

RISK ASSESSMENT

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

<b>Ref</b>	<b>Hazards</b> <i>(Unsafe Condition)</i>	<b>Who is at risk?</b> <i>(and how)</i>	<b>Controls in place</b>
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1	<p><b>COVID-19</b> (Someone infected entering the workplace)</p>	<p><b>Students, Employees and Visiting Tutors</b> (An employee or student enters the NFTS site and passes the virus onto another member of the School)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• Students, employees and visiting tutors have been instructed on what the current Government guidelines &amp; social distancing guidelines are that need to be followed. This has been communicated via a written document 'Back to Beaconsfield' paper (date: 11<sup>th</sup> May) and reemphasised in the 'September Start' paper (28<sup>th</sup> July) shared on workplace.</li> <li>• The School's arrangements for a full return to the School are set out in the School's 'September Start' paper (date: 28<sup>th</sup> July). In addition each Student, Employee and Visiting tutor will receive COVID-19 H&amp;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 them returning to the School.</li> <li>• This Risk Assessment has been made available for all students, employees and visiting Tutors to review.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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. Productions will use a hand held device.</li> <li>• COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>• Before returning to the School site all students, employees and visiting tutors must undertake the <a href="https://www.british-assessment.co.uk/training-elearning/courses/covid-19-awareness/">https://www.british-assessment.co.uk/training-elearning/courses/covid-19-awareness/</a></li> <li>• External Visitors are only permitted in exceptional circumstances with the express permission of the Director.</li> <li>• Volunteers need to undertake the <a href="https://www.british-assessment.co.uk/training-elearning/courses/covid-19-awareness/">https://www.british-assessment.co.uk/training-elearning/courses/covid-19-awareness/</a> online course and receive a copy of this RA and also the 'September Start' document. An induction when arriving on site will be provided by the host providing a summary of the key arrangements and also any specific information and instruction relating to the work they will be doing.</li> <li>• Face masks, gloves, face shield and alcohol wipes are available from reception should anyone need them.</li> <li>• Face coverings must be worn in indoor, communal, high traffic areas of the site.</li> <li>• Special bins are provided for the safe disposal of all face masks, gloves, face shields.</li> </ul>
Mentor			<ul style="list-style-type: none"> <li>• The caterer Blue Apple are delivering their service in line with the Government 'Food Business Operators' guidelines.</li> <li>• Students, employees and visiting tutors should only attend the School physically where necessary.</li> </ul>

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2	<p><b>COVID-19</b> (Someone becomes ill in the workplace)</p>	<p><b>Students, Employees and Visiting Tutors</b> (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• 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 social distancing in place.</li> <li>• We have increased the cleaning regime across the site to ensure regularly used surfaces, door handles etc. are cleaned throughout the day.</li> <li>• We have removed and reorganised furniture, put new floor markings in place to remind people to keep safe distances, introduced a one way system in busy corridors, closed the lifts for all but non-essential use, set out maximum room occupancy numbers etc. These changes are all set out in detail in the 'September Start' document</li> <li>• 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.</li> <li>• Arrangements will be made for the person to be sent home via private transport.</li> <li>• 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.</li> <li>• 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.</li> <li>• The workplace will be decontaminated in line with <a href="#">governmental guidance</a>.</li> <li>• This information has been passed onto all students, employees and visiting tutors.</li> <li>• 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.</li> </ul>

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3	<p><b>COVID-19</b> (Contaminated Workplace)</p>	<p><b>Students, Employees and Visiting Tutors</b> (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• Hand sanitisers have been installed across the School site and students, employees and visiting tutors are encouraged to carry their own sanitary wipes.</li> <li>• Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>• Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>• This information has been passed onto all students, employees and visiting tutors.</li> </ul>
4	<p><b>COVID-19</b> (Proximity, workplace gatherings)</p>	<p><b>Students, Employees and Visiting Tutors</b> (A person catches COVID-19 due to working closely with an infected person)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• A social distancing policy has been implemented.                             <ul style="list-style-type: none"> <li>- All students, employees and visiting tutors are asked to only attend the School physically where it is necessary.</li> <li>- No handshaking or attendance at large meetings.</li> <li>- Staff in shared offices work in 'bubbles' to minimise risk of infection</li> </ul> </li> <li>• This information has been passed onto all students, employees and visiting tutors.</li> <li>• Students, employees and visiting tutors will be required to stay within their defined work spaces and not to move around the School interacting with people they aren't directly working with.</li> </ul>
5	<p><b>COVID-19</b> (‘At risk’ Students, Employees and Visiting Tutors)</p>	<p><b>Students, Employees and Visiting Tutors with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) a continuous dry cough or a loss of sense of smell in the last 14 days.</li> <li>• Any vulnerable employees are required to work from home.</li> <li>• Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> <li>• Pregnant workers may be asked to commence maternity leave early.</li> </ul>

