



AUGUST 24, 2020

COVID-19 RISK ASSESSMENTS VERSION 1.2

PHASE 1 – REOPENING OF CHESTERFIELD STUDIOS

Jonathan Francis
Artistic Director
Chesterfield Studios Limited

Table of Contents

CO-001: ENTERING CHESTERFIELD STUDIOS BUILDINGS	3
CO-002: CLEANING	7
CO-003: INTERACTION & PHYSICAL CONTACT	14
CO-004: OFFICE SPACES	18
CO-005: RECEPTION, BOX OFFICE & FRONT-LINE DESKS	23
CO-006: WORKING IN PLANT ROOM	28
CO-007: REHEARSAL STUDIOS	31
CO-008: COMMUNAL SPACES	37
CO-009: CIRCULATION SPACES – CORRIDORS AND STAIRWELLS	41
CO-010: TOILETS	45
CO-011: EVACUATION AND SOCIAL DISTANCING	48
CO-012: MANUAL HANDLING AND SOCIAL DISTANCING	51
CO-013: USING SHARED EQUIPMENT AND COMPUTERS	55
CO-014: USING SHARED INSTRUMENTS	59
CO-015: RECEIVING DELIVERIES, POST AND PARCELS	63
CO-017: KITCHENS AND KITCHENETTES	67
CO-018: TEACHING AND REHEARSAL PRACTICE	71
CO-019: VISITORS, CONTRACTORS AND SUPPLIERS	80
CO-020: MEETINGS	86
CO-XXX: BLANK RA	90

Key:

L – Likelihood

- 1) Very unlikely
- 2) Unlikely – may occur
- 3) Likely
- 4) Very Likely
- 5) Almost certain

C – Consequences

- 1) Negligible
- 2) Minor
- 3) Moderate
- 4) Major
- 5) Severe

Likelihood of Occurrence (L)	Severity of Consequences (C)				
	1. Negligible	2. Minor	3. Moderate	4. Major	5. Severe
1. Very unlikely	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Likely	3	6	9	12	15
4. Very Likely	4	8	12	16	20
5. Almost certain	5	10	15	20	25
Risk Rating L x C	Minimal 1-2	Low 3-9	Medium 10-15	High 16-20	Extreme 25

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-001: ENTERING CHESTERFIELD STUDIOS BUILDINGS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	23/08/2020
TIME OF ASSESSMENT	1230
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<p>All Studios entrances:</p> <ul style="list-style-type: none"> - Main entrance - Staff entrance at West Door
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with an infected surface	Staff Students Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through contact with an infected surface Spreading the virus to family members/household occupants	Infection control cleaning regime implemented across the Studios including office spaces, which includes door handles, push pads and code pads. Handles/push pads/push plates cleaned 4 x per 24-hour period with anti-infection product.	2	5	10	Where 2m social distancing cannot be maintained, facemasks must be worn. This is compulsory and the duty manager will check to assure compliance.	3	5	15
			Compulsory and enforced hand sanitising when entering the building. Encouraged hand sanitising and further sanitising on journey through the building	2	5	10				
			Pass door pinned open when the weather permits to prevent unnecessary contact. Compulsory hand sanitising on entry, set up in the entrance.	1	5	5				
			When receiving large deliveries, packages should be left in the entrance lobby, with doors pinned back to prevent unnecessary contact.	2	5	10				

			<p>Turn off access control to studios (not office or closed off spaces, or West Door) as the building is closed to public and parents to reduce number of times someone must touch a keypad.</p> <p>All measures, information and procedures circulated to relevant staff and students via email.</p>	2	5	10			
Becoming ill/a carrier of the Coronavirus due to close interaction with people.	<p>Staff Students Contractors Volunteers Authorised Visitors</p> <p>Family and household members of all building users named above</p>	<p>Catching the virus.</p> <p>Spreading the virus to family members/household occupants</p>	<p>Duty management briefed to implement people management in main entrances, restricting access when there are too many people and asking people to move on if they congregate in an unsafe way. As per Government/HSE guidelines.</p>	3	5	15			
			<p>Barriers in place to ensure 2m social distancing from frontline workers. Please see RA CO-005: Reception, Box Office and Frontline</p>	2	5	10			
			<p>Clear signage and floor stickers stating the social distancing requirements at all entrances. Clear signage</p>	3	5	15			

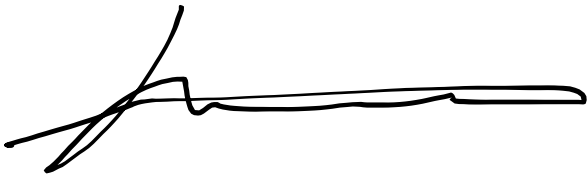
			in the entrance directing people the correct way around the one-way system.							
			One-way system in place with clear signage.	3	5	15				
			No parents/carers allowed on site; collection/drop off points socially distanced	2	5	10				
			No one with COVID-19 or suffering symptoms allowed on site. (Temperature checks and Health Self Declaration on entry)	2	5	10				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:



Date: 23/08/2020

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-002: CLEANING

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	0930
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	The entire site, including the quadrangle and surrounding land
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices for cleaning by staff and caretakers

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with an infected surface	Staff Students Contractors Volunteers Authorised Visitors	Catching the virus through contact with an infected surface	A deep clean of the entire site has been conducted during the lockdown period. Buildings have been locked and used only by directors in the interim.	2	5	10				
			Cleaning of the building to be intensified and localised in key areas of usage to enable sufficient time and care for safe working.	1	5	5				
			Compulsory hand washing for all staff entering the building	3	5	15				
	Provision of hand sanitiser across the whole building	3	5	15						
	Where possible, products and equipment should not be shared. Where it cannot be avoided, the process should include sanitisation and the use of PPE at all times	2	5	10						
	All staff to be trained in COVID-19 procedures to ensure safeguards are in place	2	5	10						
	Family and household members of all building users named above	Spreading the virus to family members/household occupants								

			<p>All teaching staff and chaperones to assist in cleaning of regular touch points, toilets, and surfaces between classes.</p> <p>If a case of Covid-19 is reported by someone who has visited the building, any spaces they have used will be closed off from use (doors locked, any windows will be left open and air conditioning turned off) until full sanitisation conducted according to government guidelines</p> <ul style="list-style-type: none"> - All cleaning equipment and waste bags must be collected before entering the space - Any cloths and mop heads used must be disposed of as single use items - Before entering the room, hand hygiene must be carried out and disposable plastic apron and gloves worn. - Bag all items used by the person as clinical waste (e.g. bin 	2	5	10				
--	--	--	--	---	---	----	--	--	--	--

