

## Health and Safety Risk Assessment – COVID-19 – Shockout Arts/Academy/Studio 25

Business Name	Shockout Arts/Academy – Studio 25	Date of Assessment	25 <sup>th</sup> February 2021
		Assessment compiled by	Yvonne McCrae

### Staying COVID secure – commitment

- As a business we recognise the risk posed by Coronavirus (COVID-19) to our employees, their families, students on our courses, clients and visitors who use our services. Control measures to minimise the risk of infection and the transmission of the virus are provided in this risk assessment.
- We will ensure, as far as is reasonably practicable, the health, safety and wellbeing of our employees, students and others.
- We will share this building risk assessment and it's findings with employees and consult on its contents.
- We will continue to comply with all relevant health and safety legislation.

### Routes of Entry

- Of droplets/aerosols (coughs, sneezes etc.)
- Through contaminated hands/fingers via mucous membranes (eyes, nose, mouth)
- For virus via broken skin/open wounds/cuts
- Of body fluids containing virus into mucous membranes (eyes, nose, mouth)

### Generic sources of infection

- Other people with virus in close proximity – person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)
- Contaminated surfaces/equipment – hand and hand contact surfaces, food and food contact surfaces, clothing and bed linin, waste

This risk assessment will apply in general to the premises we occupy ie. Nuffield Centre, UoB.

### General

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	Staff/Students with COVID-19 Symptoms are to self isolate in accordance with the government guidelines, including others persons who may have been exposed to coronavirus.	✓			Students that are required to isolate are given the Self Isolation guidelines (see attached). Year groups/students who have to isolate are entered onto the shared spreadsheet for both Arts & Academy.
2	Homeworking For Staff	✓			Staff will work from home when they are not required to be in the studio.
3	Make regular announcements to remind staff/students/visitors to follow social distancing advice and wash their hands regularly.	✓			Students are now well used to the process and are reminded by staff if they slip at any time.
4	Avoid printing documents as much as possible.	✓			Student use their phones/tablet when required for classes such as Acting and Singing. All theory work such as assignments are emailed to the Tutor. Printing is done only for important notices and information placed on Notice Boards.
5	Where there are classes with a Teaching Assistant they should remain at least 2m apart from main Tutor. Contactless with students and keep distance if correcting movement.	✓			White square boxes giving 1.5 m in each studio rooms No contact with students will be made by Tutor. Teaching assistant will walk round and show the student corrections if required wearing masks provided by Shockout.
6	Mobile hand sanitisers	✓			Automatic hand sanitisers placed in the following areas Studio 6, 8, Reception top of stairs, girls & boys changing rooms, common room and library entrance.
7	Social Distancing in Dance Classes.	✓			Studio 1 - 24 Studio 2 - 24

	(has this changed)?				Studio 3 - 14 Studio 4 - 14 Studio 5 - 28-32 Studio 6 & 7 dancing around 8-10, Acting/ Singing anything stationary 10-12/14 Studio 8 38-40 This is continuously monitored.
8	Employees or students who fall into the categories of vulnerable, clinically vulnerable and clinically extremely vulnerable will be individually assessed and provisions put in place.	✓			- Staff and Students are to take responsibility with regards to their health and under the current circumstances they have to ensure that they take extra measures to care for themselves. The SEND/Head of Year are on hand to assist in these circumstances if and when necessary.
9	Offices, Common Room, Changing Rooms (We need to be specific, students seem very unclear last term as I told them what was agreed in last meeting and then they were told something else after.)	✓			Student year groups now can have their lunch in the studio they have occupied in their 'bubble' to stay together during break times and will be allocated space/room where they will have their break. Chairs and tables removed.
10	Notices placed around the building in prominent areas being used on a daily basis.	✓			These have been placed on notice boards, changing rooms, toilets.
11	Front Door Automatic Opening	✓			The front door has been changed and now opens automatically to avoid using the door handle.

### Preparing Workplace

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	We will aim to maintain two metre social distancing at all times including when people arrive and depart from work. This will also apply when travelling between sites.	ü			Due to the nature of the business the social distancing will be at least 1.5m. in the studios and along corridors. 2m to be adhered to when walking to sites such as Nuffield. At least 1m when walking around the building corridors.

