

## Risk Assessment

Description of Assessment:	Risk assessment covering Covid procedures for the 2021 residential season, July-August 2021
Details:	Includes information on current government guidance that NYMT is following as well as the measures in place for prevention, response to any infection and testing of staff and participants. Assessment also includes additional measures regarding health and safety, staff wellbeing and safeguarding of participants in current climate.
Additional Information:	<p>The Assessment is based on current government guidance (17 July) and will be updated following any further changes to government guidance. It has been carried out in coordination with the NYMT Executive Team and the Board of Trustees.</p> <p>The risk assessment should be read by all staff so that they are aware of the control measures in place.</p>

Assessor Name:	Benjamin Sheen	Date of Assessment:	17 July 2021, updated 22 July 2021
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OUTCOME POTENTIAL →			
DANGER LEVEL ↓	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>
<b>Slightly Harmful</b>	Trivial	Acceptable	Moderate
<b>Harmful</b>	Acceptable	Moderate	Substantial
<b>Extremely Harmful</b>	Moderate	Substantial	Severe

RISK EVENT	ACTION REQUIRED
Trivial / Acceptable	No action required
Moderate	All reasonable action should be taken to reduce this level of risk. If the risk is moderate due to the consequences being extremely harmful, the event should be reviewed before moving forward.
Substantial / Severe	Action must be taken to remove and reduce the risk. If this is not possible, the activity should not be undertaken.

## Risk Control Measures

Potential Hazard	Initial Risk Level	Control Measures	Final Risk Level	Lead Person
<b>General Risks</b>				
Safeguarding procedures not followed / DSL not contactable.	Moderate	1	Acceptable	DSL
Parents, participants, staff and contractors unaware of current guidance and communications from NYMT.	Substantial	2, 3, 4	Acceptable	CEO
Changes to risk assessments and internal procedures not reviewed by Trustees.	Moderate	4	Acceptable	CEO
Insurers not consulted regarding procedures.	Moderate	5	Acceptable	CEO
Social distancing, hygiene and PPE rules and procedures not communicated, understood and applied.	Substantial	6, 7, 8	Acceptable	Heads of Pastoral Care
Staff unclear about action to take in the event of a suspected case of Covid-19.	Substantial	9, 10, 11	Acceptable	Heads of Pastoral Care
Lack of wellbeing support for staff.	Moderate	12	Acceptable	CEO
<b>Cleaning, hygiene &amp; PPE</b>				
Staff and pupils not complying with precautions on site.	Substantial	13	Acceptable	Heads of Pastoral Care
Staff unfamiliar with advice regarding the use of PPE.	Moderate	14	Acceptable	Heads of Pastoral Care
Insufficient supplies of sanitiser and PPE.	Moderate	15	Acceptable	Heads of Pastoral Care
Insufficient or unsuitable cleaning regime to high-risk areas.	Moderate	16	Acceptable	Heads of Pastoral Care
Insufficient or unsuitable ventilation in high-risk areas.	Substantial	17	Acceptable	Heads of Pastoral Care
<b>NYMT Procedures: Arrival and Departure</b>				
Participants and staff arriving already infected.	Substantial	11, 18, 19	Moderate	Heads of Pastoral Care

