**The Young Creatives Risk Assessment in relation to COVID-19 –**

**Venues covered:** New Theatre Royal (NTR)

Bedhampton community Centre (BCC)

Brightstars Dance Academy Havant (BSA)

**Classes covered:** Portsmouth Budding and Company Actors (TYCP Budding & Company)

Havant Seedling and Budding Actors (TYCP Seedlings & Budding)

1-2-1 LAMDA Students (LAMDA)

**Date Assessed:** 7th September 2020  **Assessed by:** Marie Amey – TYCP & TYCH Artistic director

**Signed: Printed:** Marie Amey

*N.B. Please see main risk assessment for all other general potential risks and their controls*

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| **Hazard Description** | **Consequences** | **Level of Risk** | **Who is at Risk** | **Controls** | **Responsible** |
| Spread of COVID-19 | Spread of Virus | Medium/High (dependant on R rate)  | All Users | * Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect
* *NTR & BCC – Class times altered to eliminate crossover of students*
* *1 Teacher and 1 Volunteer per group*
* *Floors marked out for students*
* *LAMDA – Separate entry and exit doors to eliminate cross over of students*
* *NTR – Random Temperature checks on entrance by theatre staff*

*NTR, BCC & LAMDA -** *Sanitisers used on entry, exit and toilet visits*
* *Kitchens and waiting areas are closed – students to bring own labelled water bottles and snacks, no rubbish to be left on site*
* *Students to bring only necessary equipment to sessions and to avoid sharing*
* No parents/carers allowed on site; collection/drop off points socially distanced
* Trained staff in COVID-19 procedure to ensure safeguards are in place
* No one with COVID-19 or suffering symptoms allowed on site (signed declaration for all venues, temperature checks at NTR)
* Deep cleaning arrangement with venues
* TYC Staff to be subject to cleaning protocol which includes regular touch points and changeover cleaning before, between and after classes,
* All indoor spaces used well ventilated
* All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff
 | All staff, students and their parents/guardians |
| Students not following COVID-19 Procedure | Spread of Virus | Low | All Users | * Student’s fully briefed on new ‘rules’ they must follow both before joining and upon arrival at site
* Students who are continually unable to follow procedure asked to leave course
* Venue posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc)
* Individual assessments and monitored ‘trials’ for any children with individual support needs that may result in breaking social distancing (i.e. SEND students)
 | All staff, students and their parents/guardians |
| Teachers not following COVID-19 Procedure | Spread of Virus | Low | All Users | * Staff keeping up to date with Covid Guidelines before entering a class
* Management staff constantly ensure procedure is followed, and contingency plans for staff who struggle to uphold procedure.
* Teachers must keep meticulous logs of, and be forthcoming regarding teaching within other settings so that TYC can make informed decisions regarding their suitability to teach.
 | Staff and Management |
| Spread of COVID-19 through Physical Activity including dance and high-energy games | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Adhering to government gym guidance that allows 100ft2 per person in settings when physical activity is taking place
* Increased Social distancing measures implemented (2m+) or we will mitigate risk by using bubbles or masks
* Regular rest and water breaks controlling students heart rates and breathing
 | Staff and Management |
| Spread of COVID-19 through Singing | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Government advice followed

- All groups of children (no more than 15) that sing will be subject to increased social distancing - Singing will occur in well ventilated rooms- The use of projection, projection exercises and volume games will not be allowed until further notice- Side-to-side or back-to-back configuration for groups singing- No singing and dance at the same time | Staff and Management |
| Spread of COVID-19 through Drama Activity/Shouting | Spread of Virus | Medium/High (dependant on R rate) | All Users | * Government advice to avoid all activity that increases speaking voice above a normal volume
* Projection within drama not encouraged
* Games that result in volume increase from children will be calmed down
* Teachers who must project to teach must increase social distancing and ensure space is well ventilated or use a mic/headset
* Children reminded not to raise voices. Students who need behaviour management in this may be asked to leave the class
 | Staff and Management |
| First Aid, Medical or Isolation  | Spread of Virus | Medium | All Users | * PPE to be worn if social distancing must be reduced to provide first aid or medical intervention
* Staff member chaperoning any student needed to be isolated must socially distance and wear PPE
 | Management |
| Loss of vital staff due to illness | Loss of management capabilities | Medium | Management Staff, All Users | * Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business
* Staff wellness checks and signed declaration
 | Management |
| Loss of teaching staff due to illness | Lessons cannot go ahead as planned | Medium | Management and Students  | * Class returns to digital Zoom lesson
* Use of cover teachers and deputies
 | Teachers and Management |