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
2	Arrival and departure times can be staggered to prevent crowding of workers and students going in and out of the building.	✓			Staggered times as detailed in the timetable
3	Although we do not have much spare spaces that we can utilise will look at any possibilities.			✓	Numbers of students kept to a minimum during each day and is reviewed consistently.
4	Consider whether we can have one entrance and exit from the building.			✓	This is not possible so students wait when necessary and required.
5	Hand sanitisers at entry and exit point, Hand sanitisers install outside studios that do not have one. Antibacterial Wipes to also be placed in the staff toilets, changing room toilets.	✓			Automatic Hand Sanitisers outside every studio, top of the stairs reception entry, changing rooms, common room and library. Hand sanitisers and anti bacterial wipes placed in all the studios.
6	If it is not possible to remain 2 metres apart, use signage such as floor markings to facilitate compliance. This includes entry from the door, changing rooms, communal break areas, reception desk.	✓			Yellow/Black sticky tape are used around the building in walkway areas and white tape in all the studios.
8	One way system to be put in place to aid the flow of people around the premises to prevent crowding.	✓			Arrows placed on floor or walls where appropriate in hallways, changing rooms, toilets
9	Avoid non essential trips for employees	✓			Agreed that employees can go out when and if necessary, however they must ensure that they wear PPE ie. Masks, gloves and adhere to social distancing.
10	Avoid close face to face communications where possible in classes.	✓			Tutors will stay at least 1m apart at the front of the class as mentioned and if walking around stay 1m apart from students.
11	Air Condition to be used as and when required.	✓			The air condition to be turned on first thing in the morning in the larger studios, however where the studio is very cold the heating should be turned on for at least 1 hour before classes commence.
12	Air condition unit to be serviced quarterly.	✓			Last serviced in December 2020 and units cleaned and replaced

### Managing Occupancy levels to enable social distancing

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	Review and adapt layout in the admin and programme office to ensure employees are at least 2m apart.	✓			Staff to alternate days working in the offices.
2	Students/Staff making enquiries etc in any of the offices, one to one reviews etc.	✓			Students to email appointment letters, cards. If injured to send email to their year tutors clearly stating their injury. Students are not allowed to enter administration office. Queries/One to one to be dealt with via email, zoom
3	Review spacing of students in each class continuously.	✓			This is done by Tutors on a daily basis. Student within their group will remain in the same studio for the day. This prevents the changing of room so less risk.
4	Theory Classes				Upon returning on 8 <sup>th</sup> March all academic classes to take place online.
5	Library Use out of use during this time only to collect books if required.	✓			The library is now a classroom and is available to students when free and are booked through reception. Social distancing in place with spacing between desks marked. Hand sanitisers and antibacterial wipes are in the room.
6	Hot desking and sharing of equipment will be discouraged, but where this is not possible measures will be put in place to clean and sanitise the desk and equipment used. Eg. reception, offices, library	✓			Hand sanitisers to be placed on the desks. Limit the numbers of employees in the offices. Equipment to be cleaned every day every evening.
7	Meetings with external partners video conferencing to be encouraged. Staff meetings to be kept small and the largest room or office that we have to be used and must be equipped with sanitisers with 2M distance kept.	✓			Staff meetings to take place via Zoom whenever possible. One to one will take place in the large office if necessary.

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
8	Staff and Students must be encouraged not to stand around and chat in corridors or at reception.	✓			Notices placed around the reception desks and staff and student to be informed. Students to be given the option of wearing face masks during class.
9	Limit student/staff entering offices	✓			Students and staff will not be allowed into the offices at any given time. Notices placed on the door.
10	Limit the number of students in the changing rooms at any given time. Tape to be placed on the floor for distancing also alongside the mirror.	✓			As mentioned student will be encouraged to bring the uniform they need in for the day. The only item that they should require from a locker is shoes eg. Tap Yellow/Black tape on the floors, lockers will be issued with space between two cupboards.

### Managing Students during Dance Classes

Ref	Control Measure	Yes	No	N/A	Actions take details/further information
1	Floor exercise performed by the student make safe the floor to avoid contamination.	✓			Floor mats will not be used however floors will be damp cleaned with floor mop during the day.
2	During warm up exercises due to the intensity will incur body fluids in the atmosphere	✓			As above. Students encouraged to have
3	Any clothes placed in the black units should be removed after all classes.	✓			Any items left will be disposed of, students and staff informed. Student informed during induction and at the beginning of class.

### Shift Working and Staggering processes

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	Staggering work/lesson hours to reduce public transport use during peak periods will provide benefit to employees and students and the wider public effort.	✓			Students wear masks during the journey.

### Common Room Area/Kitchen

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	Where possible, staff should be encouraged to bring their own food.	✓			Employees to use the staff room with 1m social distancing and use the kitchen while students are in class.
2	Use of kitchen/common room for refilling kettle.	✓			Staff to fill kettle first thing in the morning before students arrive and refilled during the course of the day when the common room is free.
3	Break times to be staggered to reduce pressure in the common room or the kitchen area eg. using the microwaves or sink.	✓			Marking on seating furniture and less tables, monitored by staff.
4	Changing rooms to be altered to ensure the 2m or more and also the toilets.	✓			Visual markings on floor in the toilet area of the changing rooms. Students are encouraged to bring only clothes required for each day and walk with their bags and can place in the pigeon holes.
5	All staff and Students to be reminded to wash their hands before and after handling food, for the prescribed time of 20 seconds.	✓			Notices and posters placed around the building. Also mention during student induction and teacher training.
6	Clean and disinfect surfaces that are touched regularly.	✓			Cleaner on the premises between 10am and 5 pm each day. This has worked quite well in two shifts. Staff also encouraged to ensure they regularly sanitise their work area and equipment.

