

EAS Performance Academy – Risk Assessment

This document has been completed to provide a risk assessment for Edinburgh Acting School to resume weekly classes within Marchmont St Giles Parish Church. It should be read and understood by all tutors teaching within EAS and is available on request to anyone participating within any EAS course or rehearsal. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments

Date of risk assessment:

- V.1. Created 27th August 2020 – Stephen J. Graham-Martin
- V.2. Reviewed 9th April 2021 – Stephen J. Graham-Martin
- V.3. Reviewed 6th June 2021 – Stephen J. Graham-Martin
- V.4. Reviewed 5th January 2022 – Stephen J. Graham-Martin

Name of Section	Edinburgh Acting School	Date of Initial Risk Assessment	27 th August 2020	Name of who undertook this Risk Assessment	Stephen J. Graham Martin
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Hazzard Identified? / Risks from It?	Who is at Risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<i>H – Hazard – something which may cause harm or damage R – Risk – the chance of an incident happening and the outcome</i>	<ul style="list-style-type: none"> - Students - Tutors - General Public 	Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.

<p>H – Entry/Exit of Venue R – Difficulty in maintaining physical distance - higher risk of infection spread if physical distancing not maintained.</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> • A clear Entry/Exit plan will be sent to each student so they are aware of where to enter and exit from on the day of their class. • A COVID-19 Officer will be employed by EAS to stand at a main entrance to direct and support students/tutors/general public with guidance once in the building. • Work with Marchmont St Giles to operate a one way system/easiest footfall plan for each class. • Create video content explaining all of the above to each student. 	
<p>H – Mask and Face Coverings R – Risk of passing on infection without them</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> • Following from current Government Guidelines, it will not be mandatory for masks to be worn within a rehearsal room/classroom environment. • We will ask that students wear face coverings while in the corridors (we aim to limit the movement of students), and when they go to the bathroom. • All tutors will be offered appropriate PPE if they wish, but as all tutors will be social distancing from students and there is no legal requirement for them to wear it, this will be optional. • Students will be advised they can wear masks if desired and course content will accommodate this. 	
<p>H – Class/Cast Sizes R - Lack of physical distance during meeting leading to higher risk of infection spread if physical distancing not maintained.</p>	<p>Students Tutor</p>	<ul style="list-style-type: none"> • We have set out clear expectations with all involved in advance and confirmation that students understand expectations will form part of gaining a place on courses. • At the start of each class the tutor will remind all those present of the rules. • Limit group sizes to the volume of people the location can support with physical distancing in place 	

		<ul style="list-style-type: none"> • Use various spaces for different groups and create a footfall plan for each group so crossover is not possible. • Any breaches will be deemed a breach of the code of conduct and dealt with accordingly. 	
<p>H - Hygiene of people R - Higher risk of infection spread if proper hand washing not carried out.</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> • Clear instructions of what is expected of all involved given in advance • provide hand sanitiser/ hand washing for all members on arrival, departure and during as required 	
<p>H - Hygiene of activity equipment R - Higher risk of infection spread if hygiene not carried out.</p>	<p>Students Tutor</p>	<ul style="list-style-type: none"> • Avoid use of equipment when possible and limit the volume of equipment used, including consumables such as paper. • Avoid sharing of equipment when possible, assign specific items to individuals for the evening • Use equipment which can easily be cleaned • cleaning of activity equipment before and after group use • If equipment cannot easily be cleaned after use then it should be bagged and quarantined for a minimum of 72 hours • Restrict equipment to one group within a group and do not share equipment across classes over the course of the week so that there is at least 1 week between equipment being used. 	
<p>H – Hand cleaning products R - Allergic reaction</p>	<p>Students Tutor</p>	<ul style="list-style-type: none"> • Students are to ensure that any known allergies are to be included in their registration form submitted. This will be noted again in our 'week before' email. • Any member likely to experience skin sensitivity to hand cleaning products must supply their own version which complies with guidelines 	

		<ul style="list-style-type: none"> • Sensitive information is only shared with EAS Staff. 	
<p>H - Unknown persons accessing the site R – exposed to unacceptable behaviour or harm</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> • Employ a COVID-19 Officer who will ensure all appropriate processes are in place, including the security of the building. • Make aware of any issues at the first instance. Tutors to contact COVID-19 Officer if they need assistance or note any issues. 	
<p>H – Fire Aid R – Accidents leading to injury such as Cuts, bruises, abrasions, and broken bones</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> • Ensure at least one tutor is sufficiently First Aid trained in each group • Ensure there is a dedicated person responsible for First Aid, known to all. This will assigned to the COVID-19 Officer • Ensure First Aid is administered pursuant to the Group’s COVID-19 Action Plan • Ensure PPE and a first aid kit is available 	
<p>H – Weekly Classes R – Students/Tutors express anxieties or concerns.</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> • We have produced a plan for how we intend to communicate with students, how we aim to provide a safe environment and how we will work with the venue and our tutors to support everyone. • We aim to supply all information and guidance to students 7 days before the start date. There will be an opportunity prior to the start date to discuss any concerns or for any clarity to be given. 	
<p>H – Weekly Classes R – Exclusion of some members due to shielding, special needs etc</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> • Our school and teaching plans allow as many section members to participate as much as they desire. • We will give students the opportunity to express concerns they have with face to face and address any issues on a one on one basis. 	
<p>H – Lack of training opportunities R - Leaders are not up to date with training</p>	<p>Tutors</p>	<ul style="list-style-type: none"> • All staff have been involved in a ‘return to work’ meeting previously to discuss any concerns, to offer advice and to collective work together to cover 	