Participants and families not following social distancing procedures at arrival and departure.	Moderate	20	Acceptable	Heads of Pastoral Care
Participants mixing between show bubbles.	Moderate	21	Acceptable	Heads of Pastoral Care
<b>Daytime Activities</b>				
Social distancing and mask-wearing measures for rehearsals, mealtimes and break times unclear to staff and pupils.	Moderate	2, 3, 6, 7, 8, 21	Acceptable	Heads of Pastoral Care
Rehearsal spaces are inadequate for social distancing and ventilation requirements.	Substantial	17, 22	Acceptable	Associate Producer
Participants are unable to follow social distancing requirements while entering or leaving rehearsal spaces together.	Moderate	7, 8, 23	Acceptable	Heads of Pastoral Care
NYMT bubbles are compromised by non-residential staff or other site staff or visitors.	Substantial	7, 8, 24	Acceptable	Heads of Pastoral Care
Infection spreads among staff or participants undetected.	Substantial	7, 8, 11, 25	Acceptable	Heads of Pastoral Care
Potential isolation of residential staff or participants.	Moderate	26	Acceptable	Heads of Pastoral Care
Participants and staff are unable to follow social distancing requirements while using the canteen and dining hall.	Moderate	7, 8, 23, 27	Acceptable	Heads of Pastoral Care
Participants and staff go off site for shopping or eating.	Substantial	7, 8, 28	Moderate	Heads of Pastoral Care
<b>Boarding Time</b>				
Protective measures for boarding time unclear to staff and pupils.	Moderate	2, 6, 7, 8	Acceptable	Heads of Pastoral Care
Insufficient ventilation and social distancing for shared spaces.	Substantial	17, 29	Acceptable	Heads of Pastoral Care
Insufficient social distancing while in dorms, personal rooms or common rooms.	Moderate	29, 30	Acceptable	Heads of Pastoral Care
Cross-contamination through toiletries or personal items, shared showers, baths, toilets and sinks.	Moderate	30	Acceptable	Heads of Pastoral Care
Shared food or drink.	Moderate	30	Acceptable	Heads of Pastoral Care
Participants or Staff isolating on site.	Moderate	26, 31	Acceptable	Heads of Pastoral Care
Insufficient supervision levels and first aid cover.	Substantial	32	Acceptable	CEO
<b>Testing of Participants and Staff</b>				
Staff and participants not aware of the guidance and information regarding testing.	Moderate	2, 25	Acceptable	CEO
NYMT unaware of a positive test.	Moderate	25, 33	Acceptable	Heads of Pastoral Care
Insufficient contact tracing.	Substantial	37	Moderate	Heads of Pastoral Care

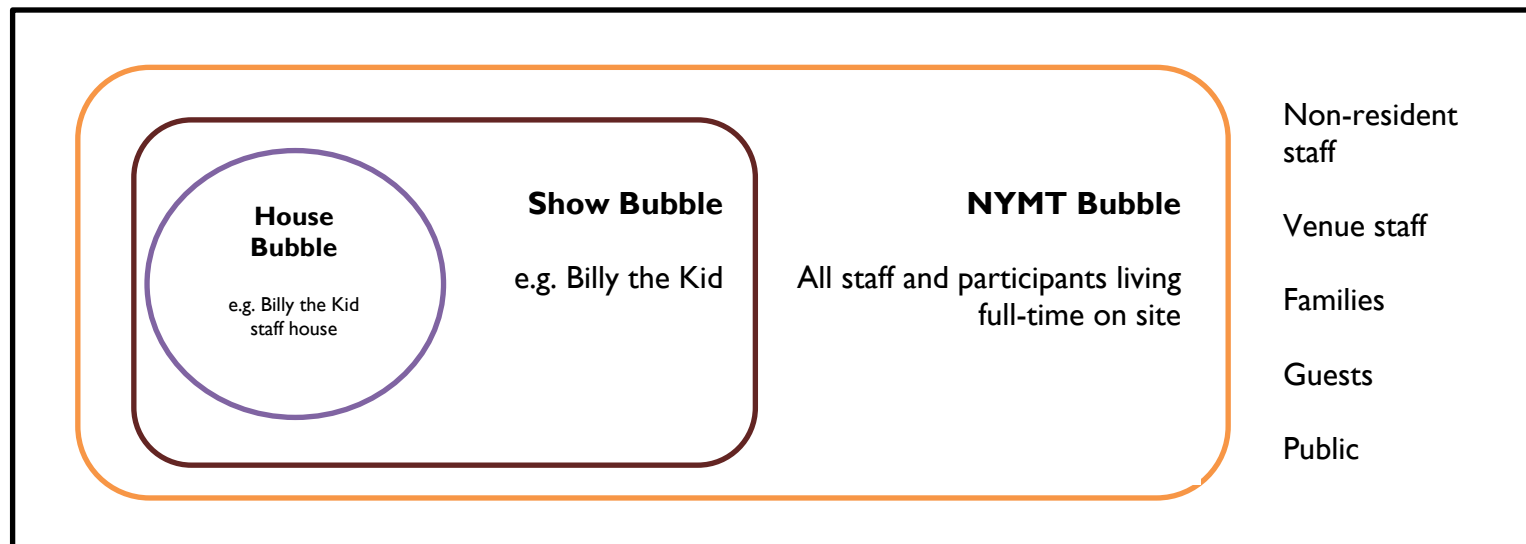
Ineffective self-testing.	Substantial	25	Moderate	Heads of Pastoral Care
<b>Pastoral Provision</b>				
No system in place to deal with anxiety and behavioural issues related to the pandemic.	Moderate	34	Acceptable	Heads of Pastoral Care
Inability to provide appropriate pastoral care for all ages.	Moderate	35	Acceptable	Heads of Pastoral Care
Impact of Coronavirus measures on participants' mental health and enjoyment of the course.	Moderate	36	Acceptable	Heads of Pastoral Care
Vulnerability to Coronavirus of staff member or participant is unknown to NYMT	Moderate	38	Acceptable	Heads of Pastoral Care