### Staff/Students and Visitors arriving

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	Staff and students to be asked questions in line with the government guidelines if they have any symptoms etc. or have had the coronavirus.	✓			Temperature monitor on all students, visitors and staff. Students have been given guidelines in Student Handbook, Induction and emailed any updates.
2	Any contractors that we have coming into the building be given a Covid questionnaire to complete.	✓			To be given a copy of our Visitors policy in addition the above applies temperature monitor and given the questionnaire

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
					produced for them to complete with contact details for track and trace. Folder to be kept at reception.
3	Social distancing and hygiene practices will apply to all visitors, and these will be explained at the point of signing in.	✓			Visitors will sign in using their own pens, however receptionist will provide pen using anti-bacterial wipes after sign in.
4	All visitors will be restricted to manageable numbers.				Staff/Students/Visitors will be asked to wait outside at point of buzzing in. Social distancing with markings with 1m.
5	Plans for any essential services and contractor visits can be revised to reduce interaction and overlap between people in the building, eg. arrange to have work done at night or early in the morning before the start of the working day.	✓			This will be monitored at point of booking.

### Cleaning Regimes

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	Ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly. Eg. bannisters, mobile ballet barres, stair handles, door etc	✓			As mentioned above a cleaner to be onsite all day. Staff to clean their areas regularly in the offices. List of essential cleaning areas to be provided to the cleaners. Cleaning times of cleaning in the changing rooms toilets and the single toilets.
2	If there is a confirmed case of Covid-19, the area in which that person has been using should be cleaned using antibacterial wipes.	✓			Deep clean with disinfectant floors in studio and antibacterial wipes.
3	If an employee, student or visitor has tested positive for coronavirus, then steps should be put in place to help prevent the spread from this person being at work by following the NHS track and trace self isolation rules.	✓			Visitors will give their contact details at reception point. Students will be sent home to self isolated as recommended by NHS on government website.



Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
4	All surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high contact areas such as toilets, door handles, telephones etc must be cleaned and disinfected.	✓			Deep clean immediately after each class.
5	Use signs and posters to encourage good personal hygiene through good handwashing, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Catch it, bin it and wash your hands	✓			Students tap in and out using their ID cards  Follow procedures as mentioned previously under General section.
6	Provide sanitisers to staff and place in locations where sanitiser would be an advantage eg. on desks, toilets, hand wash basins.	✓			As mentioned above
7	Goods and deliveries to be left at the door, for large items staff can bring up in the disabled lifts and wear disposable gloves when handling.	✓			Gloves to be worn when handling any deliveries of goods.
8	Cleaning regimes to areas that required detailed cleaning to be prioritised eg. kitchens, toilets, changing rooms etc.	✓			Cleaners provided with a reminder list of these areas. For the toilets there is currently a cleaning schedule which is signed of every hour.
9	Face masks to be worn by Tutors during class. Staff and students must be informed that the government guideline is that they wear masks while travelling on public transport.				Staff will be provided with visor face shields, however if they prefer to wear the surgical masks then they have to provide themselves. Students to be encouraged to wear face masks during walking around the corridor, government recently discussing this for schools
10	Staff and Students to be encouraged to wash their hands or sanitise once they enter the building.	✓			Automatic hand sanitisers upon entry into the building at the top of the stairs and reception.

### Use of vehicles and travelling to other sites in coaches

Ref	Control Measure	Yes	No	N/A	Actions taken details/further information
1	Where possible, employees to use their own vehicles and travel alone. If travelling on work purposes an assessment will need to be carried out on how to control the spread of Covid-19.	✓			Those Tutors that drive into work to travel on their own. If using public transport they must wear masks, and optional wear gloves.
2	Students travelling on coaches to other site, social distancing with seating and capacity will be mandatory and masks and disposable gloves worn during the journey. On arrival to location sanitising before entering. Students should be encouraged to also carry hand sanitisers with them.	✓			Coaches provided by Shockout will ensure that the company has followed government guidelines. Students to sit one per seat and wear masks during the journey.
3	Before booking transport for students discussion with the Coach Company on their cleaning regime in the coaches. Also what checks have been done with their drivers.	✓			Check with the coach company their policy on travelling during COVID-19 following Government Guidelines. Coach driver to be sent questionnaire to complete.
4	Ventilation should also be encouraged on coaches for the air flow.	✓			At time of booking this is to checked.

### TRACK & TRACE

All visitors complete questionnaire

Any Staff/Students testing positive for Coronavirus placed on Spreadsheet with details of isolation period.