

## SJM Performance Academy – Risk Assessment

This document has been completed to provide a risk assessment for SJM Performance Academy to resume weekly classes within Marchmont St Giles Parish Church. It should be read and understood by all tutors teaching within SJM and is available on request to anyone participating and/or their parent or guardian. 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 27<sup>th</sup> August 2020 – Stephen J. Graham-Martin
- V.2. Reviewed 12<sup>th</sup> April 2021 – Stephen J. Graham-Martin
- V.3. Reviewed 6<sup>th</sup> June 2021 – Stephen J. Graham-Martin
- V.4. Reviewed 5<sup>th</sup> January 2022 – Stephen J. Graham-Martin**

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| <b>Name of Section</b> | SJM Creative | <b>Date of Risk Assessment</b> | 27 <sup>th</sup> August 2020 | <b>Name of who undertook this Risk Assessment</b> | Stephen J. Graham Martin |
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| <b>Hazzard Identified? / Risks from It?</b>  | <b>Who is at Risk?</b>  | <b>How are the risks already controlled? What extra controls are needed?</b>  | <b>What has changed that needs to be thought about and controlled?</b>  |
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| <i>H – Hazard – something which may cause harm or damage<br/>                     R – Risk – the chance of an incident happening and the outcome</i> | <i>-Young People<br/>                     -Tutors<br/>                     -Parents/Carers<br/>                     -Visitors</i> | <b>Controls</b> – 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 <b>checking</b> 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. |
| H - Drop off and Pick up at classes  | Young People  | Clear policy for drop off and pick up including   |   |

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| <p>R – Difficulty in maintaining physical distance - higher risk of infection spread if physical distancing not maintained.</p>                                  | <p>Parents<br/>Tutors</p> | <ul style="list-style-type: none"> <li>• Clear communication with parents in advance as to the expectations at drop off/ pick up.</li> <li>• Avoiding the same start / finish times as other users of the meeting place.</li> <li>• Staggered arrival times for different groups within the section.</li> <li>• Specific location communicated to parents which allows physical distancing where parents/carers should meet leader to pass on responsibility for their child</li> <li>• Reminder to parents/carers that they must abide by physical distancing guidelines at pick up and drop off times</li> <li>• Create video content explaining all of the above to parents.</li> </ul> |  |
| <p>H - Drop off and Pick up<br/>R - Child left unsupervised – higher risk of parent dropping off without confirming child has gained access safely to venue.</p> | <p>Young People</p>       | <p>Clear policy for drop off and pick up including</p> <ul style="list-style-type: none"> <li>• Clear communication with parents in advance as to the expectations at drop off/ pick up</li> <li>• Specify location communicated to parents where to take their young person to pass responsibility to staff</li> <li>• Staff visible at meeting location so parents know there is someone to supervise their young person</li> <li>• Specific location communicated to parents where parents are to collect their young person at the pick-up time</li> </ul>   |  |
| <p>H - Drop off and Pick up<br/>R - Child injured crossing road unsupervised</p>   | <p>Young People</p>       | <p>Clear policy for drop off and pick up including</p> <ul style="list-style-type: none"> <li>• Clear communication with parents in advance as to the expectations at drop off/ pick up</li> <li>• Choice of location for meeting should allow parents to either walk with their young person to the venue or the opportunity to park responsibly</li> <li>• choice of a safe location for parents to take their young person to pass responsibility to leaders</li> </ul>   |  |

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| <p>H – Mask and Face Coverings<br/>R – Risk of passing on infection without them</p>   | <p>Young People<br/>Tutors<br/>Parents/Carers</p> | <ul style="list-style-type: none"> <li>• Following from current Government Guidelines, it will not be mandatory for Young People or Tutors to wear masks while our class is operating.</li> <li>• 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.</li> <li>• 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.</li> <li>• Young People will be advised they can wear masks if desired.</li> </ul>   |  |
| <p>H – Class/Cast Sizes<br/>R - Lack of physical distance during meeting leading to higher risk of infection spread if physical distancing not maintained.</p> | <p>Young People<br/>Tutor<br/>Parents/carers</p>  | <ul style="list-style-type: none"> <li>• We have set out clear expectations with all involved in advance and confirmation that young people / parents understand expectations will form part of parents consenting to their young person restarting.</li> <li>• At the start of each class the tutor will remind all those present of the rules.</li> <li>• Limit group sizes to the volume of people the location can support with physical distancing in place</li> <li>• Use various spaces for different groups and create a footfall plan for each group so crossover is not possible.</li> <li>• Any breaches will be deemed a breach of the code of conduct and dealt with accordingly.</li> </ul> |  |
| <p>H - Hygiene of people<br/>R - Higher risk of infection spread if proper hand washing not carried out.</p>   | <p>Young People<br/>Tutors</p>                    | <ul style="list-style-type: none"> <li>• Clear instructions of what is expected of all involved given in advance</li> <li>• provide hand sanitiser/ hand washing for all members on arrival, departure and during as required</li> </ul>  |  |

