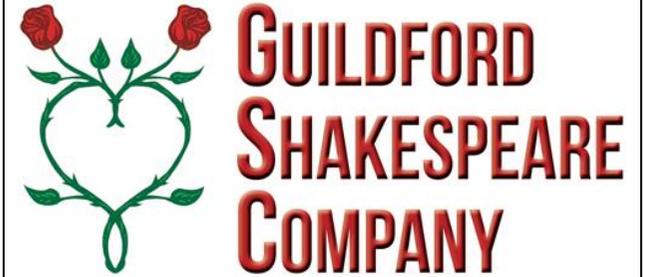


## GSC Covid Risk Assessment

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out in line with the most recent guidelines from Public Health England and the Department of Education. The general risk assessment below will be amended to reflect our specific controls on an ongoing basis.



HAZARD IDENTIFICATION AND CONTROL MEASURES:						
What are the hazards?	Who might be harmed?	Type of harm	What are you/ will you be doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by When?
Changes to official COVID19 guidance and advice	Staff, students, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>GSC regularly refers to official advice from the Department for Education and Public Health England.</li> <li>Education &amp; Outreach Manager will keep up to date with <a href="#">official COVID-19 Guidance</a> and inform students, parents, staff of arrangements as required.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate any changes to staff and students via email</li> </ul>	Francesca McInally	15/07/2020 and on an ongoing basis
Vulnerable & extremely vulnerable staff or students with pre-existing health conditions	Staff, students	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>Staff, and the parents of students who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend or not. If medical advice permits the child to attend GSC in-room sessions, an individual risk assessment (completed by the Education Manager) will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis.</li> <li>If a student or member of staff has received an official letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding, the student or member</li> </ul>	<ul style="list-style-type: none"> <li>Review the illnesses or conditions section on the Cognito booking form.</li> <li>Look at how we can continue to provide online sessions for those unable to return to the club.</li> </ul>	Francesca McInally	15/07/2020

			of staff will NOT be required to return to the rehearsal room.			
Spread of Covid-19 to and from GSC Club members and staff	Staff, students, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Parents, students and staff have been made aware of the <a href="#">Coronavirus (COVID-19): safer travel guidance</a> for passengers when planning their travel.</li> <li>Walking and use of private transport is recommended and sessions are programmed outside of peak travel times.</li> <li>Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and students are advised to follow social distancing rules, wear a mask and thoroughly wash their hands with running water and hand soap for at least 20 seconds on arrival to the centre (Hand sanitiser is also at the entrance to each rehearsal room).</li> <li>Ensure staff follow social distancing rules in car parking areas and in their movement around the site.</li> <li>Students and parents are advised as to the importance of not walking to and from GSC Drama Clubs in groups, and of the importance of abiding by social distancing rules before and after class.</li> <li>Sanitiser stations are set up at the entrance and exit to each building. Students are instructed to use sanitiser appropriately before entering and exiting the buildings.</li> </ul>	<ul style="list-style-type: none"> <li>First day of each club to have an additional GSC staff member at the entrance to the rehearsal room to ensure hand sanitiser is used, no parents enter the building and that the one way system and correct social distancing is being followed.</li> <li>Communicate with parents via email prior to the club starting, explaining the steps we are taking to reduce health and safety risks and outline the protective measures we have in place.</li> <li>Share the map with staff, students and parents showing the pickup and drop off points along with the one-way system.</li> <li>2m stakes to be placed outside the entrance and exit.</li> </ul>	Francesca McInally GSC Team	03/08/2020 and reviewed weekly.
Spread of COVID-19 virus via germs on	Staff, students, parents	Potential spread of	<ul style="list-style-type: none"> <li>Guidance and training is provided to staff to ensure they understand, and can enforce, the</li> </ul>	<ul style="list-style-type: none"> <li>Email protocol and risk assessments to all staff members</li> </ul>	Francesca McInally	03/08/2020 and on a weekly basis