			<p>contents). This should be quarantined until test results known. If confirmed, contact local HPT.</p> <ul style="list-style-type: none"> - Disinfect all hard surfaces, furniture, doors, etc., using a suitable disinfectant solution - Discard PPE as clinical waste. - Perform hand hygiene. 						
Becoming ill/a carrier of the Coronavirus due to close interaction with people.	Staff	Catching the virus.	The caretaker will work in the building when students and other members of staff are not present.	2	5	10			
	Students Contractors Volunteers Authorised Visitors	Spreading the virus to family members/household occupants	All staff to receive full compulsory Covid-19 training, covering social distancing guidelines and new practices derived from the Covid-19 risk assessments. This must be completed prior to re-opening to minimise risk of infecting other workers on site.	3	5	15			
	Family and household members of all building users named above		Directors will conduct regular spot checks to ensure cleaning RAMS are being adhered to at all times. The caretaker should	2	5	10			

		<p>ensure that stock levels are kept appropriately high and order new products in good time, whilst reporting any concerns.</p> <p>Along with Rose Hill URC, Chesterfield Studios will provide the caretaker with additional PPE as and when required.</p> <p>Clear and regular communication with the caretaker/directors/duty management/staff to ensure safe working conditions, to prevent unnecessary risks and to mitigate any concerns.</p> <p>As of yet, no known case of Covid-19 on site, either amongst staff or students. Any cases found to be reported immediately under RIDDOR and internal investigation done to track the infected person's movement and connections on site.</p> <p>The bulk of cleaning by the caretaker will operate Monday-Friday during the day</p>	3	5	15			
			1	5	5			
			2	5	10			
			1	5	5			

			where only one director, and no other staff or students are present.						
Catching virus from infected cleaning equipment deliveries or delivery personnel.	Caretaker, duty management staff, third parties.	Catching the virus through contact with infected deliveries/drivers. Spreading the virus to family members/household occupants.	Deliveries only accepted from known suppliers. All deliveries are pre-booked where possible.	3	5	15			
Catching virus on commute to work.	Caretaker and third parties.	Catching the virus through public transport. Spreading the virus to family members/household occupants.	Compulsory and enforced hand washing upon entering the building. Provision of hot water, soap. PPE (gloves and masks) provided to frontline operation staff to use on their commutes if taking public transport. Information given at training regarding hand washing when completing journeys on public transport. Information circulated about reducing face touching.	2 2 3 3	5 5 5 5	10 10 15 15			

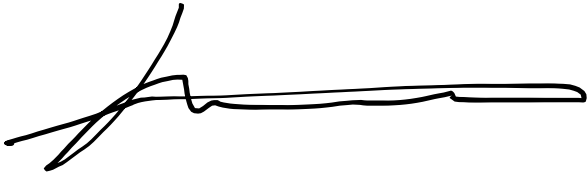
			Staff required to wear clean uniform/clothes everyday they are on site to reduce risk of cross contamination.	2	5	10			
--	--	--	---	---	---	----	--	--	--

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:



Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-003: INTERACTION & PHYSICAL CONTACT

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	23/08/2020
TIME OF ASSESSMENT	1200
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	The entire site.
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices regarding physical contact for staff and students returning to CS after the Covid19 Lockdown

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to shaking hands, hugging or other physical contact.	Staff Students Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching or spreading the virus Spreading the virus to family members/household occupants	Chesterfield Studios is temporarily a “no handshakes and no hugging” building. Adequate signage across the site to indicate this.	2	5	10	A new induction video and pack will be issued to students and staff to reflect changes.	2	5	10
			External visitors to be informed before attending site by the meeting co-ordinator, see RA CO-020: Meetings	3	5	15	Where 2m social distancing cannot be maintained, facemasks must be worn.	3	5	15
			The Lounge Café will remain closed until further notice and no student parties will be organised.	1	5	5				
			All measures, information and procedures will be circulated to all staff, students and parents.	2	5	10				
			Duty management will be trained on how to safely disperse those not abiding by the rules.	2	5	10				
Becoming ill/a carrier of the Coronavirus due to rehearsals and classes that require touch.	Staff and students who are part of these sessions.	Catching the virus. Spreading the virus to family	All classes and rehearsals which cannot continue without touching, will be suspended.	1	5	5				
				2	5	10				

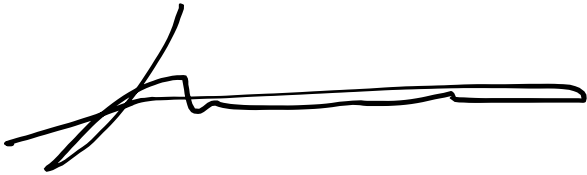
	Family and household members of all building users named above	members/household occupants	<p>Teaching/exam prep on site with the following suggested guidance:</p> <p>Singing = 2m apart with screens in place in front of the piano and all singers facing the same way, not face to face</p> <p>Acting = 2m apart</p> <p>Dance = 2m apart</p> <p>Piano = 2m apart</p> <p>To be reviewed upon receiving further information from Public Heath England and the government.</p>							
--	--	-----------------------------	--	--	--	--	--	--	--	--

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written in a cursive style.

Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-004: OFFICE SPACES

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	1100
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<p>Office spaces:</p> <ul style="list-style-type: none"> - Main office - Box Office
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with an infected surface	Staff Students Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through contact with an infected surface Spreading the virus to family members/household occupants	Infection control cleaning regime implemented across the Studios including office spaces, which includes door handles, push pads and code pads. Handles/push pads/push plates cleaned 4 x per 24-hour period with anti-infection product. Particular attention should be paid to desks in office spaces.	2	5	10				
			Alcohol anti-bacterial wipes provided in each office space to clean computer and work equipment before and after use.	2	5	10				
			Access control will be in place for both the Main Office and Box Office. Hand sanitiser should be used immediately after using keypads.	2	5	10				
			Any door requiring a key to be unlocked, must be done by keyholders only. Keys should not be shared amongst staff or students.	2	5	10				

			<p>Shared facilities such as the photocopier should be wiped clean with alcohol anti-bacterial wipes before and after usage.</p> <p>Please refer to RA CO-013: Using Shared Equipment and Computers</p>	2	5	10				
<p>Becoming ill/a carrier of the Coronavirus due to close interaction with people.</p>	<p>Staff Students Contractors Volunteers Authorised Visitors</p> <p>Family and household members of all building users named above</p>	<p>Catching the virus.</p> <p>Spreading the virus to family members/household occupants</p>	<p>Directorate to work from home wherever possible.</p>	2	5	10	<p>Where 2m social distancing cannot be adhered to, facemasks must be worn.</p>	3	5	15
			<p>No meetings within office spaces, as 2m social cannot be adhered to.</p>	2	5	10				
			<p>For a staff member to return to site, staff must get approval from the Artistic Director. Once approved, they must take part in a compulsory H&S induction. Training will be recorded in the Covid-19 training register.</p>	2	5	10				
			<p>Office spaces to comply with strict capacities, displayed on the door. Please see RA CO-04: Office Spaces</p>	2	5	10				

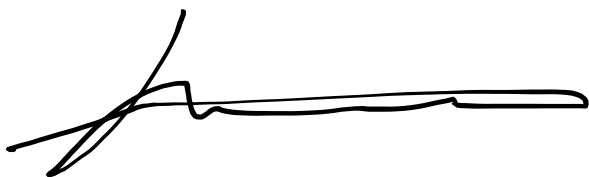
			Desks to be arranged to prevent staff facing each other.	2	5	10			
			Wherever possible, paperwork must be carried out digitally and not passed between people.	2	5	10			
			All unnecessary chairs, furniture to be removed to allow for maximum space.	2	5	10			
			Office spaces are strictly for appropriate staff usage. Students are not permitted inside.	2	5	10			
			No visitor is allowed to sit at a desk.	2	5	10			

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:



Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-005: RECEPTION, BOX OFFICE & FRONT-LINE DESKS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	1100
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<p>Customer facing desks.</p> <ul style="list-style-type: none"> - Box Office - Reception
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices for staff and students returning to CS after the Covid19 Lockdown</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with an infected surface	Staff Students Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through contact with an infected surface Spreading the virus to family members/household occupants	Infection control cleaning regime implemented across the Studios including office spaces, which includes door handles, push pads and code pads. Handles/push pads/push plates cleaned 4 x per 24-hour period with anti-infection product. Particular attention should be paid to desks in office spaces.	2	5	10				
			Alcohol anti-bacterial wipes provided in each office space to clean computer and work equipment before and after use. Training will be given on this during the building induction.	2	5	10				
			Every studio will be allocated its own radio. Where possible, the radios will be labelled with specific staff names to avoid cross-contamination. Strictly enforced cleaning regimes of radios will take place.	2	5	10				

			<p>Compulsory and enforced handwashing for all building users entering the building.</p> <p>Cleaning regime implemented of all emergency panels.</p> <p>Access control will be in place for the Box Office. Hand sanitiser should be used immediately after using keypads.</p> <p>Please refer to RA CO-013: Using Shared Equipment and Computers</p>	2	5	10				
Becoming ill/a carrier of the Coronavirus due to close interaction with people.	<p>Staff Students Contractors Volunteers Authorised Visitors</p> <p>Family and household members of all building users named above</p>	<p>Catching the virus.</p> <p>Spreading the virus to family members/household occupants</p>	<p>Directorate to work from home wherever possible.</p> <p>Screens in place on the Box Office counter to reduce risk of infection.</p> <p>Clear markings on social distancing queueing.</p> <p>Students, parents and visitors should not enter the entrance lobby and wait outside until called forward.</p>	2	5	10	<p>Where 2m social distancing cannot be adhered to, facemasks must be worn.</p>	3	5	15

			Duty management/FOH should speak with parents and students in the open air where possible.	2	5	10			
			Clear signage advising users to phone or email if possible and come back at a quieter time if there is a queue.	2	5	10			
			Barriers, floor stickers and signage in place to ensure 2m social distancing from frontline workers.	2	5	10			
			Clear signage stating social distancing requirements of CS	2	5	10			
			Restricted to one person in the Box Office at any one time.	2	5	10			
			All frontline staff will be given extra training covering use of PPE, cleaning equipment and leading by example.	2	5	10			
			Parents will not be allowed in the building to wait or drop-off/collect their children.	2	5	10			
			All visitors to the site must be pre-authorised and adhere to the Visitor Policy please see	2	5	10			

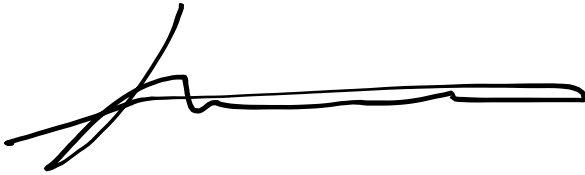
			CO-019 – Visitors, Contractors and Suppliers.							
--	--	--	---	--	--	--	--	--	--	--

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:



Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-006: WORKING IN PLANT ROOM

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	1210
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	Plant room
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown

