

## 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.



**GUILDFORD  
SHAKESPEARE  
COMPANY**

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>	Rob Cann	Ongoing
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>All GSC Office Staff, Freelancers and secondary aged children and adults to take twice weekly Lateral Flow Covid Tests. Results to be emailed to project lead and entered into a Covid Tester Tracker sheet.</li> <li>Covid Tracker sheet to be reviewed by project leads twice weekly for the duration of the project.</li> <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</li> </ul>	<ul style="list-style-type: none"> <li>Review the illnesses or conditions section on the Cognito booking form.</li> </ul>	Rob Cann	Ongoing

			the parents and other relevant parties. This will be reviewed on a regular basis.			
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>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>Sanitiser stations are set up at the entrance and exit to each building. Students are requested to use sanitiser appropriately before entering and exiting the buildings.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with staff, parents and students via email prior to the first day of each term/workshop, 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 of the venues with staff, students and parents showing the pickup and drop off points along with the one-way system.</li> </ul>	Rob Cann GSC Team	Ongoing
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, students, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Guidance and training is provided to staff to ensure they understand, and can enforce, the new routines and support students in understanding them.</li> <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 designated drop off and pick up spots, sanitising stations at each entrance, no parents allowed in the building.</li> </ul>	<ul style="list-style-type: none"> <li>Email protocol and risk assessments to all staff members and parents prior to the first day of the course.</li> <li>Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing.</li> </ul>	Rob Cann	Ongoing

			<ul style="list-style-type: none"> <li>• Students are met at the entrance, supervised sanitising their hands and shown into the rehearsal room.</li> <li>• Students are spaced at least 1m+, 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> <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> </ul>	<ul style="list-style-type: none"> <li>• 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>		
--	--	--	---	---	--	--

			<ul style="list-style-type: none"> <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> <li>• To facilitate social distancing and to limit the number 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 daily and the contents disposed of safely</li> </ul>			
Spread of COVID-19 virus	Staff, students, parents,	Potential spread of	<ul style="list-style-type: none"> <li>• All GSC Office Staff, Freelancers and secondary aged students and above to take twice weekly Lateral Flow Covid Tests.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meetings and pre planning to be held via Zoom.</li> </ul>	Rob Cann	Ongoing.

via air borne particles	members of the public	infectious disease	<p>Results to be emailed to project lead and entered into a Covid Tester Tracker sheet attached to the register.</p> <ul style="list-style-type: none"> <li>• Covid Tracker sheet to be reviewed by project leads twice weekly for the duration of the project.</li> <li>• Students and staff must always remain in their allocated chairs to ensure 1m+ social distancing. They must wait for permission to move from their allocated chairs when taking part in an exercise/rehearsal and when exiting the rehearsal room or taking part in an exercise or rehearsal scene.</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>• GSC Guidance on Social Distancing <b>MUST</b> be adhered to at all times.</li> <li>• Room layouts have been adjusted to allow for social distancing. LX tape donates where each chair should be placed, 1m+ apart and where the teaching area is and the passageways to the toilets and exits.</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> <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</li> </ul>		All GSC Facilitators	
-------------------------	-----------------------	--------------------	--	--	----------------------	--

			thoroughly sanitised before and after use by different people.			
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>• There is no need for anyone under 18 or who is double vaccinated to self-isolate if a member tests positive for covid. Instead, GSC will alert all members via email and advise they follow government advice and take a PCR test as soon as possible and only isolate if it is positive and or they have symptoms.</li> <li>• Staff who have assisted someone who has been 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 collected, whilst being mindful of individual students' needs.</li> <li>• If an individual (adult or child) showing COVID-19 symptoms needs to use the bathroom while waiting to go home, they will</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>	Rob Cann	Ongoing.

			<p>use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else.</p> <ul style="list-style-type: none"> <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.</li> <li>Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19.</li> <li>Disposable gloves &amp; impermeable aprons should be worn when administering first aid.</li> <li>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 1m+ 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>Rob Cann</li> <li>Saffron Waller</li> <li>All GSC Staff</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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> <li>In the event of an incident requiring first aid, should there be no nominated first aider</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>Ongoing</p>

			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.	Zoom meetings and email follow-up.		
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	Ongoing
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 1m+ social distancing rule if it would be unsafe to do so.</li> </ul>		Rob Cann & all facilitators	Ongoing
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 contact a colleague or manager for advice and support, or just for reassurance, during the normal working day.</li> <li>• Twice yearly formal wellbeing talks are scheduled and concerns actioned appropriately.</li> <li>• Mental Health First Aiders are available and accessible, Sarah Gobran, Rob Cann and Beth Mann.</li> <li>• A process is available for individuals to report concerns over breaches of safe working policy/guidelines so that intervention can occur.</li> </ul>	C19 protocol, risk assessments and wellbeing added to the weekly department meeting.	Rob Cann Sarah Gobran Matt Pinches	Ongoing



			<ul style="list-style-type: none"> <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 will help identify key concerns and any further adjustments required to support them at work.</li> <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 Safeguarding 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	Ongoing.

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>	<b>Francesca McInally</b> Education & Outreach Manager	<b>Date Created</b>	13 July 2020	<b>Reviewed On</b>	15 July 2020	<b>Reviewed By</b>	<b>Sarah Gobran &amp; Matt Pinches</b> GSC Co-Founders	<b>Reviewed On</b>	17/07/2020 1/10/2020	<b>Revised On</b> 20/04/2021 17/05/2021 13/07/2021 13/09/2021	<b>Rob Cann</b> Education & Outreach Manager	<b>Next Review Date</b>	25/10/2021
---------------------------------	---	---------------------	--------------	--------------------	--------------	--------------------	---	--------------------	-------------------------	---	---	-------------------------	------------