surfaces and furniture within the building		infectious disease	<p>new routines and support students in understanding them.</p> <ul style="list-style-type: none"> <li>• Facilitator to brief students on the rules regarding how GSC Education &amp; Outreach projects will operate in the current situation on the first day of each club. Facilitator to remind students of good hygiene practices and how to adhere to correct social distancing.</li> <li>• One way system in place, with two metre markers outside of the building, designated drop off and pick up spots, sanitising stations at each entrance, no parents allowed in the building.</li> <li>• Students are met at the entrance, supervised sanitising their hands and shown into the rehearsal room.</li> <li>• Students are spaced as far apart as possible, aiming for at least 2 metres, this is marked out on the floor. Students are designated their own chair and the rehearsal room is marked up so the chair stays in the correct socially distanced spot.</li> <li>• All staff and students are required to follow guidelines RE: washing hands thoroughly with running water and hand soap for at least 20 seconds and to use the hand sanitiser at the point of entry.</li> <li>• All staff and students to wash their hands more frequently, particularly after using the toilet.</li> <li>• No props or equipment will be shared between students. If absolutely necessary, a student may have their own personal prop with a designated storage space. No other member is permitted to touch this prop.</li> <li>• No costume will be given out by GSC, but students are permitted to arrive in their costume on the day of a showing.</li> <li>• Students are reminded to avoid touching their faces whenever possible, particularly with unwashed hands.</li> </ul>	<p>prior to the Zoom training.</p> <ul style="list-style-type: none"> <li>• Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing.</li> <li>• Before reopening on 17/08/2020 communicate to staff about the additional cleaning requirements and agree additional hours to do this.</li> <li>• Arrange regular opportunities to get feedback from staff on the new arrangements.</li> </ul>		during weekly whole office meeting.
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|  |  | <ul style="list-style-type: none"><li>• Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal).</li><li>• Bins are provided in all areas.</li><li>• Students are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands.</li><li>• Where safe to do (ensuring fire regulations and safeguarding considerations are adhered to), doors will be propped open to avoid touching surfaces.</li><li>• An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, chairs, equipment, and bathroom facilities.</li><li>• All occupied areas will be thoroughly cleaned at the end of the day.</li><li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE.</li><li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc.</li><li>• Waste cleaning materials are disposed of in the usual way, unless it is confirmed or suspected that they are contaminated as a result of a member of staff or student displaying symptoms.</li><li>• GSC EDUCATION &amp; OUTREACH PROJECTS will follow the procedures as set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site.</li><li>• Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day, and to bring in as few personal effects as possible.</li></ul> |  |  |  |
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			<ul style="list-style-type: none"> <li>• To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items and soft furnishings have been removed from the rehearsal rooms and students have been asked to only bring into the room what is necessary.</li> <li>• Good housekeeping is maintained at all times.</li> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely.</li> </ul>			
Spread of COVID-19 virus via air borne particles	Staff, students, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Students and staff must always remain in their allocated chairs to ensure 2m social distancing. They must wait for permission to move from their allocated chairs when exiting the rehearsal room or taking part in an exercise.</li> <li>• Only one student may use the toilet at once.</li> <li>• Windows and doors will be opened in rehearsal rooms to aid ventilation.</li> <li>• Guidance on Social Distancing <b>MUST</b> be adhered to at all times.</li> <li>• DfE COVID-19 guidance on <a href="#">implementing social distancing in educational settings is implemented and reviewed regularly</a>.</li> <li>• Room layouts have been adjusted to allow for social distancing. LX tape donates where each chair should be placed, 2m apart and where the teaching area is and the passageways to the toilets and exits. 2m markers are used outside of the entrance and exit for parents picking up or dropping off.</li> <li>• The same facilitator will be assigned to each group and, as far as possible, these will stay the same during the entire course or term.</li> <li>• There is a one way system in place to limit cross over between parents/carers.</li> <li>• Only one student may access the toilet at a time in order to manage social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meetings and pre planning to be held via Zoom.</li> </ul>	Francesca McNally All GSC Facilitators	03/08/2020 Reviewed on a daily basis.

			<ul style="list-style-type: none"> <li>• Parents/carers are not permitted to enter the building unless absolutely necessary. Where this is unavoidable, they will be instructed to follow handwashing and social distancing guidelines.</li> <li>• We will limit the number of different groups using the rehearsal room. The rooms will be thoroughly sanitised before and after use by different people.</li> <li>• Staff dress code will be smart casual. All items of clothing should be washed at the end of day and not re-worn following day.</li> </ul>			
Staff or student displaying signs of COVID-19 before, or while in session	Staff, students, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff and parents are aware of the virus symptoms and are vigilant in reporting all concerns to GSC EDUCATION &amp; OUTREACH PROJECTS who will reference <a href="#">DfE COVID-19: guidance for education settings</a> for advice on dealing with the situation. This includes spotting symptoms before or after our sessions.</li> <li>• Staff, students, or their families are not permitted to attend if they know they have come in contact with someone with virus symptoms, or have experienced symptoms themselves. <i>If in doubt, tell GSC EDUCATION &amp; OUTREACH PROJECTS and stay at home.</i></li> <li>• Staff who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves.</li> <li>• Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home, and arrange testing.</li> <li>• If a student displays symptoms, they will not be permitted to remain in the session. Parents/carers will be required to take them home. Where this is not immediately possible, the student will be placed in a separate room until they can be</li> </ul>	<ul style="list-style-type: none"> <li>• Email Department of Education and Public Health England guidance to parents one week before the course begins.</li> </ul>	Francesca McInally	10/08/2020 and a week before each new course begins.