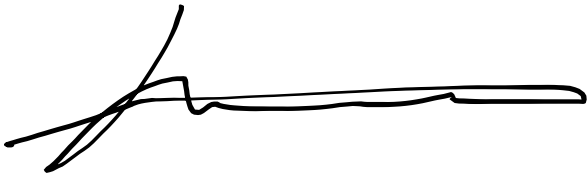
WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
<p>Becoming ill/a carrier of the Coronavirus due to contact with an infected surface</p>	<p>Staff Contractors Volunteers Authorised Visitors</p> <p>Family and household members of all building users named above</p>	<p>Catching the virus through contact with an infected surface</p> <p>Spreading the virus to family members/household occupants</p>	<p>Alcohol anti-bacterial wipes provided to clean plant equipment prior to using.</p> <p>Gloves available for operatives.</p> <p>Tools and equipment wiped and cleaned after use.</p>	2	5	10				
<p>Becoming ill/a carrier of the Coronavirus due to close interaction with people.</p>	<p>Staff Contractors Authorised Visitors</p> <p>Family and household members of all building users named above</p>	<p>Catching the virus.</p> <p>Spreading the virus to family members/household occupants</p>	<p>Restrict and prohibit access to plant room.</p> <p>Clear social distancing signage, only one operative in area at a time.</p>	2	5	10	<p>Where 2m social distancing cannot be adhered to, facemasks must be worn.</p>	3	5	15
				2	5	10				
				2	5	10				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-007: REHEARSAL STUDIOS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	23/08/2020
TIME OF ASSESSMENT	1220
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<ul style="list-style-type: none"> - Studio 1 - Studio 2 - Studio 3 - Eastwood Hall
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with an infected surface	Staff Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through contact with an infected surface Spreading the virus to family members/household occupants	All unnecessary furniture and equipment removed from Studios prior to teaching commencing.	2	5	10				
				2	5	10				
			CD players, CDs, tapes, etc., and their associated playback equipment should not be used.	2	5	10				
			Number of chairs limited, and excess chairs removed.	2	5	10				
			Infection control cleaning regime implemented across the whole site including door handles.	2	5	10				
			Enhanced cleaning of pianos before and after use. Alcohol anti-bacterial products to be used.	2	5	10				
			All Studios to be unlocked to prevent cross contamination of keys and keypads.	2	5	10				
All ipods and PA equipment to be cleaned before and after usage with antibacterial wipes.	2	5	10							

			<p>All rehearsal materials should, where possible, be circulated to students and staff via PDF to be downloaded to personal iPads and phones.</p> <p>Sharing scripts and materials is not permitted.</p> <p>Any paper materials should only be used by the person named on the cover.</p> <p>Please see RA CO-022: Using shared equipment and computers.</p>	2	5	10				
Becoming ill/a carrier of the Coronavirus due to close interaction with people.	<p>Staff Contractors Authorised Visitors</p> <p>Family and household members of all building users named above</p>	<p>Catching the virus.</p> <p>Spreading the virus to family members/household occupants</p>	<p>Signage on all studio doors stating users must wash their hands before use.</p> <p>Strict capacities of each space clearly stated on all doors to rooms, including variations for different faculties.</p> <p>Capacities calculated using methodology which assesses size and volume of each space, following government social distancing guidelines.</p>	2	5	10	<p>Where 2m social distancing cannot be adhered to, facemasks must be worn.</p> <p>Reiterate existing policies regarding no eating to encourage hygienic practices.</p>	3	5	15
				2	5	10				

			No performance to take place in any of these rooms for either internal or external audiences.	2	5	10			
			Number of chairs limited in each space and excess chairs removed.	2	5	10			
			Markings on the floor regarding positions for safe working for when multiple users in space, with differentiation for the requirements of the different faculties.	3	5	15			
			Windows/external doors to be opened 3 times throughout the day and to remain open wherever possible.	2	5	10			
			Reopening (7 th Sept onwards) allows for teaching to take place under the following suggested guidance: Singing = 2m apart Acting = 2m apart	2	5	10			

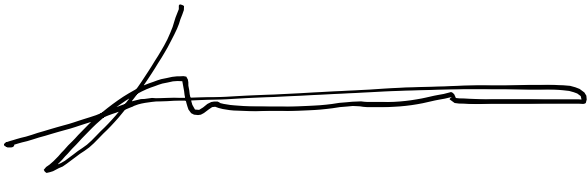
			<p>Dance = 2m apart</p> <p>Piano = 2m apart</p> <p>To be reviewed upon receiving further information from Public Heath England and the government.</p> <p>All visitors to classes must be pre-authorized and adhere to the visitor policy.</p> <p>Please see CO-019 – Visitors, Contractors and Suppliers.</p>	2	5	10			
--	--	--	--	---	---	----	--	--	--

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 23/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-008: COMMUNAL SPACES

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	1305
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<ul style="list-style-type: none"> - The Lounge - External courtyard
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with an infected surface	Staff Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through contact with an infected surface Spreading the virus to family members/household occupants	Infection control cleaning regime implemented across the Studios including office spaces, which includes door handles, push pads and code pads. Handles/push pads/push plates cleaned 4 x per 24-hour period with anti-infection product.	2	5	10	Where 2m social distancing cannot be adhered to, facemasks must be worn.	3	5	15
			Removal of all non-essential communal items (books, leaflets, etc.)	1	5	5				
			Strictly no music or dance activities to take places in these spaces.	2	5	10				
			The Lounge to be used by staff and chaperones only. No students are permitted.	2	5	10				
			All visitors must be pre-authorised and adhere to the visitor policy. Please see RA CO-019 Visitors, Contractors and Suppliers.	2	5	10				

Becoming ill/a carrier of the Coronavirus due to close interaction with people.	Staff Contractors Authorised Visitors Family and household members of all building users named above	Catching the virus. Spreading the virus to family members/household occupants	Seating arrangements to be reconfigured in the Lounge to accommodate social distancing requirements. All tables and seating that is not required will be removed.	2	5	10	Where 2m social distancing cannot be adhered to, facemasks must be worn.	3	5	15
			Layout of furniture to account for social distancing while accessing the seating.	2	5	10				
			Table capacities displayed on each table.	2	5	10				
			Rooms to be ventilated by opening external doors at regular intervals throughout the day.	2	5	10				
			Room capacity numbers will be displayed on the Lounge door and strictly enforced.	2	5	10				
			Lunch breaks should be staggered wherever possible	2	5	10				
			Notices will be displayed detailing the Lounge's use as a facility to discourage loitering.	2	5	10				

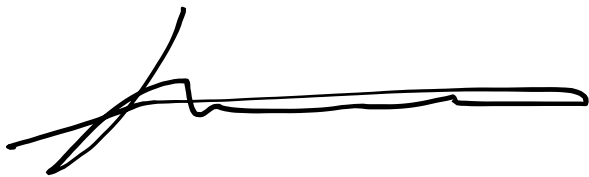
			Users of the courtyard area should only do so whilst they wait to collect children. Duty management to encourage dispersal of loitering groups.	2	5	10				
			Students and staff may use this area for socially distanced breaks between sessions.	2	5	10				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:



Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-009: CIRCULATION SPACES – CORRIDORS AND STAIRWELLS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	1320
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<ul style="list-style-type: none"> - Corridors - Stairwells
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to close contact while moving through the building	Staff Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through close contact. Spreading the virus to family members/household occupants	All seating removed from circulation spaces to prevent loitering.	1	5	5	<p>Where 2m social distancing cannot be adhered to, facemasks must be worn.</p> <p>Ensure that staircase signage is clear that all stairs can be used in an emergency.</p>	3	5	15
			Clear signage and floor markings in appropriate high impact areas to raise awareness of social distancing responsibilities.	3	5	15		3	5	15
			Stairwells marked UP and DOWN with no passing on the stairs.	3	5	15				
			Strictly no activity, other than moving from place to place, to happen in communal areas.	2	5	10				
			No bags or coats to be stored in circulation spaces to allow for maximum movement space.	2	5	10				
			All visitors must be pre-authorised and adhere to the visitor policy. Please see RA CO-019 Visitors, Contractors and Suppliers.	2	5	10				

Becoming ill/a carrier of the Coronavirus due to close contact while waiting to use an occupied room.	Staff Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through close contact. Spreading the virus to family members/household occupants	Students will only be permitted to enter circulation spaces when their room is empty and ready for use.	2	5	10				
			Tutors will radio the duty manager when they are dismissing a class	2	5	10				
			Only one class at a time will move – and in the same direction – through circulation spaces.	3	5	15				
			For students accessing Studios 2 and 3 (when in use) posters on the door will inform them to knock and retreat to a designated point to allow for safe entry/egress in to/ out of the room.	2	5	10				
Becoming ill/a carrier of the Coronavirus through contact with an infected surface	Staff Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through close contact. Spreading the virus to family members/household occupants	Infection control cleaning regime implemented across the Studios including office spaces, which includes door handles, push pads and code pads. Handles/push pads/push plates cleaned 4 x per 24-hour period with anti-infection product.	2	5	10				

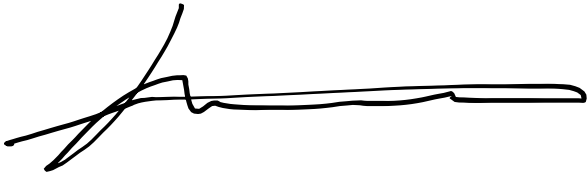
			All studios unlocked to prevent cross contamination of keys and keypads.	2	5	10			
			Doors pinned open where possible and safe to do so.	2	5	10			

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:



Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-010: TOILETS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	10/08/2020
TIME OF ASSESSMENT	1300
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<p>All toilets across the site</p> <ul style="list-style-type: none"> - Studio 1 - Ground floor - Eastwood Hall
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown</p>

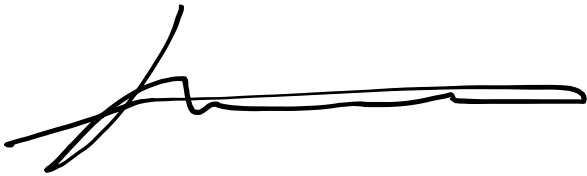
WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with a contaminated surface in a toilet facility.	Staff Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through close contact. Spreading the virus to family members/household occupants	Infection control cleaning regime implemented across the building including door handles, sanitary bins, locks and taps. Please see risk assessment CO-002 Cleaning.	2	5	10	Where 2m social distancing cannot be adhered to, facemasks must be worn.	3	5	15
			All toilets will be supplied with hand towels.	2	5	10				
			Signage to remind users to wash hands after usage, regularly and well.	2	5	10				
Becoming ill/a carrier of the Coronavirus due to close contact while using the toilet facilities	Staff Contractors Volunteers Authorised Visitors Family and household members of all building users named above	Catching the virus through close contact. Spreading the virus to family members/household occupants	All toilets are single use only, no multiple people to enter.	2	5	10				
			Queueing system with clear markers on the floor to maintain social distancing when facilities in use.	2	5	10				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 10/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-011: EVACUATION AND SOCIAL DISTANCING

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	10/08/2020
TIME OF ASSESSMENT	1310
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<p>The whole site/locations where occupied, used or decanted to</p> <p>-</p>
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe evacuation of the site during a fire emergency to ensure additional control and adherence to Government guidelines on Social Distancing to Covid-19.</p>

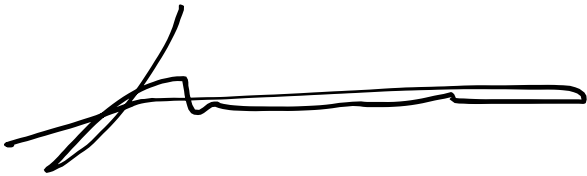
WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Close quarters contact during evacuation through corridors, stairs and other communal areas.	Staff Students Visitors Contractors	Persons moving or stationary within less than 2 metres increasing the risk of airborne infection of the virus	Fire marshals to closely supervise and regulate travel of persons ensuring social distancing is maintained wherever possible. Staggered and controlled evacuation	3	5	15	Full training of Fire Marshals on newly implemented procedures to ensure social distancing during evacuation.	2	5	10
General touch contamination from doors, surface areas and activation of fire alarm call points	Staff Students Visitors Contractors	Cross contamination from door handles/knobs and surfaces	Fire marshals to wear protective gloves	2	5	10	Issue, use and availability of protective gloves to be considered within overall need for relevant PPE.			

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to read 'Jonathan Francis', with a long horizontal stroke extending to the right.

Date: 10/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-012: MANUAL HANDLING AND SOCIAL DISTANCING

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	10/08/2020
TIME OF ASSESSMENT	1320
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	All areas across the site.
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices for manual handling of items during the Covid-19 pandemic.

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with a contaminated surface.	Staff Students Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	Manual Handling to be reduced where possible by having the deliveries dropped to the area where needed.	1	5	5	Where 2m social distancing cannot be maintained, facemasks must be worn.	3	5	15
			Gloves to be worn when manual handling, which must be disposed of after the move and hands washed.	2	5	10				
			After item has been moved, areas on item that have been touched to be wiped down with anti-bacterial wipes (chairs, trollies, parcels, etc.)	2	5	10				
			Items to be moved only when required, and double handing to be reduced to a minimum.	2	5	10				
			Items to be moved directly to location	2	5	10				

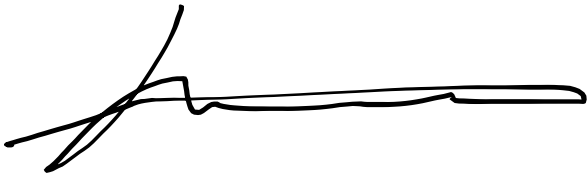
			required, if this is not possible then item not to be moved unless necessary.							
--	--	--	---	--	--	--	--	--	--	--

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 10/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-013: USING SHARED EQUIPMENT AND COMPUTERS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	10/08/2020
TIME OF ASSESSMENT	1330
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	Across the whole site.
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices for staff and students using shared equipment and computers.