**Bubble terminology**

**NYMT Bubble:** All staff and participants resident together on one site (e.g. Sevenoaks School)

**Show Bubble:** Staff and participants working on a particular show or workshop

**House Bubble:** Staff and participants living together in a particular boarding house



## Control Measures

1.	NYMT's Safeguarding Policy is in effect. Staff are reminded in online training sessions to report all concerns. The DSL and Heads of Pastoral Care continue to pay particular attention to any vulnerable participants. The Designated Safeguarding Team is contactable at all times either on site or via mobile phone.
2.	This risk assessment is circulated to all participants and staff. Additionally, detailed guidance relating to operating procedures is given to staff, and participants are given guidance in advance and upon arrival. In particular, participants and staff are reminded of the need to minimise the number of their own close contacts, in the event that a case is detected and close contacts need to be identified. Guidance that needs to be circulated before arrival is sent to participants by email in good time.
3.	NYMT advises staff and participants that it is following all government advice, with specific reference to guidance for Out-of-School Context environments and <i>Working Safely During Coronavirus – Performing Arts</i> .
4.	This risk assessment and internal procedures related to coronavirus are reviewed by NYMT's Leadership Team and approved by the Trustees. The risk assessment is also displayed on the the public website.
5.	The CEO continues to consult with the NYMT insurance broker regarding the coronavirus procedures put in place to minimise risk on NYMT activities to all participants and staff.
6.	Social distancing, hygiene and PPE rules are communicated to staff and participants via written (emailed) guidelines, and in-person presentations where appropriate.
7.	<p><b>Social distancing:</b> Staff are required to social distance from participants as much as possible, and to wear face coverings where this is not possible, limiting this time to only that which is necessary. Pastoral Staff in the same Show Bubble as the participants are exempt from this requirement, but must follow the same guidance issued to Participants within a bubble. Staff must social distance from colleagues not in their House Bubble at all times.</p> <p>Participants are reminded to reduce the number of personal close contacts within their show bubble as much as possible, and are encouraged to spend break times outdoors as much as possible. Participants must social distance from participants in other Show Bubbles, and limit any interaction as much as possible.</p>
8.	<p><b>Mask wearing:</b> Staff are asked to wear face coverings when they cannot social distance from participants and when they are moving between indoor spaces or occupying a shared space with people from outside of their House Bubble. This includes public venues like shops, even if it is not legally required. Pastoral Staff are exempt from this requirement when interacting with participants within the same Show Bubble but are asked to exercise good judgement in wearing masks where possible.</p> <p>Participants are asked to wear face coverings when they are moving indoors through spaces used by people outside of their bubble (e.g. when moving between rehearsal rooms, or when using the canteen, or when moving through a theatre foyer). This includes public venues like shops, even if it is not legally required. Participants do not have to wear face coverings while inside their place of rehearsal but are asked to be mindful of other people's personal space.</p>
9.	NYMT follows all government and public health guidance and procedures regarding isolation of suspected or confirmed cases of Covid-19.
10.	NYMT has a procedure for Pastoral Staff to follow in the event of a suspected or confirmed case of Covid-19, including the availability of residential isolation for participants and staff, and PPE for pastoral staff supporting an isolating participant. The Heads of Pastoral Care will lead on following relevant guidance and procedures for contact tracing and participants with confirmed cases of Covid-19 will be sent home at the earliest opportunity if this is in line with guidance from the NHS.
11.	All staff are asked to be vigilant for signs of a possible Covid-19 infection amongst participants and to report concerns to Pastoral Staff immediately.
12.	Creative staff can set their own schedules and are able to take breaks at their discretion. There is always a senior member of NYMT staff on site, who can support staff with any concerns. Staff are reminded at their induction of the importance of scheduling breaks for themselves and are encouraged to seek support when needed at the earliest opportunity. Staff have areas for preparing food and drinks, but seating capacity is limited to encourage social distancing.

