

COVID Risk Assessment – The Met Workshop Groups

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This document is to be used in conjunction with the general building RA and with existing RA documents covering usual workshop activity.

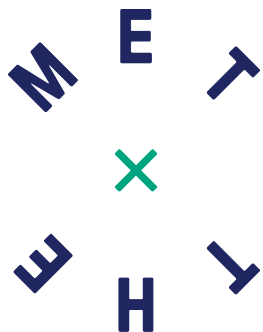
This document is informed by guidance on 'Protective Measures for Our of School Settings (OOSS)' published 1st July 2020 and 'Working Safely in the Performing Arts During Coronavirus', updated 23rd July 2020, and will be updated with any further guidance when available.

Currently, venues are not permitted to hold public indoor performance events, therefore sharing of work that would usually happen within workshop groups will not be permitted. When this changes, this RA will be updated with a section on the management of performances.

Young People

Current government guidance suggests that susceptibility to the virus is low for children up to the age of 11-13. The Met will not be combining young people in the lower and upper age range in workshops.

Risk	Likelihood	Severity	Action	Responsibility
Young people bringing the virus with them from home	3	4	All families reminded not to enter the venue if symptomatic (reminders in parents comms and building signage). Hand sanitizer station at building entry. Social distancing measures in workshop.	Met- Building signage and sanitizer stations Groups- Family communications and social distancing.



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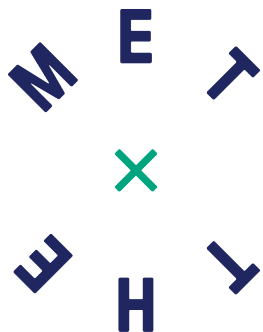
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Young people over 13 travelling on public transport	2	4	Young people requested not to travel to sessions on public transport.	Groups
Young people over 13 bringing the virus from other social activity	3	4	Families requested to limit activities being attended by young people (in comms to families). Use of hand sanitizer stations. Social distancing measures in workshops.	Groups

Entry and Exit from the Building

Parents/ carers will be requested to wait for their children outside the venue in a socially distanced way. We hope that parents/ carers are able to self-police this but if issues occur, we will create floor markings to delineate waiting spaces. Children will be released from the rear doorway one by one in register order.

Risk	Likelihood	Severity	Action	Responsibility
Parents/ carers passing infection between them at the doors	2	4	Workshop groups to manage entry and exit by requesting parents do not wait at the doors. Drop off and pick off timed to be outside any peak times to ease potential congestion outside the venue.	Individual groups



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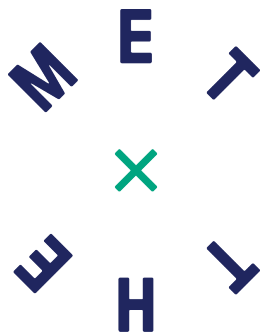
Participants/ parents/ carers transmitting or picking up the virus from handling doors or handrails	2	4	All participants to sanitize hands before leaving the building and on entry. Parents/ carers not to enter the building for drop off/ pick up. All contact surfaces to be sanitized prior to welcoming groups into the building, on re- entry into the foyer space and when participants have left.	Individual groups- reminders of guidance to participants and families. The Met- Provision of sanitizer stations in the foyer. Surface sanitize on the three names occasions (FOH staff).
Participants coming into contact with others entering and leaving the building.	3	4	One way system to be in use through the building making use of the back/ car park door for exit from the main building and the main entrance for entry.	The Met will signpost this one way system. Groups are responsible for enforcing this.

Social Distancing and Protection in Workshops

The Met's workshop groups will enact social distancing in sessions through the following measures:

*If working in Derby Hall, groups attending will be no larger than 13 young people (guidance from NYA are for groups in spaces to be no larger than 15 including staff). If working in The Box, four young people plus one member of staff can work safely.