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with an infected surface on shared equipment	Staff Students Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	All iPods, laptops, projectors, PA, microphones, etc., that are critical to class teaching should be cleaned thoroughly with anti-bacterial cleaner before and after usage.	2	5	10				
			All equipment must only be used by one person and not shared amongst staff.	2	5	10				
			Equipment should be returned to the office and cleaned and placed in the appropriate container.	2	5	10				
			All staff to clean the equipment, chairs and desks thoroughly before usage. Gloves should be worn when carrying out this task.	2	5	10				

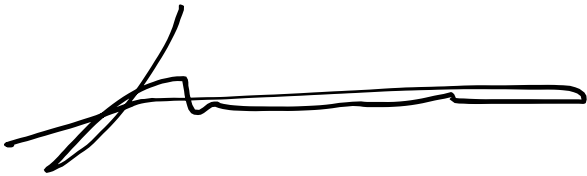
			The photocopier will have anti-bacterial wipes and spray and clear signage at the side for usage before and after each operation.	2	5	10				
			Gloves should be worn when refilling paper trays.	2	5	10				
			Hand washing before using any equipment	2	5	10				
			Hand sanitiser available in all studios for continuous sanitising.	2	5	10				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 10/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-014: USING SHARED INSTRUMENTS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	10/08/2020
TIME OF ASSESSMENT	1440
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	All pianos used across the site
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with a contaminated keyboard instrument.	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	All keyboard instruments cleaned before and after usage.	2	5	10				
			Hand washing policy in operation when entering the site along with signag and clear one-way systems to direct people to facilities.	2	5	10				
			Clear signage on all studio doors requesting users to wash their hands before touching equipment.	2	5	10				
			Clear signage in the rooms and on instruments stating that users should wash their hands before playing	2	5	10				
			Anti-bacterial spray and wipes to be kept in each studio for use on pianos and equipment.	2	5	10				

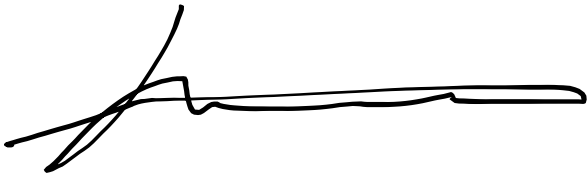
<p>Becoming ill/a carrier of the Coronavirus due to contact with a contaminated percussion instrument</p>	<p>Staff Students Authorised visitors Family members/household occupants of those named above.</p>	<p>Catching the virus Spreading the virus to family members/household occupants.</p>	<p>All percussion instruments are currently taken out of usage.</p>	<p>1</p>	<p>5</p>	<p>5</p>				
---	---	---	---	----------	----------	----------	--	--	--	--

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 10/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-015: RECEIVING DELIVERIES, POST AND PARCELS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	10/08/2020
TIME OF ASSESSMENT	1455
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	The Box Office, Main Office and entrances receiving deliveries.
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown

All poste	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to close contact with a supplier/delivery driver	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	Please see risk assessment CO-019 Visitors, Contractors and Suppliers.	2	5	10	Where 2m social distancing cannot be maintained, facemasks must be worn.			
Becoming ill/a carrier of the Coronavirus due to touching a contaminated letter or small parcel.	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	All post to be handled with gloves. All incoming post to be marked with date and time received, and not distributed for 72 hours after that date. All parcels packaged in plastic or a wipe clean material to be cleaning with disinfectant or antibacterial wipe upon receipt of delivery.	1 1 1	5 5 5	5 5 5				

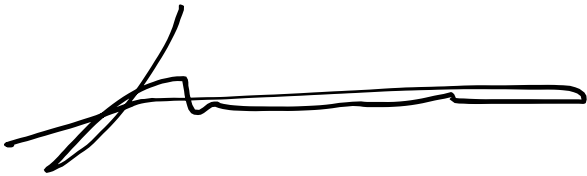
Becoming ill/a carrier of the Coronavirus due to touching a contaminated large parcel or delivery	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus	All deliveries to be handled by staff wearing gloves and mask	2	5	5				
		Spreading the virus to family members/household occupants.	All incoming parcels unpackaged upon entry to the building and the packaging disposed of immediately	1	5	5				
			All deliveries packaged in plastic or a wipe clean material to be cleaned with sanitiser or wipes.	1	5	5				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 10/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-017: KITCHENS AND KITCHENETTES

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	23/08/2020
TIME OF ASSESSMENT	1230
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<p>All kitchen facilities across the site</p> <ul style="list-style-type: none"> - Office - Eastwood Hall
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to contact with a contaminated surface or piece of equipment	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	Closure of Eastwood Hall kitchen – no usage by hirers or students, only key staff to access for cleaning and checks.	1	5	5	Where 2m social distancing cannot be maintained, facemasks must be worn.	2	5	10
			Removal of all unnecessary equipment including microwave	1	5	5				
			Staff to provide their own cups or mugs or use disposable	2	5	10				
			Signage indicating thorough hand washing before use of equipment	2	5	10				
			Sanitising spray, anti-bacterial wipes and cloths provided to sanitise equipment before and after usage.	2	5	10				
			Please see RA CO-13 Using Share Equipment and Computers							

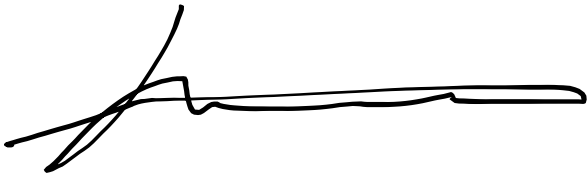
Becoming ill/a carrier of the Coronavirus due to close contact while using the kitchen facilities	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	Closure of Eastwood Hall kitchen – no usage by hirers or students, only key staff to access for cleaning and checks. Only one person to enter this space at a time.	1	5	5	Where 2m social distancing cannot be maintained, facemasks must be worn.	2	5	10
			The Lounge Café will clearly display a maximum capacity on the door to allow for social distancing in the room.	2	5	10				
			All tables and chairs will be separated by 2m social distancing	2	5	10				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 23/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-018: TEACHING AND REHEARSAL PRACTICE

