## Risk Assessment

<table>
<thead>
<tr>
<th>Subject of Assessment</th>
<th>Coronavirus (COVID-19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task/Activity</td>
<td>Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work, learning and production activities at the NFTS.</td>
</tr>
<tr>
<td>Assessor</td>
<td>Jon Wardle</td>
</tr>
<tr>
<td>Location of Assessment</td>
<td>Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazards (Unsafe Condition)</th>
<th>Who is at risk? (and how)</th>
<th>Controls in place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref</td>
<td>Hazards (Unsafe Condition)</td>
<td>Who is at risk? (and how)</td>
<td>Controls in place</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| 1   | COVID-19 (Someone infected entering the workplace) | Students, Employees and Visiting Tutors (An employee or student enters the NFTS site and passes the virus onto another member of the School) | • UK Government guidance to be followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
• Students, employees and visiting tutors have been instructed on what the current Government guidelines are that need to be followed. This has been communicated via posts on workplace.  
• This Risk Assessment has been made available on our website for all students, employees and visiting tutors.  
• An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign-in point. Symptomatic individuals will not be allowed entry.  
• Students have been clearly advised what to do if they have symptoms of Covid-19, who to tell at the School and to not come to School until they feel well.  
• There is a single point of access to the NFTS via main reception. Temperature checks will be instigated using a body temperature thermal camera which will be monitored by reception staff.  
• All students have been asked to take two LFD tests before returning to School and to test themselves twice weekly thereafter. LFD test kits are supplied free of charge to all students and staff.  
• COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors.  
• External visitors are only permitted in exceptional circumstances with the express permission of the Director.  
• Volunteers receive an induction when arriving on site providing a summary of the key arrangements and also any specific information and instruction relating to the work they will be doing.  
• Face masks, gloves, face shield and alcohol wipes are available from reception should anyone need them.  
• Face coverings are advised to be worn in indoor areas where adequate ventilation cannot be ensured. Special bins are provided for the safe disposal of all face masks, gloves, face shields. |
<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazards (Unsafe Condition)</th>
<th>Who is at risk? (and how)</th>
<th>Controls in place</th>
</tr>
</thead>
</table>
| 2   | COVID-19                  | Students, Employees and Visiting Tutors (Contract COVID-19 in workplace) | • UK Government guidance to be followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking and good ventilation in place where possible.  
• We have increased the cleaning regime across the site to ensure regularly used surfaces, door handles etc. are cleaned throughout the day.  
• Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. A designated safe area has been identified away from others.  
• Arrangements will be made for the person to be sent home via private transport.  
• They should arrange a test by visiting NHS.UK, or contact 119 via telephone. The school will assess the situation and initiate a plan to deal with a potential COVID case. The school will wait to hear if a positive test is confirmed, or may take pre-emptive action if necessary.  
• If the school receives a message that a student, employees, visiting tutors or anyone that had been at the School has COVID symptoms then the same would apply.  
• The workplace will be decontaminated in line with governmental guidance.  
• This information has been passed onto all students, employees and visiting tutors.  
• First Aiders / First Responders have been briefed on new safe systems to be used for their roles. PPE including a FFP2/3 face mask, face shield, gloves and an apron will be provided to each first aider. |
<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazards (Unsafe Condition)</th>
<th>Who is at risk? (and how)</th>
<th>Controls in place</th>
</tr>
</thead>
</table>
| 3   | COVID-19 (Contaminated Workplace) | Students, Employees and Visiting Tutors (Contract COVID-19 in workplace) | • UK Government guidance is being followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
• Hand sanitisers have been installed across the School site and students, employees and visiting tutors are encouraged to carry their own sanitary wipes.  
• Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.  
• Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.  
• This information has been passed onto all students, employees and visiting tutors.  
• The School operates a ‘track and trace’ process to identify all close contacts of anyone who tests positive for Covid, and advises on the steps that they should take according to their vaccine status. |
| 4   | COVID-19 (Proximity, workplace gatherings) | Students, Employees and Visiting Tutors (A person catches COVID-19 due to working closely with an infected person) | • UK Government guidance to be followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
• All students, staff and visiting tutors have been advised to test themselves using LFD tests twice a week and not to come to the School if they are unwell.  
• Room capacity has been limited and the importance of ensuring good ventilation in rooms has been reinforced.  
• The School operates a ‘track and trace’ process to identify all close contacts of anyone who tests positive for Covid, and advises on the steps that they should take according to their vaccine status. |
| 5   | COVID-19 (‘At risk’ Students, Employees and Visiting Tutors) | Students, Employees and Visiting Tutors with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract COVID-19 in workplace) | • UK Government guidance to be followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
