



The Actors' Workshop Covid-19 Risk Assessment

1st August 2020

General Information			
Name:	Clara Marullo	Role:	Founder/Director
Location:	1 st Floor Studio at Factory 8, Upton Road Southville Bristol BS3 1QZ	Period covered by this risk assessment:	1 st September – 13th December 2020.

This Risk Assessment covers all lessons and rehearsals at The Actors' Workshop until further notice. It has been created to comply with detailed government guidelines for performing arts, where these are applicable to activities undertaken by The Actors' Workshop and will be shared as follows:

- Printed copy in the studio.
- All staff and students to receive an e-copy before the start of the Autumn term.
- Copy on Website.
- Copy to Gathering Voices.

This Risk Assessment will be monitored and updated regularly.

SECTION 1 – Returning to the Studio

Government guidance states that anyone who can work from home should do so. Our experience during lockdown from 24th March – end June showed that whereas we can successfully teach some of our classes online, actor training requires embodied practice: in-person, group work. If we cannot return to this at all, we will not be able to deliver our courses adequately. Using accredited UK drama conservatoires as our model, from September 2020, we will offer a combination of studio and online work – only using the studio for activities that cannot be taught remotely.

In order to manage this safely we will adapt our timetables, our behaviours and the space itself.

SECTION 2 - Timetable

In order to maximise social distancing and provide 2M of space around each individual in a space of 200+ square meters, we will limit total people in the room to a maximum of 25. In order to achieve this, we will divide our Foundation Course into two consistent halves for studio lessons and teach some sessions each week online:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	3.00 – 6.00 SINGING GROUPS (MAX 5 PEOPLE)	INDIVIDUAL SINGING LESSONS: 1.00 – 1.45 1.45 - 2.30 2.30 – 3.15 3.15 – 4.00	INDIVIDUAL SINGING LESSONS 1.30 – 2.15 2.15 - 3.00 3.30 – 4.30 SINGING GROUP (MAX 5) 4.30 – 5.30 TEEN SINGING GROUP (MAX 5)	GROUP A 2.00 – 4.00 GROUP WORK SKILLS 4.00 – 6.00 MOVEMENT MONOLOGUES	10.00 – 3.30 MASTERCLASS	GROUP B 10.00 – 12.00 MOVEMENT MONOLOGUES 12.00 – 2.00 GROUP WORK SKILLS
6.30 – 9.00 DANCE, STRETCH AND BODY CONDITIONING ONLINE AT FIRST, MOVING INTO STUDIO WHEN SAFE.	7.30 – 9.30 MONOLOGUES 4 GROUPS ONLINE	COLLEGE CLASS GROUP A 4.30 – 7.00 SHAKESPEARE/VOICE WARM-UP/GAMES GROUP B 7.30 – 10.00 WARM-UP/GAMES SHAKESPEARE/VOICE	6.30 – 7.30 PILATES 8.00 – 9.00 STRESS MANAGEMENT ONLINE			3.00 – 6.00 TEENS

SECTION 3 – ADAPTING THE STUDIO

In order to manage social distancing and minimise the risk of infection arising from our use of the space itself, we will make the following changes to the studio environment:

Hazards Identified and Risks Arising	Risk Assessment and Precautions Required.
Capacity: risk of transmission from close contact	<ul style="list-style-type: none"> Reduce numbers in the studio to a maximum of 25 people to allow for social distancing All staff to encourage and enforce 2M social distancing wherever possible or 1M with robust mitigation. Signs and floor decals to reinforce social distancing
Risk of transmission via hard/soft surfaces in the studio.	<ul style="list-style-type: none"> Deep clean studio before reopening in September. Clean all surfaces and wash floors at the end of each day. Clean heavy traffic surfaces throughout the day.