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	23/08/2020
TIME OF ASSESSMENT	1300
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<p>All teaching facilities across the site.</p> <ul style="list-style-type: none"> - Studio 1 - Studio 2 - Studio 3 - Eastwood Hall
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Safe working practices for staff and students returning to CS after the Covid19 Lockdown</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Spreading the coronavirus through participation in group activities	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect	2	5	10				
			No parents/carers allowed on site; collection/drop off points socially distanced	1	5	5				
			Trained staff in COVID-19 procedure to ensure safeguards are in place	2	5	10				
			No one with COVID-19 or suffering symptoms allowed on site (signed declaration and temperature checks)	2	5	10				
			Deep cleaning arrangement with venues; staff to be subject to cleaning protocol which includes	2	5	10				

			<p>regular touch points, bathrooms and deeper changeover cleaning</p> <p>Use of larger spaces and outdoor areas for activities</p> <p>All indoor spaces used well ventilated</p> <p>All equipment either bought and used for one group alone, or thoroughly cleaned between groups by staff</p> <p>For further information please see RA CO-02: Cleaning and RA CO-13: Using Shared Equipment and Computers</p>	2	5	10			
Spreading the coronavirus through students' participation in group activities and not following procedure	<p>Staff</p> <p>Students</p> <p>Authorised visitors</p> <p>Family members/household occupants of those named above.</p>	<p>Catching the virus</p> <p>Spreading the virus to family members/household occupants.</p>	<p>Student's fully briefed on new 'rules' they must follow both before joining and upon arrival at site</p> <p>Students who are continually unable to</p>	2	5	10			

			<p>follow procedure asked to leave course</p> <p>Child-friendly posters and images which remind students of new procedures (i.e. catch it, kill it, bin it. Social distancing. Hand washing etc)</p> <p>Individual assessments and monitored 'trials' for any children with individual support needs that may result in breaking social distancing (i.e. potentially violent children and SEND students)</p>	2	5	10				
Spreading the coronavirus through teachers' participation in group activities and not following procedure	<p>Staff</p> <p>Students</p> <p>Authorised visitors</p> <p>Family members/household occupants of those named above.</p>	<p>Catching the virus</p> <p>Spreading the virus to family members/household occupants.</p>	<p>Teachers fully briefed on procedure before course begins and every day</p> <p>Management staff constantly ensure procedure is followed, and contingency plans for</p>	2	5	10				

			<p>teachers who struggle to uphold procedure.</p> <p>Teachers must keep meticulous logs of and be forthcoming regarding teaching within other settings so that CS can make informed decisions regarding their suitability to teach.</p>	2	5	10			
Spreading the coronavirus through physical activity including dance and high-energy games	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus	Adhering to government gym guidance that allows 100ft ² per person in settings	2	5	10			
		Spreading the virus to family members/household occupants.	Increased Social distancing measures implemented (2m+) or mitigate risk by using masks, bubbles or screens.	2	5	10			
			Regular rest and water breaks controlling students heart rates and breathing	2	5	10			

Spreading the coronavirus through singing	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	Government advice followed - All groups of children (no more than 15) that sing will be subject to increased social distancing - Singing will occur in well ventilated rooms - The use of projection, projection exercises and volume games will not be allowed - Side-to-side or back-to-back configuration for groups singing - No singing and dance at the same time	2	5	10				
Spreading the coronavirus through Drama Activity/Shouting	Staff Students Authorised visitors	Catching the virus Spreading the virus to family	Government advice to avoid all activity that increases speaking voice above a normal volume	2	5	10				

	Family members/household occupants of those named above.	members/household occupants.	<p>Projection within drama not encouraged</p> <p>Games that result in volume increase from children will be calmed down</p> <p>Teachers who must project to teach must increase social distancing and ensure space is well ventilated or use a mic/headset</p> <p>Children constantly reminded not to raise voices. Students who need behaviour management in this may be asked to leave course.</p>	2	5	10				
Spreading the coronavirus through administering first aid or medical attention	Staff Students Authorised visitors Family members/household occupants of those named above.	<p>Catching the virus</p> <p>Spreading the virus to family members/household occupants.</p>	<p>PPE to be worn if social distancing must be reduced to provide first aid or medical intervention</p> <p>If a staff member has been chaperoning any student who needs to be</p>	3	5	15				
				2	5	10				
				2	5	10				
				2	5	10				
				2	5	10				

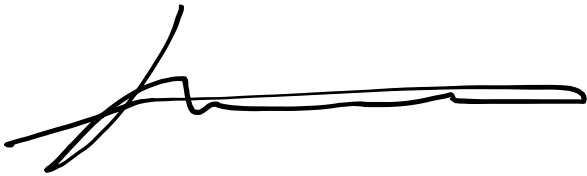
			isolated must socially distance and wear PPE						
Loss of vital staff due to illness	Staff Students	Loss of management capabilities	Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business	3	3	9			
			Staff wellness checks and self-declaration	2	5	10			
Loss of teaching staff due to illness	Staff Students	Lessons cannot go ahead as planned	Use of cover teachers and deputies	2	3	6			
			Transference to online teaching	1	2	2			
			Management to cover classes	2	3	6			

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-019: VISITORS, CONTRACTORS AND SUPPLIERS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	1320
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	<ul style="list-style-type: none"> - The whole site
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	<p>Visitors, contractors and suppliers attending CS; maintain their safety as well as that of our staff and students.</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Visitors infecting our staff or students with coronavirus	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	The building is closed to the public	1	5	5	Visitors to be given PPE where appropriate for the activity they are carrying out. Contractors should be provided with appropriate PPE by their company and in accordance with their RAMS Where 2m social distancing cannot be maintained, facemasks must be worn.	2	5	10
			Staff and students advised to use digital technology to meet external visitors in all circumstances.	1	5	10				
			Visitors will be sent the CS Covid -19 procedures via email in advance before attending site.	2	5	10				
			Visitors not permitted to visit offices or desks. If attending a meeting, this take place in a large space.	2	5	10				
			Visitors specifically on site to work with a student (e.g. accompanist) are permitted to access the rehearsal rooms as long capacity and room use							

			rules are adhered to. Please see RA's CO-07: Rehearsal Rooms , CO -14 Using Shared Instruments , CO-18: Teaching and Rehearsal Practice						
Short-term contractors (e.g. emergency maintenance responders, piano movers) infecting our staff and students with the coronavirus.	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	RAMS (risk assessments and method statements) required by CS before attending site, with specific reference to social distancing measures they will undertake. To be received, reviewed, and approved by Health & Safety Manager at least 48 hours in advance of attendance. All contractors to be sent the CS Covid-19 procedures which contains all information and rules regarding safe working within CS.	3 2	5 5	15 10			