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| <p>H - Hygiene of activity equipment<br/>R - Higher risk of infection spread if hygiene not carried out.</p> | <p>Young People<br/>Tutor</p>                   | <ul style="list-style-type: none"> <li>• Avoid use of equipment when possible and limit the volume of equipment used, including consumables such as paper.</li> <li>• Avoid sharing of equipment when possible, assign specific items to individuals for the evening</li> <li>• Use equipment which can easily be cleaned</li> <li>• cleaning of activity equipment before and after group use</li> <li>• If equipment cannot easily be cleaned after use then it should be bagged and quarantined for a minimum of 72 hours</li> <li>• 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.</li> </ul> |  |
| <p>H – Hand cleaning products<br/>R - Allergic reaction</p>  | <p>Young People<br/>Staff<br/>Family/Carers</p> | <ul style="list-style-type: none"> <li>• Parents are to ensure that any known allergies are to be included in their registration form submitted for each student.</li> <li>• No young person is allowed to attend until such time as consent to restart has been received</li> <li>• Any member likely to experience skin sensitivity to hand cleaning products must supply their own version which complies with guidelines</li> <li>• Sensitive information is only shared with SJM Staff.</li> </ul>  |  |
| <p>H - Unknown adults accessing the site<br/>R – YP exposed to unacceptable behaviour or harm</p>            | <p>Young People<br/>Tutors<br/>Visitors</p>     | <ul style="list-style-type: none"> <li>• Constantly maintain supervision of the Young People and monitor for any stranger entering the meeting area</li> <li>• Employ a COVID-19 Officer who will ensure all appropriate processes are in place, including the security of the building.</li> <li>• Remind Young People of Stranger Danger</li> </ul>  |  |

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| <p>H – Fire Aid<br/>R – Accidents leading to injury such as<br/>Cuts, bruises, abrasions, and broken bones</p> | <p>Young People<br/>Tutors</p>         | <ul style="list-style-type: none"> <li>• Ensure at least one tutor is sufficiently First Aid trained in each group</li> <li>• Ensure there is a dedicated person responsible for First Aid, known to all. This will assigned to the COVID-19 Officer</li> <li>• Ensure First Aid is administered pursuant to the Group’s COVID-19 Action Plan</li> <li>• Ensure PPE and a first aid kit is available</li> </ul>  |  |
| <p>H – Weekly Classes<br/>R - Parents express anxieties or concerns.</p>                                       | <p>Young People<br/>Parents/Carers</p> | <ul style="list-style-type: none"> <li>• We have produced a plan for how we intend to communicate with parents/carers</li> <li>• We aim to supply all information and guidance to parents 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.</li> </ul>  |  |
| <p>H – Weekly Classes<br/>R – Exclusion of some members due to shielding, special needs etc</p>                | <p>Young People</p>                    | <ul style="list-style-type: none"> <li>• Our school and teaching plans allow as many section members to participate as much as they desire.</li> <li>• We will give parents/carers the opportunity to express concerns they have with face to face and address any issues on a one on one basis.</li> </ul>  |  |
| <p>H – Lack of training opportunities<br/>R - Leaders are not up to date with training</p>                     | <p>Tutors</p>                          | <ul style="list-style-type: none"> <li>• 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 the bases we need to cover as an establishment. This remains our policy throughout.</li> <li>• 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.</li> </ul> |  |
| <p>H – Group Sizes<br/>R – Group sizes exceed maximum permitted</p>  | <p>Young People<br/>Tutors</p>         | <ul style="list-style-type: none"> <li>• Classes are being planned in line with the latest guidelines on group size and meeting formats set out by Scottish Government. Advice is also been</li> </ul>   |  |

