

**High Peak Community Arts Tall Tales Summer School 2021**  
Control of infection Risk Assessment for face-to-face workshops

Other formats	These guidelines are also available in video format at: <a href="http://www.highpeakarts.org/face2face">www.highpeakarts.org/face2face</a>
Purpose	This Risk Assessment describes the special measures to be taken in planning, preparing and running face-to-face workshops during the Covid-19 pandemic. Special procedures need to be adopted to reduce the risk of transmission of Covid-19 through contact between participants and workers in our projects.  Face-to-face contact bears an increased risk compared to staying at home and we will only run these face-to-face workshops if we consider that risk to be at an acceptable level, described below.
Who is it for	All workers and young people coming into face-to-face contact and, where stated, their household. Described below as EVERYONE.
Related documents	This assessment is to be read alongside our Activity Risk Assessment and HPCA Safeguarding Policy & Guidelines
Sources	We have consulted other organisations running arts activities, (thanks to Pedestrian in Leicester), and government guidance at: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>  And briefings and guidance by the National Youth Agency: <a href="http://www.nya.org.uk/guidance">www.nya.org.uk/guidance</a> Briefing of 19 <sup>th</sup> July 2021: <a href="https://www.youtube.com/watch?v=yPla4VY8GAg">https://www.youtube.com/watch?v=yPla4VY8GAg</a>

Risk	Action	Responsible	Date last assessed
How we decide if it is safe to run face-to-face workshops	Out of school activity: We will monitor High Peak reported new cases of Covid-19 and proceed with workshops as government guidelines allow.  In school activity: In addition to this risk assessment we will follow the guidelines of each school and share practice.  Sources: <a href="https://coronavirus.data.gov.uk/details/interactive-map">https://coronavirus.data.gov.uk/details/interactive-map</a>	Sophie Mackreth	27 <sup>th</sup> July 2021

	<p><a href="https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/cases/cases.aspx">https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/cases/cases.aspx</a></p> <p>All workers carrying out face-to-face work commit to avoiding high-risk activity for the duration of the project, such as attending large gatherings with no social distancing. Workers will take regular lateral flow tests according to work schedule.</p>		
Recognising Covid-19 symptoms & routine testing	<p>Look out for:</p> <ul style="list-style-type: none"> <li>• a new, continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in normal sense of taste or smell</li> <li>• a new unexplained rash</li> </ul> <p>Because there are now a range of common and less distinct symptoms for the Delta variant, participants are asked to carry out lateral flow tests in line with school requirements, preferably before attending on a Monday or Thursday.</p>	EVERYONE	
What to do if you think you (or someone in your household) has Covid-19 symptoms	<p>Outside of workshops: Contact NHS.UK or call 119 to request a test. You MUST NOT attend any face-to-face workshops if you or anyone in your household has Covid-19 symptoms. If you have attended a face-to-face workshop in the last 48 hours YOU MUST NOTIFY High Peak Community Arts, so that they can contact Track &amp; Trace with the contact details of other workshop participants.</p>	EVERYONE	
	<p>During a workshop: Tell a worker if you are feeling unwell. Someone with symptoms will be isolated into another room and they and anyone who stays with them should wear a face mask and maintain at least 2m distance from anyone else. The participant's parents will be contacted for permission to take a lateral flow test on site whilst waiting for a parent to collect them. If the result is negative but symptoms persist they must seek a PCR test. All participants in that bubble will also isolate at home for 10 days, unless a negative PCR test result has been received. While waiting for parental collection, other workers will clean any areas of the building the whole group has used, and all equipment whether this has been used by the symptomatic person or not.</p>	<p>EVERYONE Lead worker</p> <p>Parents</p> <p>Participants in bubble</p> <p>All workers</p>	

	<p>High Peak Community Arts will ensure that a parent or carer has contacted NHS.UK or 119 and find out if a positive test for Covid-19 virus has been returned. If so they will contact Track and Trace to provide contact details for participants and workers.</p> <p>If the original symptoms stop soon after the workshop and a negative test is returned then further workshops can continue.</p>	Sophie Mackreth	
		Everyone	

Covid-19 can be spread by asymptomatic carriers of the virus	<b>Planning and set up of workshops</b>		
	<p>Where possible workshop space will be booked with outdoor areas and large rooms for any indoor activity. Activity will be planned to use outdoor space as much as possible, especially for 'special risk' activities noted below.</p> <p>N.B. For 2021 the availability of venues has been impacted by DCC closing their buildings to external bookings. The summer school venue of The Vineyard is located near to a recreation park which will be used in breaks and for physical workshops, such as dance.</p>	Sophie Mackreth	
	<p>Cleaning – the workshop space and other areas to be used, such as toilets will be cleaned before set up. Cleaning materials will be left outside the toilets so that everyone can wipe handles and taps before and after use. All other doors will be left open.</p> <p>All workers will have hand sanitiser dispensers on lanyards. Only one person will go to the toilets at a time.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	All workers	
	<p>Social distancing – tables, chairs and equipment will be laid out before the workshop to demonstrate the safe distancing of 2m, which should be maintained when possible.</p>	All workers	
	<p>Group numbers – we will limit group numbers according to the room size being booked, including workers. We will follow current government guidelines on maximum bubble size.</p> <p>N.B. Summer 2021 – there is currently no limit, but a requirement to self-isolate means participants will work in bubbles of 10 – 15 max with no mixing at break times.</p>	Sophie Mackreth	
	<p>Personal equipment – participants can bring their own equipment, such as:</p> <ul style="list-style-type: none"> <li>● Packed lunch – if preferred.</li> <li>● Pens / pencil, notebook or paper</li> <li>● Any musical instrument / laptop they have</li> </ul>	Everyone	