13.	Staff and pupils are given clear instructions on procedures on arrival, and participants are reminded regularly during the course. Non-NYMT staff (e.g. venue staff) are made aware of the expectations of NYMT staff and participants. Signs are used to encourage compliance with the procedures. Staff and Participants are encouraged to make use of hand washing and sanitising facilities.
14.	Staff are made aware at induction and on arrival about the expectations regarding face coverings and the use of hand sanitiser. Medical-grade masks are made available to Pastoral Staff if required in the event of a suspected case of Covid-19.
15.	The Heads of Pastoral Care maintain stocks of PPE, and hand washing and sanitising stations are available on all sites used by NYMT.
16.	Venue staff are experienced in maintaining high standards of cleanliness in high-risk areas. Pastoral Staff are also alert to areas that might need cleaning more often. Stage management teams are asked to clean props and other objects used by multiple people.
17.	Doors and windows are opened as much as possible in all spaces used by NYMT, and full use of all available rehearsal space is made. Where possible, rehearsals take place outside. NYMT discusses with host venues their ability to minimise any external noise where possible to facilitate rehearsals outside or inside with doors and windows open. Participants and staff are asked to take their breaks outside, where possible. Spaces without good ventilation are not used for long periods of time and only as a last resort with approval by the Heads of Pastoral Care.
18.	Participants are asked in advance of their course to minimise contact with those outside of their immediate family in the seven days before the course begins. Additionally, participants are asked to test themselves multiple times in the seven days before their course begins and are asked for the dates of the tests taken on arrival. Participants are instructed not to travel to NYMT if they feel unwell or have recently tested positive for Covid-19.
19.	During the first five days of each course, staff and participants are asked to test themselves according to a testing schedule that reflects the heightened risk at the beginning of each course.
20.	Participants and staff are given instructions before arrival and departure about the procedures involved. NYMT staff are on hand to guide arrivals, and an arrival window is used rather than a specific time, to encourage a spread of arrivals. Those closer to the arrival location are asked to arrive earlier in the window, to allow more time for those coming from further afield. Where possible, registrations take place outside, and families are asked not to go indoors with the participant.
21.	In order to prevent an infection spreading from one show to another, therefore potentially jeopardising multiple shows, participants and staff from different shows are required to social distance. Additionally, shows are kept apart where possible. Meal times and breaks are staggered, and creative staff are asked to ensure that participants are released for meal times and breaks at the agreed times. Participants and staff from different shows do not use the same accommodation.
22.	Creative staff are asked to coordinate their rehearsal schedules with the Associate Producer to ensure that their rehearsals are appropriate for the spaces available to them, and that social distancing is possible and ventilation is acceptable for the number of people involved.
23.	Creative staff are asked to be mindful of how large numbers of participants are released from, and rejoin, rehearsals, and to use support from Pastoral Staff if necessary. Large groups of participants should move between locations in smaller groups. If possible, different groups of participants should be allocated different entrances to the rehearsal venue by the creative staff in consultation with pastoral staff.
24.	NYMT agrees with host venues that all visitors to site as guests or staff of either party are made aware of their responsibilities in respect of the prevention of the spread of infection.
25.	<b>Testing:</b> All staff and participants are asked to test themselves regularly and to report their test result to NYMT as well as the NHS. Participants are asked to bring their own box of seven Lateral Flow Tests (LFT) to the rehearsal period and to test themselves to a regular testing regime set by the Heads of Pastoral Care. Participants are also asked to test themselves at home before beginning a production week, and then to test themselves regularly during the week. Pastoral staff are proactive in guiding and support younger participants who need help with self-testing, and NYMT is mindful of the fact that there may be participants that are too young or are otherwise unable to use LFTs.
26.	NYMT has procedures in place with host venues that allow the establishment of isolation rooms and bathrooms in each boarding house should it be required. Staff and participants with a confirmatory positive PCR test will go home as soon as possible, but will be supported by Pastoral Staff until such time.
27.	NYMT agrees social distancing and other infection control procedures with its host venues and communicates any additional procedures to its participants and staff.

