# NAPA RISK ASSESSMENT: CORONAVIRUS

## Company name: Northern Academy of Performing Arts Assessment carried out by: Carl Wheatley

## Date of next review: 3rd Sept 2020 Date assessment was carried out: 3rd Aug 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff and freelance teachersStudentsParentsOther visitors to the building | -Provide water, soap, and drying facilities at wash stations-Provide information on how to wash hands properly and display posters- Provide hand sanitiser for the occasions when people can’t wash their hands – one station on each floor | - Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information to students and staff about when and where they need to wash their hands- If people can’t wash hands, provide information about how and when to use hand sanitiser - Weekly stock take of hand washing/sanitising supplies to ensure items are ordered in advance without running out given current demand | Jamie WilksJamie Wilks | 7th September 2020 |       |
| Getting or spreading coronavirus in common use high traffic areas such as reception, staircase, changing rooms, toilet facilities and other communal areas | Staff and freelance teachersStudentsParentsOther visitors to the building | -Limiting parent/visitor access to ground floor area only and discouraging waiting by removing seats-Introducing new online payment system to discourage parents from having to enter the building-Introducing new “one parent” drop off for smaller children to reduce visitor numbers-Repositioned reception desk and removed clutter to allow more social distancing when waiting to pay/pick up-Encourage children to arrive in correct attire for the class to reduce need for changing rooms-Establish system of waiting rooms for each class to reduce queues in corridors at busy times-Perspex screen fitted to pay station and reception desk-Establish large marked-out waiting room on the ground floor for parents who have no option but to wait-Encourage contactless or online payment where possible | -Sign needed to remind parents about not waiting and not going upstairs or into classrooms-Social media posts and communication with parents to explain new ways of working within the building-PPE to be available for all staff if needed when dealing with emergencies – stock of face shields/masks and disposable gloves | Jamie WilksCarl Wheatley | 7th September 20201st September 2020 |       |
| Getting or spreading coronavirus in classrooms and dance studio settings | Staff including freelance teachers and accompanistsStudents | -Introduction of temporary timetable for Autumn term with staggered start times and smaller class sizes (max 15)-Minimal singing in classes (current assessment is that singing carries a potential higher risk of transmission) – focus initially on other skills. Singing facing front only when socially distanced-For singing in smaller groups or private lessons, social distancing rules will be enforced-Surfaces/equipment disinfected at each changeover in classrooms-Enhanced cleaning of classrooms each day before we open for classes-Sanitising floor mats and ballet barres between classes-Using back to back or side to side positioning rather than face to face in classes wherever possible--Installing dots on studio floors to encourage social distancing for younger children-No mixing of students outside of their groups of 15 ensuring all students depart/are collected from the building immediately after their final lesson ends-Open windows where possible to aid ventilation and use extraction fans where fitted-Studio doors to be fixed open especially at crossover points to minimise need for students to touch door handles-Weekly SMS to parents reminding them of need to alert us/stay away if they have symptoms/test positive-Staff will adhere to current social distancing guidelines at all times  | -Purchase more cleaning products to cope with demand-Students should not share equipment in any circumstances | Jamie Wilks | 1st September 2020 |       |
| Getting or spreading coronavirus in the building during non-teaching hours (daytime) | Staff | -Restrict all non-essential access to building, reminding staff to work from home if at all possible-Replace face to face staff meetings with online equivalent if practical-All staff who are in the building during daytime office hours should make every reasonable effort to comply with the social distancing guidelines set out by the government-All staff at all times to increase the frequency of handwashing and to be responsible for cleaning and disinfecting their own workstation | None | Carl Wheatley | Ongoing |       |
| Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations | Staff and freelance teachersStudentsParentsOther visitors to the building | -Follow current government advice on cleaning and hygiene during the coronavirus outbreak -Clean reception desk area between uses with special attention to telephone and computer keyboard-Receptionist to clean exit button inside front door and intercom button outside front door regularly using antiseptic wipes-No hot desking in offices. Avoid sharing work equipment where practical-Frequently clean and disinfect objects and surfaces that are touched regularly – eg classroom audio systems, door handles, light switches, and handrails-By reducing the need for people to move around the building (see above) we can reduce the potential spread of any contamination through touched surfaces-Furniture removed our laid out to maximise recommended social distancing measures, wipeable chairs and tables where possible-Encourage contactless payment where possible-Keep surfaces clutter free to make them easier to clean | -Provide disinfectant wipes for staff use | Jamie Wilks | 7th September 2020 |       |
| Mental health and wellbeing affected through isolation or anxiety about coronavirusGetting or spreading coronavirus in the café/bar areaGetting or spreading coronavirus in the NAPA theatre during public performance or backstage during performance | Staff and freelance workersStaffStudentsVisitorsStudentsStaffTechnicians | -Have offered all staff members access to free professional counselling if they wish-Have regular keep in touch meetings/calls with people working at home to talk about any work issues- Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions- Keep workers updated on what is happening so they feel involved and reassured -Signposting/ promotion of mental health services that students can access where appropriate-Café bar will be restricted to cold drinks and sweets only for the time being to discourage parents waiting-Staff will clean surfaces more often-One-way system created for sales in bar-Encourage online or contactless payments where appropriateAll theatre performances cancelled until further notice | -Regular written staff updates and face to face catch upsNone | Carl Wheatley | Ongoing |       |

Carl Wheatley, August 2020

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)