

General Risk Assessment

Company Name: The Television Workshop

Site Address: Richmond House, 1 Canal Street, Nottingham NG1 7EG

Risk Assessment Reference:	Date of Assessment: 18/06/21	Risk Assessor: Nic Harvey/Jayne Stubbs
Title: Coronavirus – TV Workshop Nottingham	People Involved in Making This Assessment: Nic Harvey/Jayne Stubbs/with input and support from Public Health England (Jude Hewkins) and Nottingham City Council Environmental Health IMT (Matthew Daft)	
Task or Process: Risks from Coronavirus	People at Risk: Employees, Contractors, Members of the Public, Children / Young Persons	
Date of next review: 30/6/20		

Hazard (hazard and hazard description):

Communication and training. Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures (existing):

1. We make contact with individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the premises.
2. Members and staff are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. We communicate with members and staff about the plans (for example, safety measures and timetable changes).
4. All tutors are required to undertake the COVID-19 - Return to Business for employees e-learning.
5. Employees are provided with a tool box talk and this risk assessment, they must sign to state they have read and understood the content.
6. Posters are displayed throughout the Workshop, regarding enforcing social distancing where possible, hand washing and hygiene measures.
7. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Personal protective equipment (PPE). Incorrect use of PPE resulting in risk or transfer of virus.

Control Measures (existing):

1. **Wearing a face covering or face mask in schools or other education settings is not recommended****
2. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
3. PPE will be used if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.
4. In relation to the control measure above, a fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained.
5. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
6. Shielded and clinically vulnerable children and young people are not expected to be attending Workshop and they should continue to be supported at home as much as possible.

Further Control Measures Required:**Assigned To:****Due Date:**

** Masks to be worn by staff and students in sessions when not performing (update to point 1)

All staff

19/06/21 -
Until further
review

Hazard (hazard and hazard description):

Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Control Measures (existing):

1. Both employees and members are instructed to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc.). Contract cleaning staff have been increased in line with the increased cleaning regimes.
4. Cleaning regimes have been implemented on a more frequent basis, and will take place on the following times [Cleaning of toilets/door handles/switches to take place between each session].
5. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
6. Staff are required to report anything contaminated or spilled that requires cleaning.
7. All substances have been adequately risk assessed by a competent person.

Further Control Measures Required:**Assigned To:****Due Date:**

Hand Towel Dispensers to be installed

Jayne Stubbs/Nic
Harvey

1/9/20
(completed)

Hazard (hazard and hazard description):

Workshop layout arrangements and group sizes. Overcrowding of classrooms leading to higher risk of outbreak.

Control Measures (existing):

1. We have minimised contact and mixing by altering, as much as possible, the environment (such as Workshop layout) and timetables.
2. Groups have been split in half, with no more than 18 pupils per group and one tutor. We ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
3. We ensure that the same tutor(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for certain projects there will be some specialist rotation of staff.
4. We ensure that wherever possible children and young people use the same area throughout the day, with a thorough cleaning of the rooms at the end of the day.
5. We have removed unnecessary items from Workshop and other learning environments where there is space to store it elsewhere.
6. Soft furnishings and props that are hard to clean have been removed (such as those with intricate parts).
7. The use of props will be kept to a minimum. Props used will be appropriately cleaned between groups of children using them, and that multiple groups do not use them simultaneously.

Further Control Measures Required:	Assigned To:	Due Date:
No assistant tutors to be used across more than one session per week	Nic Harvey	18/06/21- until further notice

Hazard (hazard and hazard description):

Communal rooms. Overcrowding of communal areas leading to higher risk of outbreak.

Control Measures (existing):

1. The rehearsal room will be used at used at half capacity where possible.
2. **If groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together)****
3. Cleaning between groups is in place.
4. We stagger the use of staff rooms and offices to limit occupancy.

Further Control Measures Required:	Assigned To:	Due Date:
**Only main rehearsal space to be used at any time	All staff	18/06/21- Until further notice

Hazard (hazard and hazard description):

Use of shared resources. Potential risk or transfer of virus through cross contamination.