		<p>the bases we need to cover as an establishment. This remains our policy throughout.</p> <ul style="list-style-type: none"> All staff will be invited to the venue prior to the classes restarting to walk through all areas of the new footfall plan. Full understanding will be expected from all tutors before we safely open our classes. 	
<p>H – Group Sizes R – Group sizes exceed maximum permitted R – Group sizes exceed number tutors can manage.</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> Classes are being planned in line with the latest guidelines on group size and meeting formats set out by Scottish Government. We are working with the Marchmont St Giles Venue to approve appropriate capacities and the spaces in which they operate. Our staff are trained to support the class capacity we have in place. Extra tutors will also be available where/when needed to support the school. The COVID-19 Officer will manage any concerns within the class so the tutor can continue their main role throughout the sessions. 	
<p>H - Hygiene of toilets R - higher risk of infection spread if hygiene not carried out.</p>	<p>Students Tutors</p>	<ul style="list-style-type: none"> We aim to work with the venue at Marchmont ST Giles to follow any procedures they currently have in place. Our aim is to restrict the number of students using the toilets at any one time. We will also look at what facilities are available within the venue and how we can allocate specific toilets to specific groups. These will also be cleaned at appropriate intervals. We will make sure before starting that the venue has provisions for handwashing, drying, alcohol hand gel. We will also have a supply in the event non is available. 	

<p>H – Risk to Community and other Groups R – Risk of passing on infection to the wider community, other groups that use the space.</p>	<p>Students Tutors General Public</p>	<ul style="list-style-type: none"> • EAS Staff will arrive early to clean each space so it is clean for their students arriving. • Our aim is also to clean these spaces at the end of our sessions, so it is clean and sanitised for the next group. • We encourage full communication with the venue and other groups, so will email through to the venue directly of any issues or concerns. In the event that groups are using the same space within the same night, we will endeavour to speak directly to the clubs/group's leaders for a safe 'passover'. 	
<p>H – Risk to Cast & Crew R – Injury through falling when lights are off during the show</p>	<p>Cast Members Tutors Visitors</p>	<ul style="list-style-type: none"> • MM Sound and Light have installed extra light into the venue. • Due to the timings of shows and time of year the natural light through windows will generate enough light (main windows not being covered). • EAS Team will monitor throughout and make sure extra light is added to areas of concern. 	
<p>H – Risk to Cast & Crew R – Trips/Slips & Falls</p>	<p>Cast Members Tutors Visitors</p>	<ul style="list-style-type: none"> • MM Sound and Lighting have clearly marked with white tape any areas of concern. • All Cast will be walked through the entrance/exits and any hazards before any rehearsals commence. • All Teams will monitor throughout and rectify any issues as they appear. 	
<p>H - Risk to Cast & Crew R – Manual Handling</p>	<p>Crew and Volunteers</p>	<ul style="list-style-type: none"> • A good working practise will be reiterated to all teams. Anyone unsure will be advised to mention to the main team in charge and will be shown. • Training will be provided if needed. 	
<p>H – Risk to Cast & Crew R – Equipment: Props/Costumes left around backstage</p>	<p>Cast Members Tutors</p>	<ul style="list-style-type: none"> • Designated areas for costumes and props has been assigned. This will be shown again throughout the walk around with all cast and crew. • If props and costumes are left on the floor it will be explained that all responsible persons should keep an eye for this. 	

		<ul style="list-style-type: none"> • Clear signage for each area will be present. • COVID – all props will be wiped down prior to each performance. • COVID – all costumes will be sprayed prior to each performance 	
H – Risk to Cast & Crew & Audience R – General Theatre Knowledge: Fire/Health and Safety and Theatre Etiquette.	Cast Members Tutors Crew Audience Volunteers	<ul style="list-style-type: none"> • All Cast and Crew will be fully walked through the venue and within this will be mentioned health and safety, good theatre practise and any questions will be answered. • Signage will be up and around the area to remind people of the risks. • During the FOH announcement, there is a health and safety and theatre etiquette announcement to all patrons attending. • EAS Team and MM Sound and Light Team will continuously monitor risks and will report anything to the main person responsible. 	