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| <p>R – Group sizes exceed number tutors can manage.</p>   |  | <p>taken from YouthLink Scotland and Gymnastics Scotland online guidance.</p> <ul style="list-style-type: none"> <li>• We are working with the Marchmont St Giles Venue to approve appropriate capacities and the spaces in which they operate.</li> <li>• 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.</li> <li>• The COVID-19 Officer will manage any concerns within the class so the tutor can continue their main role throughout the sessions.</li> </ul>  |  |
| <p>H - Hygiene of toilets<br/>R - higher risk of infection spread if hygiene not carried out.</p>   | <p>Young People<br/>Tutors</p>                                 | <ul style="list-style-type: none"> <li>• Where toilet facilities exist at a venue we will ensure the number of young people using them at any one time is restricted as appropriate to the size and layout of the facilities</li> <li>• We aim to work with the venue at Marchmont ST Giles to follow any procedures they currently have in place.</li> <li>• Our aim is to restrict the number of young people using the toilets at any one time.</li> <li>• 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.</li> <li>• 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.</li> </ul> |  |
| <p>H – Risk to Community and other Groups<br/>R – Risk of passing on infection to the wider community, other groups that use the space.</p> | <p>Young People<br/>Tutors<br/>Parents/Carers<br/>Visitors</p> | <ul style="list-style-type: none"> <li>• SJM Staff will arrive early to clean each space so it is clean for their students arriving.</li> <li>• Our aim is also to clean these spaces at the end of our sessions so it is clean and sanitised for the next group.</li> </ul>   |  |

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|   |                                    | <ul style="list-style-type: none"> <li>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/groups leaders for a safe 'passover'.</li> </ul>   |  |
| H – Risk to Cast & Crew<br>R – Injury through falling when lights are off during the show | Young People<br>Tutors<br>Visitors | <ul style="list-style-type: none"> <li>MM Sound and Light have installed extra light into the venue.</li> <li>Due to the timings of shows and time of year the natural light through windows will generate enough light (main windows not being covered).</li> <li>SJM Team will monitor throughout and make sure extra light is added to areas of concern.</li> </ul>  |  |
| H – Risk to Cast & Crew<br>R – Trips/Slips & Falls  | Young People<br>Tutors<br>Visitors | <ul style="list-style-type: none"> <li>MM Sound and Lighting have clearly marked with white tape any areas of concern.</li> <li>All Cast will be walked through the entrance/exits and any hazards before any rehearsals commence.</li> <li>All Teams will monitor throughout and rectify any issues as they appear.</li> </ul>   |  |
| H- Risk to Cast & Crew<br>R – Manual Handling   | Crew and<br>Volunteers             | <ul style="list-style-type: none"> <li>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.</li> <li>Training will be provided if needed.</li> </ul>   |  |
| H – Risk to Cast & Crew<br>R – Equipment: Props/Costumes left around backstage            | Young People<br>Tutors             | <ul style="list-style-type: none"> <li>Designated areas for costumes and props has been assigned. This will be shown again throughout the walk around with all cast and crew.</li> <li>If props and costumes are left on the floor it will be explained that all responsible persons should keep an eye for this.</li> <li>Clear signage for each area will be present.</li> <li>COVID – all props will be wiped down prior to each performance.</li> <li>COVID – all costumes will be sprayed prior to each performance</li> </ul> |  |

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| <p>H – Risk to Cast &amp; Crew &amp; Audience<br/> R – General Theatre Knowledge:<br/> Fire/Health and Safety and Theatre<br/> Etiquette.</p> | <p>Young People<br/> Tutors<br/> Crew<br/> Audience<br/> Volunteers</p> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Signage will be up and around the area to remind people of the risks.</li> <li>• During the FOH announcement, there is a health and safety and theatre etiquette announcement to all patrons attending.</li> <li>• SJM Team and MM Sound and Light Team will continuously monitor risks and will report anything to the main person responsible.</li> </ul>  |  |
| <p>H – Cast and Audience<br/> R – Singing on Stage</p>  | <p>Cast</p>   | <ul style="list-style-type: none"> <li>• Protocol will be followed in line with the government guidelines.</li> <li>• Cast members will be 2 metres away from the audience.</li> <li>• Microphones will be used to help with sound amplification and avoid singing out loudly. All equipment will be cleaned and wiped after every use.</li> <li>• All cast members will be socially distanced and facing the 1 direction.</li> <li>• 1 specialised singing tutor leads the up-to-date guidance and supports us with our decision making. They have viewed the space and advised on how we should operate safely within the guidelines.</li> </ul> |  |