<p>Refreshments: risk of transmission through kettle, cups, etc.</p>	<ul style="list-style-type: none"> • Remove biscuit barrel, kettle and cups. Use urn instead as this minimises contact. • Gloves to be worn when making tea/coffee/opening fridge etc. Disposable gloves available for this. • Students to bring their own, marked mugs and only use these. (Staff already have own mugs.) • All kitchen surfaces to be thoroughly and constantly cleaned. • Rubbish bins to be emptied and wiped down every day.
<p>Risk of transmission through hand contact</p>	<ul style="list-style-type: none"> • Hand sanitiser station at entry/exit • Hand sanitiser available around the studio • Door handles, padlocks and keypad to be wiped down regularly and door to be left open during changeover times. • Handwashing facilities with anti-bacterial soap and disposable towels available in studio.
<p>Arrival and Departure: risk of transmission through close contact in hallways/studio entrance.</p>	<ul style="list-style-type: none"> • Building management in hallways to be agreed with Gathering Voices. This includes clear signs in the hallways and stairwell encouraging 2M social distancing. • Clear signage regarding social distancing in place at various points in the studio and especially around the entrance to the studio/coat rack area. • Students to be given clear guidance on entry/exit protocol in advance of term starting to avoid waiting in groups • Timetable adapted to avoid waiting in groups.
<p>Toilet – risk of transmission through lack of social distancing in hallway and through contamination of surfaces inside the cubicle.</p>	<ul style="list-style-type: none"> • Strict social distancing protocols for use of the toilet: nobody to leave the studio to use the toilet until previous person has returned. “Occupied/Vacant” sign in studio to indicate when toilet is free. • Toilet to be cleaned frequently. • Signs in toilet to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face etc. • All surfaces in the toilet cubicle to be cleaned/disinfected frequently • Appropriate cleaning products and hand sanitiser available at all times in toilet cubicle.
<p>Risk of transmission from prolonged exposure.</p>	<ul style="list-style-type: none"> • Ensure adequate ventilation through opening windows whenever possible. • Limit length of time a group spends together in the studio and ventilate studio/wipe down heavy-use surfaces regularly.

SECTION 4 – ADAPTING BEHAVIOUR

Hazards Identified and Risks Arising	Risk Assessment and Precautions Required.
<p>Risk of transmission through close contact with others</p>	<ul style="list-style-type: none"> • Limit numbers in the studio to 25 people. • Divide Foundation Course into fixed teams. • Maintain 2M social distancing or 1M with robust mitigation. • Where it is essential for performers in training to breach social distancing, keeping them in place for the minimum possible time. • All students and staff issued with medical grade visors and face masks. • All students and staff to carry personal bottles of hand sanitiser in addition to sanitiser stations and hand washing facilities provided across the studio. • Signs and posters to encourage good and frequent hand washing, sneezing/coughing into a tissue or arm, avoid touching face etc. • Enter and leave the building one by one. Maintain social distancing in hallways and stairwells. (Staff will monitor and enforce this at the beginning and end of sessions.) • No gathering outside the building or anywhere else on Upton Road. • All students and staff to wear a face mask at all times in the public areas of the building (hallways, stairs, loo)
<p>Risk of transmission through contact with small objects</p>	<ul style="list-style-type: none"> • Avoiding sharing of personal items such as pens, phones, chargers etc. • Only staff to operate photocopier, audio/visual equipment, whiteboard. All equipment wiped down as necessary. • No script sharing
<p>Risk of transmission from infected people participating in studio-based activities</p>	<ul style="list-style-type: none"> • Students and staff to stay home and self-isolate immediately if feeling unwell. • Infrared thermometer available at studio entrance to test anyone arriving who feels in any way unwell (or is deemed to be so by a member of staff). • Anyone who begins to feel unwell during a class to inform staff immediately and leave premises quickly. Studio to be aired and wiped down immediately. • Masks and gloves in medical kit for use in case of accident or emergency. • Registers kept for every class/activity and saved in the studio for at least 21 days to enable contact tracing. • NHS Test and Trace contacts (www.nhs.uk/coronavirus or call 119) displayed in studio. Prompt reporting of anyone arriving

	with symptoms, immediate quarantine for all contacts, deep clean of studio/temporary closure of studio – as indicated.
Risk of transmission from activities outside the studio	<ul style="list-style-type: none"> • All staff to communicate regularly and agree to minimise risk in daily life as much as possible. • All students to be provided with a copy of this risk assessment and to read and asked to sign a studio safety agreement before classes resume. This will include guidance on minimising risk in daily life, including the use of public transport to and from the studio. • Students will be made aware and constantly reminded of the need to maintain scrupulous hygiene and social distancing: if one domino falls, the whole thing collapses and we close the studio to everyone.