	There will be HPCA equipment available, to be used as described below.		
<b>Arriving &amp; transport</b>			
	Parents / carers are requested to limit contact with other families at the start and end of workshops and as a minimum to maintain social distance of 2m as a good modelling of the practice inside the workshops.	EVERYONE	
	HPCA are providing transport, drivers and participants must wear a face-covering for the journey with the windows open.	Participants in transport booked by HPCA	
	EVERYONE arriving at the workshop should put any face coverings they have been using in a bag and wash their hands for 20 seconds.	EVERYONE	
<b>During the workshop</b>			
	Covid Marshall – during group workshops there will be a rotating role of Covid Marshall who will pay special attention to whether the following safe guidelines are being followed and draw people’s attention to lapses. This role will pass between workers and volunteers every 30 minutes, and must be respected as a helpful ‘critical friend’ in keeping our practice safe as we all adapt to new ways of working.	Allocated member of staff or volunteer	
	Handwashing – Everyone should wash their hands thoroughly or use hand sanitiser: <ul style="list-style-type: none"> <li>• when they arrive and before leaving</li> <li>• before and after eating</li> <li>• after coughing or sneezing (catch it, kill it, bin it)</li> <li>• If they accidentally share equipment</li> </ul>	Everyone	
	Social distance & face masks – everyone should maintain a 2 metre distance from others where possible. In indoor activity face masks should be worn by over 11s where possible, and especially where social distance is at 2m or less. If the activity requires removal of face masks social distance should be increased to 3m.	Everyone unless exempt	
	Equipment – HPCA equipment will be allocated to individuals and be cleaned between individual users. Microphones and drum sticks will be cleaned between use. Each bubble will have an allocated ‘kit’, box – pens, paper and core art supplies.	Workshop leaders	
	Shared handles and doors, e.g. Toilets – as noted above cleaning materials will be left outside the toilets so that everyone can wipe handles and taps before and after use. All other doors will be left open, where possible.	Support workers	

	Shared tables or other equipment – cleaning materials will be used if a table or other equipment needs to be shared. All main surfaces will be wiped down in all breaks.	All workers	
	Lunchtime – Social distancing must be maintained, with no personal belongings to be shared, e.g. mobile phones, lunches etc.	Everyone	
	Provision of food. DCC Holiday Activity Funds provide for school dinner standard meals for all participants. We will have a Level 2 Food Hygiene certified staff member on site every day.	Everyone	
	Special risks – Some activities require the sharing of equipment: Musical instruments; keyboards, drum kit, guitars, drum sticks, microphones etc. Cameras, tripods, sound equipment. Art equipment. VR headsets. This equipment will be allocated to individuals in each bubble and cleaned thoroughly between bubbles.  Movement & dance activity will also be assessed with regard to social distance and contact with floors etc.	Workshop leaders	
	<b>Timetable &amp; changeover procedure</b>		
	10am Young people arrive and go straight to allocated bubble space 10.20. Intros delivered to each bubble 10.30. Activity session 1. 11.30. Break – CHANGEOVER – see below 11.45. Activity session 2. 12.45. Lunch – CHANGEOVER – see below 13.30. Activity session 3. 14.30. Break 15.00. Sharing – staying in same space as Activity Session 3. Workshop leaders to give snapshot of work in other bubbles. 15.30. Minibuses	Everyone	
	<b>Changeover</b> To minimise contact between bubbles and allowing efficient cleaning of the spaces, changeover will operate as follows: <ol style="list-style-type: none"> <li>1. The group in the Downstairs Hall go out into the yard (supervised), or to the park.</li> <li>2. Downstairs Hall is cleaned. Workshop leaders cleaning equipment and support workers cleaning door handles, tables and other touch points.</li> </ol>	Everyone	

	<ol style="list-style-type: none"> <li>3. The group in the Sofa Room come downstairs into the Downstairs Hall.</li> <li>4. Sofa Room is cleaned, as above.</li> <li>5. The group in the Upstairs Hall move to Sofa Room.</li> <li>6. Upstairs Hall in cleaned, as above.</li> <li>7. The group in the yard go up the fire escape stairs into the Upstairs Hall.</li> </ol>		
	<p>In school activity: The guidelines above will be followed in principle, and agreed in accordance with each school's established procedure. In the case of one-to-one mentoring the mentor will clean tables, chairs and any shared equipment between each session. Shared equipment will be kept to a minimum.</p>	N/a	