Control Measures (existing):

1. We have limited the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
2. We prevent the sharing of scripts, stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
3. Water bottles – children can bring their own water bottle clearly named and take this with them at the end of the session. No food will be allowed during sessions.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Contractor control and third parties e.g. parents. Inadequate communication with third parties.

Control Measures (existing):

1. We tell parents that if their child needs to be accompanied to Workshop, only one parent should attend.
2. We make clear to parents that they cannot gather at entrance doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Parents/Carers will be asked to wait on the pavement opposite to Workshop and maintain social distancing.
3. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.
4. Communication taken place with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.
5. Regular communication via e-mail to ensure any changes in procedure are communicated.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Transport arrangements. Inadequate transport arrangements leading to close contact and overcrowding.

Control Measures (existing):

1. We ensure parents and young people are aware of recommendations on transport to and from Workshop (including avoiding peak times).
2. Making sure parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.

Further Control Measures Required:**Assigned To:****Due Date:**

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Hazard (hazard and hazard description):

Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures (existing):

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Waste bins are provided within rehearsal space, toilets, common areas.

Further Control Measures Required:**Assigned To:****Due Date:**

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Hazard (hazard and hazard description):

Close contact. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures (existing):

1. Staff are instructed where able to avoid contact and follow social distancing rules, however due to the nature of work this may be necessary to provide care.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Air conditioning unit (with pipe leading to exterior of building to allow external air flow) to be used during sessions and events
4. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus.

Further Control Measures Required:**Assigned To:****Due Date:**

Service/clean of air conditioning unit	Nic Harvey	19/06/21
There are no windows in the space, so a door should be propped open to aid ventilation	All staff	From 19/06/21 until further notice

Hazard (hazard and hazard description):		
Contagious young people and staff entering the premises and infecting others		
Control Measures (existing):		
1. Young people in full-time education confirming that they are undergoing twice-weekly testing through school/college		
Further Control Measures Required:	Assigned To:	Due Date:
Visitors not in full-time education to confirm that they will take responsibility for their own twice-weekly LFD (lateral flow) testing	All visitors to the premises; staff to verbally confirm negative test with students on entry	22/06/21 until further notice

Hazard (hazard and hazard description):		
Communal facilities, entrance, toilets, stairs. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.		
Control Measures (existing):		
1. Contract cleaning services have been increased. Toilets and communal areas are cleaned more frequently than before and the cleaning routine is to a higher specification.		
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS, DfE and Public Health hand washing advice posters displayed.		
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.		
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.		
5. Staff are required to ensure that pupil's coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items.		
Further Control Measures Required:	Assigned To:	Due Date:
Anti-viral cleaning products to be purchased	Jayne Stubbs	18/06/21

Hazard (hazard and hazard description):		
Vulnerable employees or children. Vulnerable employees or children with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.		
Control Measures (existing):		
1. In accordance with government policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.		
2. In accordance with government policy children who are in the vulnerable and high risk categories are not allowed on the premises. They will be provided with materials to work from home or attend online sessions via video conferencing.		
Further Control Measures Required:	Assigned To:	Due Date:

Review Date:	Reviewer:	Comments:
18/06/21 (amendments made 22/06/21)	Nic Harvey	<p data-bbox="600 259 1458 324">Audit of RA to be completed weekly, staff and students/families to be made aware of updated RA</p> <p data-bbox="600 356 1358 454">Public Health England and Nottingham City Council Environmental Health IMT have been consulted regarding updates to this RA</p> <p data-bbox="600 486 1458 613">Acknowledgement that existing procedures may not have been enforced to a satisfactory degree. All staff have been reminded to ensure procedures are followed and any transgressions to be reported to Nic Harvey.</p> <p data-bbox="600 645 1458 743">Contact tracing has been implemented successfully to date, and we will continue to ensure that rigorous sign-ins/registers are kept up-to-date for every session/event in the building</p> <p data-bbox="600 775 1433 840">Separate RA to be completed for public opening of premises on 23/06/21</p>