SECTION 5: PEOPLE AND ACTIVITIES WITH HIGHER RISK FACTORS.

Hazards Identified and Risks Arising	Risk Assessment and Precautions Required.
Transmission to people who are at higher risk due to age or medical conditions	<ul style="list-style-type: none"> • Identify staff and students who are at higher risk (or live with vulnerable people) and make sure that everyone knows who they are and observes 2M rule around them at all times – even when wearing PPE. • Communicate with these individuals regularly to ensure that they feel comfortable with arrangements for their safety and adapt where necessary. • Staff/students at higher risk should be offered online teaching whenever possible.
<p>Singing – lessons and groups:</p> <p>Singing is a core part of actor training; initial guidelines suggest enhanced possibility of transmission due to the potential for aerosol production.</p>	<p>Singing will initially be taught online. We will resume in the studio once we are allowed to do so, taking the following actions to minimise risk:</p> <ul style="list-style-type: none"> • Screen each singer by taking temperature upon entry to the studio before commencement of lesson. • Maintain AT LEAST 3M of distance between each singer. • Limit singing to 1-2-1 lessons or a maximum group size of 5 people. • None of the singers sing at the same time and they are not positioned facing each other at any time. • Tutor at keyboard 4M from singers • Singing groups of 5 people are all fixed teams who sign up in advance

	<ul style="list-style-type: none"> • Arrival and departure managed by allowing students to enter/leave studio during lessons so as to avoid people congregating in the hallway. • Students to pay online • Given the large size of the space and the extensive ventilation, the enhanced risk from singing can be minimised – both during and in between classes. • Large group/choral singing to be avoided until government guidelines evolve.
<p>Dance, Bodywork and Movement Classes:</p> <p>Dance and movement are core components of actor training. They carry enhanced risk due to the difficulty of maintaining social distancing during dance and the increased risk of transmission due to aerosol production.</p>	<p>The Government has allowed the reopening of indoor gyms, sports facilities and exercise classes from 25th July 2020, issuing detailed guidance. In addition to the general studio/behaviour precautions outlined in this Risk Assessment, dance classes will:</p> <ul style="list-style-type: none"> • Limit class numbers to 20 people. • Require participants to book in advance and pay online. • Make sure studio is ventilated – open windows. • All students to bring their own yoga mats. These are NOT to be left at the studio. • No changing in the studio – participants to arrive ready to move. • Social distancing to be observed at all times – activities modified to make sure participants can remain 2M apart at all times. • Temporary markings on dance floor to indicate 2M rule if needed. • Studio to be cleaned and ventilated before next use. • Classes to be held online where possible (<i>certainly at the beginning of term</i>)
<p>Saturday Masterclasses:</p> <p>Since these involve both external tutors and a small number of participants who are not our regular students, they carry extra risk of transmission.</p>	<p>In addition to the general studio/behaviour precautions outlined in this Risk Assessment, Saturday Masterclasses will:</p> <ul style="list-style-type: none"> • Limit class numbers to 20 people. • Require participants to book in advance and pay online. • Screen participants by taking temperature and administering Covid-19 questionnaire upon arrival at the studio. • Provide a copy of this risk assessment to all participants and external tutors. • Explain regulations for using studio/toilet at the beginning of each session. • Require participants to wear face masks whenever possible • No food to be consumed in the studio – participants to vacate the studio during lunch breaks. • Move sessions online where practical.

SECTION 6 – ADDITIONAL ACTIONS AND REVIEW

This Risk Assessment will be reviewed monthly, or as Government Guidance changes – whichever is soonest – and additional actions will be taken as needed in order to maximise safety for staff and students of The Actors' Workshop, Gathering Voices and all other users of Factory 8, both within the studio itself and as these groups intersect in the building.

I am satisfied that the above document constitutes a proper and adequate Risk Assessment in respect of The Actors' Workshop's activities in and management of the studio at Factory 8, Upton Rd, Bristol BS3 1QZ and will observe strict adherence at all times.

Signed *Clara Marullo*, Founder/Director, The Actors' Workshop

Date 1st August 2020