all commonly touched surfaces while staff and students are using site. Cleaning staff will use normal disinfectant products stocked to treat surfaces. Cleaning staff will wear gloves when carrying out cleaning and dispose of gloves in double bagged plastic on completion. Where an area is contaminated with bodily fluids cleaning staff will wear gloves, full face mask and disposable apron. On completion of cleaning activity staff should wash hands with warm soapy water.	2	Cleaning products, Disposable clothes, Warm water, Disposable Gloves, Disposable Apron, Full face mask, refuse bags  Cleaning staff to work in separate rooms to minimise contact with others while working.	<a href="#">Cleaning in non-healthcare settings</a>  <a href="#">NCLT Cleaning Procedures</a>	Site Team Lead	
	Transfer of viral particles on shared objects e.g. props	6	Guidance shared about hierarchy of controls:  1. Avoid sharing items wherever	2	Staff, students and visitors to follow hierarchy of controls, the highest possible control measure must be used when items must be shared to	<a href="#">Performing Arts Guidance</a>  <a href="#">FE College Autumn</a>	All Staff and Students	

			<p>possible</p> <ol style="list-style-type: none"> <li>'Quarantine' items for 72 hours between users</li> <li>Cleaning of simple items with approved cleaning products (containing Benzalkonium Chloride or equivalent anti-viral agent)</li> </ol>		allow teaching of subject.	<a href="#">Term Guidance</a>		
Social Distancing	Close proximity between individuals in performance groups	6	<p>Maintain 1m+ social distancing measures between students wherever possible.</p> <p>If not possible to maintain social distancing between students then consistent grouping should be maintained to allow for effective track and trace. Groups should not mix between lessons/performances. Reduce group sizes to reduce the number of contacts.</p> <p>Provide additional rooms to allow effective social distancing between individuals and groups.</p>	2		<a href="#">Performing Arts Guidance</a>	Teachers	
	Close proximity between students and teachers	6	<p>Inform staff and students of importance of maintaining strict 2m social distancing measures between staff and students.</p>	2	Staff and student to maintain strict 2m social distancing measures at all times	<a href="#">FE College Autumn Term Guidance</a>	All Staff and Students	
Ventilation	Poor ventilation increasing chances of individuals sharing a room contracting the virus	6	<p>Ventilation maximised in areas where individuals are rehearsing or performing, e.g. opening windows where available, increasing air circulation in internal spaces by altering settings on air vents.</p> <p>Where possible move performances to outside areas.</p>	2		<a href="#">FE College Autumn Term Guidance</a>  <a href="#">Performing Arts Guidance</a>	Site Team	
Performances	Transmission of virus between individuals in audience	6	<p>Under current local restrictions no visitors to site are allowed for the purposes of attending performances.</p> <p>Communicate to audience members that they should not attend if they are self-isolating or displaying symptoms which could be consistent with COVID-19.</p> <p>Reduced numbers allowed in audience.</p> <p>Seating arranged to allow 2m social</p>	2	<p>Review local restrictions on a regular basis to determine whether visitors may attend site.</p> <p>Control entry and exit from room to ensure that audience members maintain 2m social distancing at all times.</p> <p>Control and supervise movements of audience members into and out of performance area to ensure social distancing measures are maintained.</p>	<a href="#">Performing Arts Guidance</a>	Teaching Staff	

			distancing measures to be maintained.					
	Transmission of virus between audience members and performers	6	Maintain 2m social distancing between performers and audience.  Place screens between performers and audience where it is not possible to maintain social distancing measures.	2		<a href="#">Performing Arts Guidance</a>	Teaching Staff and Front of house staff	
Maintaining Records for Track and Trace	<b>Records of individuals attending site</b> Requirement of NCLT to share details of positive COVID-19 cases with local Public Health Team and share details of potential contacts with Track and Trace service if contacted	4	Inform site users of requirement to submit names, date of attendance, time of attendance and contact details of individuals when using site. Where possible this should be done prior to the booking, if not then the information must be supplied to the site team member on duty.	1	Collect and securely store contact personal information for a period of 21 days.	<a href="#">Maintaining Records for Track and Trace</a>	Site Team Lead	
Response to Confirmed COVID-19 Case		6	Trust Health and Safety Manager identified as point of contact with outside agencies.  Keep contact details of all groups and/or individuals visiting site for 21 days.	4	Share contact details with NHS Track and Trace when requested.  Make judgements about advising self-isolation based on information provided by government Track and Trace groups.		Health and Safety Manager	

Signed (Health and Safety Manager)



Date 8/12/2020