

Risk Assessment – The Met Workshop Groups

COVID-19 safe plan (2021 update 21st June 2021)

In line with the Government roadmap, as of the 17th May, youth delivery moved into the next phase of the National Youth Agency's Readiness Framework. This means that we have recommenced in person delivery with young people. The Government's Out of Schools Settings guidance has also now been updated and can be seen here

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

This document is to be used in conjunction with the general building RA and with existing RA documents covering usual workshop activity. This risk assessment covers all workshop activity at The Met. This includes groups run in house by The Met and is an advisory document for those who deliver workshops using The Met as a venue. Organisations running workshops on a hire basis will be expected to provide their own document outlining their approach to those areas identified as 'external responsibility'.

Buildings that are required to close during lockdown restrictions are permitted to open to provide young people's activity provided they are abiding by the same guidance to support COVID security.

Young People

Current government guidance suggests that susceptibility to the virus is low for children up to the age of 11. Older children are still permitted to attend workshop activity, but more protection should be in place. The Met requests that all external groups register how many young people will be attending workshops, what their ages are and how they plan to manage the risk of having any over 13s in their workshops. We suggest not mixing under and over 13s in workshops.

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

			<p>comms and building signage).</p> <p>Hand sanitizer station at building entry.</p> <p>Social distancing measures in workshops.</p> <p>Young people over the age of 11 must wear face coverings in workshops unless they have a valid exemption.</p>	
<p>During lockdown restrictions, young people and staff are permitted to travel between local authority areas and tiers to attend sessions. Parents/ carers and staff are reminded to take additional precautions and ensure that public transport is not used where possible and families travel in their own bubble.</p>				
<p>Young people over 11 travelling on public transport</p>	2	3	<p>Young people requested to inform leaders if they are travelling on public transport and closely monitor hygiene procedures.</p> <p>Group members and parents/ carers to sign an agreement on this before sessions recommence.</p>	<p>Groups</p>

Young people over 11 bringing the virus from other social activity	3	4	<p>Families reminded to inform staff of any other activities being attended by young people (in comms to families).</p> <p>Use of hand sanitizer stations.</p> <p>Social distancing measures in workshops.</p> <p>Working bubbles to be limited to young people from the same school or family bubble where possible.</p> <p>Temperature check on entry.</p>	Groups
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Entry and Exit from the Building

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

Risk	Likelihood	Severity	Action	Responsibility
Parents/ carers passing infection between them at the doors	2	4	Workshop groups to manage entry and exit by requesting parents do not wait at the doors.	Individual groups

			<p>The Met groups will manage this in the way suggested above.</p> <p>External groups are welcome to manage in their own way but must inform The Met of their plans to ensure that Box Office staff know how best to support.</p> <p>Drop off and pick off timed to be outside any peak times to ease potential congestion outside the venue.</p>	
<p>Participants/ parents/ carers transmitting or picking up the virus from handling doors or handrails</p>	2	4	<p>All participants to sanitize hands and dispose of any single use face coverings on entry.</p> <p>All participants to sanitize hands on leaving the building.</p> <p>Parents/ carers not to enter the building for drop off/ pick up.</p> <p>All contact surfaces to be sanitized prior to welcoming groups into</p>	<p>Individual groups- reminders of guidance to participants and families.</p> <p>The Met- Provision of sanitizer stations in the foyer.</p> <p>Surface sanitize on the three named occasions (FOH staff).</p>

			the building, on re-entry into the foyer space and when participants have left.	
Participants coming into contact with others entering and leaving the building.	3	4	Start times for workshop groups will be timed to ensure there is no crossover with arrival and exit from the building. Young people should be reminded not to loiter at the building to meet others who might be arriving for later workshops.	Groups are responsible for enforcing this.

Social Distancing and Protection in Workshops

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

As of October 2020, all participants over the age of 11 should be wearing face coverings when taking part in workshop activity unless there are reasonable exemptions. Staff members are also asked to wear a face covering while inside (visors can be provided to support communication needs). Guidance suggests that while undertaking active workshops and in circumstances where social distancing can be maintained, face coverings can be removed.

*Children under the age of 11 will be encouraged to social distance in workshops through the use of ‘working groups’. Children will be assigned to a ‘working group’ at the start of the new term of delivery of no more than 4 young people. They will consistently work in these groups for the remainder of the term and will work in an assigned area in their workspace. This space will be a marked-out area that provides enough space for the children to work at 1m in group work.

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

Children over the age of 11 should wear face coverings in workshops.

There will be a one way system in place for entry and exit from the work space and breaks will be taken on a group-by-group basis. Working groups will operate in spaces of 10m square in order to provide at least one metre for each individual to operate in. There will be a 2 metre space between each of the working group areas.