• Employees have been instructed to not to come to the School if they are unwell and to book a PCR test.  
• Any vulnerable employees may request flexible working to minimise the number of days they are at the School |
<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazards (Unsafe Condition)</th>
<th>Who is at risk? (and how)</th>
<th>Controls in place</th>
</tr>
</thead>
</table>
| 6   | COVID-19 (Students, Employees and Visiting Tutors who have contracted COVID-19) | Students, Employees and Visiting Tutors (Contract COVID-19 in workplace) | • If an employee or student has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.  
• Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance.  
• The workplace will be decontaminated in line with governmental guidance.  
• This information has been passed onto all students, employees and visiting tutors. |
| 7   | COVID-19 (Presenteeism. Symptomatic or exposed Students, Employees and Visiting Tutors remaining in workplace.) | Students, Employees and Visiting Tutors (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell) | • UK Government guidance to be followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
• Employees are advised to follow NHS Guidance online.  
• Symptomatic employees (including as evidence by temperature checks) will be instructed to go home (by private transport).  
• Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow the NHS Guidance online regarding self-isolation  
• The school will trace the possible areas the suspected infected person may have been in and organise a deep clean immediately. The area may be closed off during this time.  
• An urgent review by the H&S manager will be instigated to check that any planned activities i.e. production are safe to continue or if they will need to be postponed.  
• The plan for dealing with the confirmed case will be discussed and agreed between the Director of the School, The Registrar and the Health and Safety Manager.  
• The final decision will be approved by the School's designated COVID-19 Appointed Person |
| 8   | COVID-19 (Self-Isolation and wellbeing) | Employees (Students, Employees and Visiting Tutors not aware of the need to or how to self-isolate. Wellbeing/Loneliness issues from self-isolation ) | • NHS 119 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice)  
• The School will liaise with students, employees and visiting tutors to ensure that anyone required to work from home has the necessary equipment to do their jobs safely.  
• Managers, HoDs & Colleagues are advised to keep in regular contact with home workers with regular individual and team calls or by Zoom.  
• The School will continue to support the wellbeing of students, employees and visiting tutors is case of raised anxiety and concerns during these challenging times.  
• This information has been passed onto all students, employees and visiting tutors. |
<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazards (Unsafe Condition)</th>
<th>Who is at risk? (and how)</th>
<th>Controls in place</th>
</tr>
</thead>
</table>
| 9   | COVID-19 (Travelling abroad) | Students, Employees and Visiting Tutors (A person catches COVID-19 due to travelling abroad) | • UK Government guidance to be followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
• FCO providesForeign Travel advicefor travellers. Foreign travel to undertake production activity or other school business must be authorised by the Director of the School and confirmation of insurance cover.  
• CIPD provides advice for travellers returning to work from affected areas. |
| 10  | COVID-19 (Information failure) | Students, Employees and Visiting Tutors (Escalation/de-escalation of Pandemic) | • The School’s Director (with support from the School Health and Safety Manager) is the designated COVID-19 Appointed Person whose responsibilities include;  
  • Signing up to relevant websites to receive timely updates  
  • Monitoring relevant websites & news outlets  
• Students, employees and visiting tutors will receive specific COVID-19 H&S information, instructions and training where required.  
• Regular communication and updates to all students and employees via Workplace. Communication with Visiting Tutors via engaging co-ordinator. |
<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazards (Unsafe Condition)</th>
<th>Who is at risk? (and how)</th>
<th>Controls in place</th>
</tr>
</thead>
</table>
| 11  | COVID-19 (Production Activity) | Students, Employees and Visiting Tutors | - UK [Government guidance](#) to be followed and monitored on a daily basis. Any changes or updates will be communicated and implemented throughout the school and also the production activities.  
- The School’s Production Guidelines follow the UK’s Production Codes of Practice developed by the BFI/BFC. Implementation will be considered on a case by case basis and detailed in the production risk assessment and method statement.  
- The School’s Head of Production and Health and Safety Manager and relevant HODs ensure these guidelines are considered and implemented as part of each individual productions Risk Assessment.  
- Specific greenlight meetings have been implemented to support the development and review of all COVID safety arrangements for each production.  
- In addition each Student, Staff, Contributor, Volunteer, Cast and Visiting tutor will receive COVID-19 Managing Risks in Production H&S training delivered by the School and Health and Safety Manager, providing an overview of the arrangements and the safe systems of work and also their personal responsibilities just prior to each production activity.  
- A test shoot was completed with HOD, Staff and H&S manager and Head of production to review and test safety protocols.  
- A dedicated COVID-19 supervisor will monitor the safety protocols on all production activities. |

**Date of Assessment**  
07.06.2020  
(updated 22nd Feb 2021 and 1 September 2021)  

**Signature**  
Jon Wardle  

**Review date**  
Weekly, to ensure Government Guidance is being followed