# NAPA RISK ASSESSMENT: CORONAVIRUS

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

## Date of next review: 30th August 2021 Date assessment was carried out: 24th June 2021

| 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 teachers  Students  Parents  Other 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  - Identify how you are going to replenish hand washing/sanitising facilities | Jamie Wilks | 7th September 2020 | YES |
| 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 teachers  Students  Parents  Other 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  -Establish large marked-out waiting room on the ground floor for parents who have no option but to wait | -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 | Jamie Wilks  Carl Wheatley | 7th September 2020  1st September 2020 | DONE  ONGOING |
| Getting or spreading coronavirus in classrooms and dance studio settings | Staff including freelance teachers and accompanists  Students | -Smaller class sizes | -Purchase more cleaning products to cope with demand | Jamie Wilks | 1st September 2020 | DONE |
| 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 | DONE |
| Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations | Staff and freelance teachers  Students  Parents  Other 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  -Enhanced cleaning rota – more often, with particular attention to high volume areas  -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  -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 | DONE |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus  Getting or spreading coronavirus in the café/bar area  Getting or spreading coronavirus in the NAPA theatre during public performance or backstage during performance | Staff and freelance workers  Staff  Students  Visitors  Students  Staff  Technicians | -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  -Table surface only  -Staff will clean surfaces more often  -One-way system created for sales in bar  -Theatre operates with socially distanced seating | -Regular written staff updates and face to face catch ups  None | Carl Wheatley | Ongoing |  |

Carl Wheatley, June 2021

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