Risk	Likelihood	Severity	Action	Responsibility
Participants transmitting the virus through physical contact	3	4	No physical contact to be made in workshops.	Groups
Participants transmitting the virus through close proximity working	3	4	Social distance of 1m+ to be maintained in workshops through making use of 'working groups' as outlined above. Temperature check on entry.	Groups
Participants transmitting the virus through vocal projection or singing	3	4	Facilitators will use their discretion in managing the volume of the space and focus on more intimate styles of performance to cut	Groups

			<p>down on the need for projection.</p> <p>Participants should not face one another in sessions.</p> <p>Singing in workshops is permitted but must be managed in line with the Government guidance on Performing Arts (please contact for more information on this).</p> <p>Temperature check on entry.</p>	
<p>Virus transmission through handling of items such as props and scripts</p>	3	4	<p>Guidance from Open Drama UK suggests that any props young people need to use in workshops should be brought from home and used only by them.</p> <p>Sanitizer wipes to be made available to clean props before taking them home.</p> <p>Young people may take simple items from sessions home. This</p>	<p>Groups</p>

			<p>includes scripts. It is still recommended that scripts are provided electronically initially and brought from home.</p> <p>Facilitators can also make use of projector facilities to show scripts or visual stimuli.</p> <p>Scripts, props and costumes must not be shared.</p>	
<p>Participants coming into contact with each other on breaks</p>	3	4	<p>Breaks to be managed in working groups to limit interpersonal contact.</p> <p>For full day workshops or long rehearsals, an additional space to be made available for groups to take their break with same infection control measures as the working space.</p> <p>Where possible, outdoor space should be used for breaks.</p>	<p>Groups</p> <p>The Met will make additional break space available upon request and undertake the appropriate measures.</p>

New members joining groups and risking bubble consistency	4	4	New people will be permitted to join up to the appropriate bubble size. A waiting list will be created for new additions beyond this to be added to the next term.	Groups
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What is vital to protect all young people, families and staff is that young people adhere to guidance on face coverings when travelling to workshops. Any disposable face coverings that are worn on the way to sessions should be disposed of in general waste bins on arrival at the venue and hands washed/ sanitised immediately. Re-usable coverings should be removed carefully, hands washed immediately and the covering kept in a coat or bag.

Only one bubble of young people at a time may be present in the venue at any one time, although other staff are permitted to be in the building for other work purposes. Sessions can run back-to-back with appropriate cleaning measures in place.

Sessions can be conducted in the same manner and with content reflective of 'normal' working, however, it is clear that the context of the group must be to support the personal, social and educational development of the young people in attendance.

Infection Control

Risk	Likelihood	Severity	Action	Responsibility
Participants transmitting the virus through items brought from home	2	4	Participants asked to not bring excess items with them from home. This should be limited to one re-usable water bottle for usual 2 hour workshops. Bottles	Groups

			<p>should be kept in a designated space in the workshop space and clearly identifiable.</p> <p>For full-day workshops where lunches are required, these can be brought from home and kept in a designated space. Young people will not be permitted to leave the premises on breaks.</p>	
Spaces not adequately ventilated	2	3	<p>Air handling units remain on and turned to high in all spaces to ventilate.</p>	The Met
Participants not informed/ reminded about how to protect themselves from infection	2	3	<p>Signage throughout the building to remind all attendees of regulations.</p> <p>Toilet signage to remind attendees of hand washing guidance.</p> <p>Accessible/ easy read guidance also displayed.</p> <p>Groups to consider making signage</p>	<p>The Met</p> <p>Groups</p>

			available for ease of understanding for younger children and other demographics.	
Participants at risk of infection from contact with surfaces in the space	3	4	All spaces to be thoroughly cleaned before and after workshop group sessions.	The Met

Toilets

Risk	Likelihood	Severity	Action	Responsibility
Participants at risk of infection through sharing of toilet facilities	2	3	Toilet breaks to be given on a group by group basis with participants to wait outside the room while taking turns.	Groups
Participants at risk of infection through toilets having been used by others prior to arrival	3	4	Toilets to be cleaned before and after workshop group sessions. One cubicle to be kept for other staff in the building and not used by participants if needed.	The Met

Staffing

Risk	Likelihood	Severity	Action	Responsibility
Staff members working unsupervised/ supported with large groups	1	4	Government guidance states that a ratio of 1:15 is adequate, however we would recommend at least 1:8 is desirable.	Groups
Staff members at risk of illness through infection	2	5	<p>Staff members to take precautions regarding their own health and not enter the building if they are symptomatic or at risk of having come into contact with COVID-19.</p> <p>Staff risk assessments available for anyone with additional vulnerabilities.</p> <p>First Aid trained staff not required to undertake any non-urgent first aid requiring proximity or contact.</p>	<p>Groups</p> <p>The Met</p> <p>Groups</p>

Staffing provision not adequate to protect health and safety and safeguarding	1	5	Ratios of at least 1:8 adhered to. At least one group leader must have safeguarding training and recent DBS. At least one First Aider to be present in the building for all workshop activity. Emergency PPE available for any first aid emergencies.	Groups Groups/ The Met The Met
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Safeguarding

The Met has its own safeguarding policy that is updated every two years (last update March 2021). We expect all external partners to be able to provide a copy of their safeguarding policy upon hire. All staff should be up to date and aware of the additional safeguarding risks to young people in light of the COVID-19 pandemic.

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

			iterated in case of identification or disclosure.	
Young people may be suffering additional mental health issues	4	4	All workshop group staff to be aware of the issues impacting participants and have access to relevant up to date training.	Groups
Young people may have experienced bereavements	3	4	All workshop group staff to be aware of the issues impacting participants and have access to relevant up to date training.	Groups

What to do if a COVID-19 case happens in a workshop group

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

General Guidelines for delivery

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

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Checked by:

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