<p>Long-term contractors (e.g. cleaners, consultants, temporary staff) infecting our staff or students with the Coronavirus.</p>	<p>Staff Students Authorised visitors Family members/household occupants of those named above.</p>	<p>Catching the virus Spreading the virus to family members/household occupants.</p>	<p>All suppliers requested to send through RAMS in advance of recommencing service on site, to be reviewed and approved by the Health and Safety Manager.</p> <p>Where appropriate, social distancing measures building into KPI's to monitor and review performance.</p> <p>Regular documented auditing and spot checks of contractors to ensure adherence to social distancing measures outlined in RAMS and KPI's.</p>	<p>3 2 3</p>	<p>5 5 5</p>	<p>15 10 15</p>				
<p>Suppliers of goods infecting our staff or students with the Coronavirus.</p>	<p>Staff Students Authorised visitors Family members/household occupants of those named above.</p>	<p>Catching the virus Spreading the virus to family members/household occupants.</p>	<p>All suppliers of goods sent this Risk Assessment and required to adhere to its stipulations.</p> <p>All suppliers asked for their RAMS, to be received, reviewed, and</p>	<p>3 3</p>	<p>5 5</p>	<p>15 15</p>				

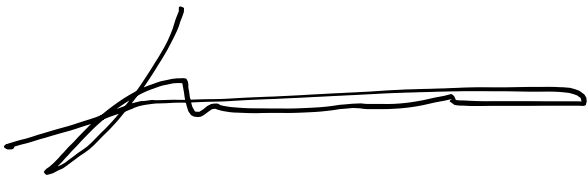
			approved by the Health & Safety Manager at least 48 hours in advance.							
			Delivery times requested to ensure doors are unlocked and pinned open ahead of time to prevent contamination.	3	5	15				
			Where suppliers are also contracted to carry out a task (e.g. furniture assembly) please refer to short-term contractor section of this Risk Assessment.	3	5	15				
			All suppliers to be sent the CS Covid-19 procedures which contains all information and rules regarding safe working within the building.	2	5	10				

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-020: MEETINGS

NAME OF ASSESSOR	Jonathan Francis
DATE OF ASSESSMENT	06/08/2020
TIME OF ASSESSMENT	1320
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	All spaces where meetings take place across the site.
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R
Becoming ill/a carrier of the Coronavirus due to close contact at meetings	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	All meetings, both internal and external, to be carried out on digital platforms (MS Teams, Zoom), especially with non-CS attendees All papers to be distributed digitally.	1 1	5 5	5 5	Where 2m social distancing cannot be maintained, facemasks must be worn.	3	5	15
Becoming ill/a carrier of the Coronavirus due to close contact at a meeting that are essential or business critical that cannot be held on a digital platform.	Staff Students Authorised visitors Family members/household occupants of those named above.	Catching the virus Spreading the virus to family members/household occupants.	Strict restrictions on capacities on meeting rooms, with capacities clearly shown on signage on doors. Chairs arranged in social distancing compliant way. AV and equipment to be cleaned, with wipes available to clean before each use. Please see RA CO-013: Using Shared Equipment and Computers							

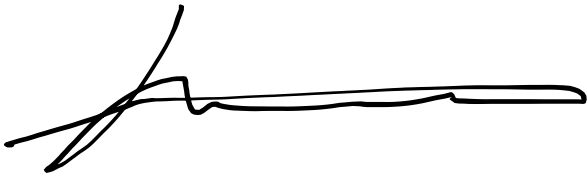
			<p>Visitors, Contractors and Suppliers Visitors to wash their hands before attending any meeting. If not practicable, hand sanitiser available in communal spaces must be used.</p> <p>Visitors to be informed in advance that the RCM is a “No Handshake” institution. Please see RA CO-003: Interaction & Physical Contact.</p> <p>No papers to be distributed. All attendees to bring their own hard copies or use their own devices to access papers.</p> <p>Please see RA CO-020 Visitors, Contractors and Suppliers</p>							
--	--	--	---	--	--	--	--	--	--	--

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:

A handwritten signature in black ink, appearing to be 'Jonathan Francis', written over a horizontal line.

Date: 06/08/2020

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)

RISK ASSESSMENT

REOPENING CHESTERFIELD STUDIOS & SOCIAL DISTANCING

CO-XXX: BLANK RA

NAME OF ASSESSOR	NAME
DATE OF ASSESSMENT	DATE
TIME OF ASSESSMENT	TIME
<p>WORK AREA</p> <p><i>Briefly describe the work in terms of function, size, number of people. For example: Studio 1, fifteen square metres, up to 15 people.</i></p>	-
<p>TASK BEING ASSESSED</p> <p><i>Be specific, e.g. use of sack truck for moving boxes from the entrance hall to the office.</i></p>	Safe working practices entering the building for staff and students returning to CS after the Covid19 Lockdown

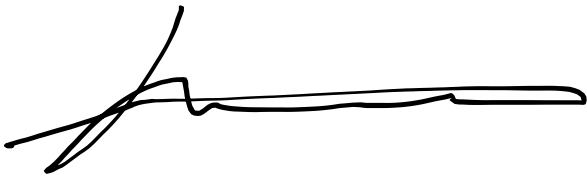
WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	HOW MIGHT PEOPLE BE HARMED?	EXISTING RISK CONTROL MEASURES	L	C	R	ADDITIONAL MEASURES	L	C	R

Sensible review date: **Monthly or upon change in government advice.**

Approved by: **Board of Directors**

Signed: **Jonathan Francis**

Signature:



Date: DATE

Contact: jonathan.francis@chesterfieldstudios.co.uk (Artistic Director)