*Children under the age of 11 will be encouraged to social distance in workshops through the use of 'working groups'. Children will be assigned to a 'working group' at the start of the new term of delivery of no more than 4 young people. They will consistently work



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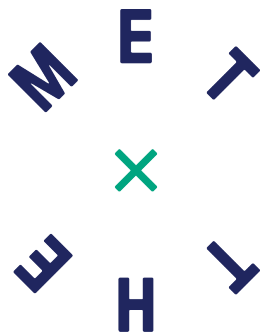
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in these groups for the remainder of the term and will work in an assigned area in their workspace. This space will be a marked-out area that provides enough space for the children to work at 1m+ in group work.

*Children over the age of 11 will need to social distance throughout workshop delivery. Group work will be minimal and will need to be undertaken at social distances of 1m+. All other workshop activity will require 2m distancing. Young people should avoid performing face to face with other actors.

There will be an access route along the outside of the room and breaks will be taken on a group by group basis. Working groups will operate in spaces of 10m square in order to provide at least one metre for each individual to operate in. There will be a 2 metre space between each of the working group areas.

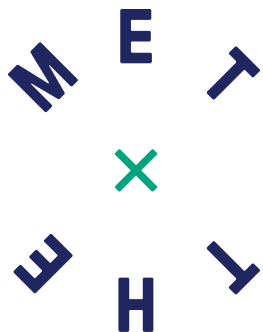
Risk	Likelihood	Severity	Action	Responsibility
Participants transmitting the virus through physical contact	3	4	No physical contact to be made in workshops.	Groups
Participants transmitting the virus through close proximity working	3	4	Social distance of 1m+ to be maintained in workshops through making use of 'working groups' as outlined above.	Groups
Participants transmitting the virus through	3	4	Until further guidance is provided, there will be no singing workshops held. Facilitators will use their discretion in managing the volume of the space and focus	Groups



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vocal projection or singing			on more intimate styles of performance to cut down on the need for projection. Participants should not face one another in sessions.	
Virus transmission through handling of items such as props and scripts	3	4	Guidance from Open Drama UK suggests that any props young people need to use in workshops should be brought from home and used only by them. Sanitizer wipes to be made available to clean props before taking them home. Scripts should not be handled in workshops unless they are brought from home. If line learning is needed from text, young people should receive these via email and print and learn lines at home. Facilitators can also make use of projector facilities to show scripts or visual stimuli.	Groups
Participants coming into contact with each other on breaks	3	4	Breaks to be managed in working groups to limit interpersonal contact. For full day workshops or long rehearsals, an additional space to be made available for groups to take their break with same infection control measures as the working space.	Groups The Met will make additional break space available upon request and undertake the appropriate measures.



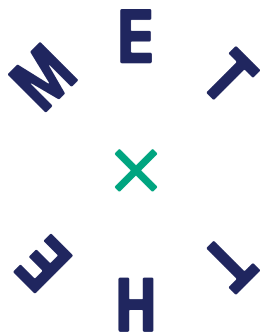
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			Where possible, outdoor space should be used for breaks.	
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Infection Control

Risk	Likelihood	Severity	Action	Responsibility
Participants transmitting the virus through items brought from home	2	4	Participants asked to not bring excess items with them from home. This should be limited to one re-usable water bottle for usual 2 hour workshops. Bottles should be kept in a designated space in the workshop space and clearly identifiable. For full-day workshops where lunches are required, these can be brought from home and kept in a designated space. Young people will not be permitted to leave the premises on breaks.	Groups
Spaces not adequately ventilated	2	3	Air handling units remain on and turned to high in all spaces to ventilate.	The Met
Participants not informed/ reminded about how to protect	2	3	Signage throughout the building to remind all attendees of regulations. Toilet signage to remind attendees of hand washing guidance.	The Met



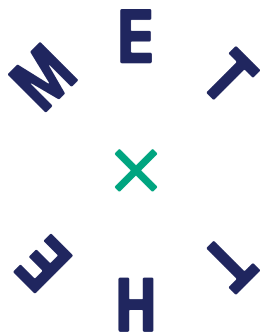
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themselves from infection			Accessible/ easy read guidance also displayed. Groups to consider making signage available for ease of understanding for younger children and other demographics.	Groups
Participants at risk of infection from contact with surfaces in the space	3	4	All spaces to be thoroughly cleaned before and after workshop group sessions.	The Met