28.	<p>Participants can go off site in line with the rules for leaving site (see the Safeguarding Policy) for essential purposes only. Participants are told they should not enter restaurants, pubs or bars, and must exercise caution when visiting shops. Participants and staff are asked to wear masks, if they can, in indoor public spaces.</p> <p>Staff are asked not to use restaurants, pubs and bars indoors while they are working for NYMT, as doing so raises the risk of introducing an infection into the NYMT Bubble.</p>
29.	<p>Participants and staff are encouraged to use outdoor spaces for relaxation as much as possible, and some shared spaces in boarding houses will have capacity limits advertised. Participants and staff are asked to abide by these limits.</p>
30.	<p>Where possible, and when appropriate for their age, participants are housed in individual rooms. Participants are asked not to leave personal belongings in shared spaces, and to be mindful of good hygiene. Participants are asked not to share food or drink.</p>
31.	<p>Where there are people isolating on site, signage will be used to protect the integrity of their isolation, and staff will be mindful of the need to balance clear communication for safety reasons with the need to be sensitive towards people’s privacy. The Heads of Pastoral Care will coordinate isolation support and provision in coordination with the host venue.</p>
32.	<p>Where there are Pastoral Staff isolating or unavailable at short notice, other trained NYMT staff will take their place temporarily. Additional staff may need to be brought in, and the Heads of Pastoral Care, in consultation with the CEO, may need to consider moving one group of participants into another house in order that there be adequate overnight supervision. If all other options are exhausted and NYMT is unable to provide a safe level of care for its participants, the participants will be sent home.</p>
33.	<p>Staff and participants are reminded to notify NYMT of any positive test result from a LFT or PCR test. All staff are made aware of the risk of fostering a culture of suspicion or precariousness that might lead a participant to hide symptoms or a positive test. Participants are reminded of the importance of stopping any spread of infection as quickly as possible.</p>
34.	<p>Pastoral Staff meet daily to discuss concerns and issues staff members have about participants. Concerns are logged in writing and all staff are asked to be aware of anxiety and other behavioural issues relating to the pandemic.</p>
35.	<p>NYMT courses are fully staffed on a rota, including boarding houses. Participants know where to find a member of Pastoral Staff, including overnight. PPE is available to staff if they need it, and while Pastoral Staff should be alert to the potential spread of infection, they should do so in the context of the needs of the participant in the moment.</p>
36.	<p>NYMT courses can be long and tiring; opportunities to socialise, go off site and relax are key to the wellbeing of participants and staff. Some protective measures have negative side-effects, and staff are asked to be aware of these and a senior member of staff may authorise a deviation from the guidelines if it is deemed a proportionate measure. For example, the wearing of face coverings can have a significant impact on those who rely on lip-reading to communicate. Social distancing can also be isolating and make it harder for a participant or a new member of staff to settle in.</p>
37.	<p>NYMT will follow all guidance and procedures from the relevant public health authorities regarding contact tracing should there be a confirmed positive test result.</p>
38.	<p>Participants are asked to declare any vulnerability in their Personal Information Form, while staff are asked to bring any health concerns to the attention of the Associate Producer.</p>