			<p>collected, whilst being mindful of individual students' needs.</p> <ul style="list-style-type: none"> <li>• If an individual (adult or child) showing COVID-19 symptoms needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else.</li> <li>• Public health advice will be followed regarding whether any groups need to self-isolate as a result of a member of staff or student displaying COVID-19 symptoms.</li> </ul>			
Need for Personal Protective Equipment (PPE)	Staff, students, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning, first aid or isolation</li> <li>• Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19. Disposable gloves &amp; impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants.</li> <li>• Staff are aware of information and instruction on the use and disposal of PPE including face masks.</li> <li>• PPE will be available for any member of staff who needs to administer First Aid or has reason to breach the 2 metre social distancing protocol to assist with a student in emotional or physical distress.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask Staff to order PPE and cleaning products.</li> <li>• Ensure we are fully stocked with PPE and cleaning equipment throughout the course</li> <li>• Staff to report to GSC Administrator if we are running low on any items</li> </ul>	<ul style="list-style-type: none"> <li>• Francesca McNally</li> <li>• Saffron Waller</li> <li>• All GSC Staff</li> </ul>	<p>15/07/2020</p> <p>From 03/08/2020 and then on a weekly basis.</p> <p>From 17/08/2020 and then monitored on a weekly basis.</p>
Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> <li>• An appointed Person will be delegated to take charge in an emergency situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are kept informed of the first aid arrangements via</li> </ul>	<ul style="list-style-type: none"> <li>• All GSC staff</li> </ul>	<p>From 03/08/2020</p>

			<ul style="list-style-type: none"> <li>In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance.</li> </ul>	Zoom meetings and email follow-up.		and then on a weekly basis.
Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> <li>First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>.</li> <li>First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds.</li> <li>See previous controls regarding PPE.</li> </ul>		All GSC First Aiders	03/08/2020
Reduced fire and other emergency arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> <li>Staff are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc.</li> <li>In an emergency evacuation there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so.</li> </ul>		Francesca McInally & all facilitators	03/08/2020
Staff stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>The Education Manager and GSC Co-founders will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary.</li> <li>Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day.</li> <li>A process is available for individuals to report concerns over breaches of safe working policy/guidelines so that intervention can occur.</li> <li>Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, GSC EDUCATION &amp; OUTREACH PROJECTS will</li> </ul>	C19 protocol, risk assessments and wellbeing added to the weekly Zoom meeting.	Francesca McInally Sarah Gobran Matt Pinches	17/08/2020 and then on a weekly basis.

			<p>help identify key concerns and any further adjustments required to support them at work.</p> <ul style="list-style-type: none"> <li>Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> <li><a href="#">MIND web site</a></li> <li><a href="#">H&amp;S COVID-19 web page</a></li> </ul> </li> </ul>			
Student stress and Anxiety	Students	Increased levels of stress/ anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>Given time and space to sit outside on the grass during lunch times.</li> <li>Staff to monitor signs that suggest that a child is being harmed or is at risk of harm.</li> <li>Exercises planned that allow students to express themselves and let off steam.</li> </ul>	<ul style="list-style-type: none"> <li>Update and refresh staff on our Child Protection Policy and how to look out for signs of abuse and neglect, along with those who have developed anxieties related to the virus.</li> <li>Any concerns should be reported immediately to the Designated Safeguarding Lead.</li> </ul>	All Facilitators	17/08/2020 and then on a weekly basis.

I certify that the risk assessment above fully applies to all GSC EDUCATION & OUTREACH PROJECTS, and will be re-evaluated on a weekly basis, in line with up-to-date Department for Education and National Education Union guidelines.

<b>Assessment Undertaken By</b>	Francesca McInally Education & Outreach Manager	<b>Date Created</b>	13 July 2020	<b>Reviewed On</b>	15 July 2020	<b>Reviewed By</b>	Sarah Gobran & Matt Pinches GSC Co-Founders	<b>Reviewed On</b>	17/07/2020	<b>Reviewed By</b>	Whole GSC Team	<b>Next Review Date</b>	03/08/2020 and then weekly via Zoom production meetings
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