Toilets

Risk	Likelihood	Severity	Action	Responsibility
Participants at risk of infection through sharing of toilet facilities	2	3	Toilet breaks to be given on a group by group basis with participants to wait outside the room while taking turns.	Groups
Participants at risk of infection through toilets having been used by others prior to arrival	3	4	Toilets to be cleaned before and after workshop group sessions.	The Met



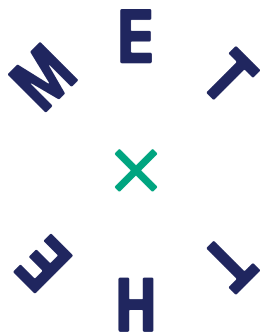
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			One cubicle to be kept for other staff in the building and not used by participants if needed.	
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Staffing

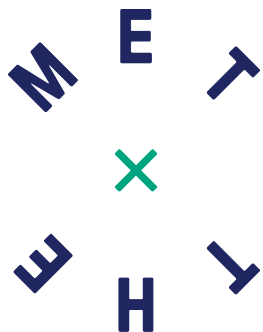
Risk	Likelihood	Severity	Action	Responsibility
Staff members working unsupervised/ supported with large groups	1	4	Government guidance states that a ratio of 1:15 is adequate, however we would recommend at least 1:8 is desirable.	Groups
Staff members at risk of illness through infection	2	5	Staff members to take precautions regarding their own health and not enter the building if they are symptomatic or at risk of having come into contact with COVID-19.	Groups



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			Staff risk assessments available for anyone with additional vulnerabilities. First Aid trained staff not required to undertake any non-urgent first aid requiring proximity or contact.	The Met Groups
Staffing provision not adequate to protect health and safety and safeguarding	1	5	Ratios of at least 1:8 adhered to. At least one group leader must have safeguarding training and recent DBS. At least one First Aider to be present in the building for all workshop activity. Emergency PPE available for any first aid emergencies.	Groups Groups/ The Met The Met



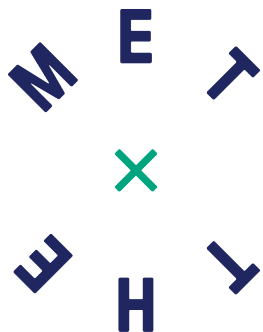
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Safeguarding

The Met has its own safeguarding policy that is updated every two years. We expect all external partners to be able to provide a copy of their safeguarding policy upon hire. All staff should be up to date and aware of the additional safeguarding risks to young people in light of the COVID-19 pandemic.

Risk	Likelihood	Severity	Action	Responsibility
Young people at greater risk of having experienced violence in the home during lockdown	3	4	All workshop group staff to be aware of the issues impacting participants and have access to relevant up to date training. Safeguarding procedures to be re-iterated in case of identification or disclosure.	Groups
Young people may be suffering additional mental health issues	4	4	All workshop group staff to be aware of the issues impacting participants and have access to relevant up to date training.	Groups



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Young people may have experienced bereavements	3	4	All workshop group staff to be aware of the issues impacting participants and have access to relevant up to date training.	Groups
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What to do if a COVID-19 case happens in a workshop group

If a child becomes symptomatic in your workshop, isolate this child as soon as possible in a closed room, if possible with a form of ventilation, call home and wait for them to be picked up. If possible, a member of staff should stay with the child and make use of emergency PPE if 2 metre distance cannot be maintained in the space. Follow usual pick up protocol. The child should self-isolate for 7 days and seek testing as soon as possible. If that test is negative, they may return to sessions as soon as they are well enough. If the test is positive they should self-isolate for 14 days. NHS Test and Trace will make contact with the group facilitators and the rest of the group may be advised to self-isolate for 14 days. In this instance, the workshop group will be suspended for an agreed amount of time. If more cases are found in the setting, Public Health England may be in touch to investigate and provide support.

General Guidelines for delivery

Payments for workshop activities must be handled in a contact-free way. In most cases, this will mean using online only bookings. If necessary, participants may pay on entry using contactless cards or if using the correct change in small sums.

Risk Assessment completed by: Steph Meskell-Brocken (Education and Learning Manager)

Date: 28th July 2020