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6	<p><b>COVID-19</b> (Students, Employees and Visiting Tutors who have contracted COVID-19)</p>	<p><b>Students, Employees and Visiting Tutors</b> (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> <li>• If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>• Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a>.</li> <li>• The workplace will be decontaminated in line with <a href="#">governmental guidance</a>.</li> <li>• This information has been passed onto all students, employees and visiting tutors.</li> </ul>
7	<p><b>COVID-19</b> (Presenteeism. Symptomatic or exposed Students, Employees and Visiting Tutors remaining in workplace.)</p>	<p><b>Students, Employees and Visiting Tutors</b> (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>• Symptomatic employees (including as evidence by temperature checks) will be instructed to go home (by private transport).</li> <li>• Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow the <a href="#">NHS Guidance online</a> regarding self-isolation</li> <li>• 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.</li> <li>• An urgent review by the H&amp;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.</li> <li>• 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.</li> <li>• The final decision will be approved by the School's designated COVID-19 Appointed Person</li> <li>• A review of the COVID-19 risk assessment will also be made by the Health and Safety manager.</li> </ul>
8	<p><b>COVID-19</b> (Self-Isolation and wellbeing)</p>	<p><b>Employees</b> (Students, Employees and Visiting Tutors not aware of the need to or how to self-isolate. Wellbeing/Loneliness issues from self-isolation )</p>	<ul style="list-style-type: none"> <li>• NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>)</li> <li>• The School will liaise with students, employees and visiting tutors to ensure that anyone now required to work from home has the necessary equipment to do their jobs safely.</li> <li>• Managers, HoDs &amp; Colleagues are advised to keep in regular contact with home workers with regular individual and team calls or by Zoom.</li> <li>• The School will continue to support the wellbeing of students, employees and visiting tutors in case of raised anxiety and concerns during these challenging times.</li> <li>• This information has been passed onto all students, employees and visiting tutors.</li> </ul>

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9	<p>COVID-19 (Travelling abroad)</p>	<p><b>Students, Employees and Visiting Tutors</b> (A person catches COVID-19 due to travelling abroad)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• FCO provides <a href="#">Foreign Travel advice</a> for 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.</li> <li>• CIPD provides advice for <a href="#">travellers returning to work from affected areas</a>.</li> </ul>
10	<p>COVID-19 (Information failure)</p>	<p><b>Students, Employees and Visiting Tutors</b> (Escalation/de-escalation of Pandemic)</p>	<ul style="list-style-type: none"> <li>• The School's Director (with support from the School Health and Safety Manager) is the designated COVID-19 Appointed Person whose responsibilities include;                         <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets</li> </ul> </li> <li>• Students, employees and visiting tutors will receive specific COVID-19 H&amp;S information, instructions and training.</li> <li>• Regular communication and updates to all students and employees via Workplace. Communication with Visiting Tutors via engaging co-ordinator.</li> </ul>

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11	COVID-19 <i>(Production Activity)</i>	<b>Students, Employees and Visiting Tutors</b>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> 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.</li> <li>• The School's Production Guidelines follow the UKs 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.</li> <li>• 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.</li> <li>• Specific greenlight meetings have been implemented to support the development and review of all COVID safety arrangements for each production.</li> <li>• In addition each Student, Staff, Contributor, Volunteer, Cast and Visiting tutor will receive COVID-19 Managing Risks in Production H&amp;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.</li> <li>• A test shoot was completed with HOD, Staff and H&amp;S manager and Head of production to review and test safety protocols.</li> <li>• A dedicated COVID-19 supervisor will monitor the safety protocols on all production activities.</li> </ul>

<b>Date of Assessment</b>	07.06.2020 (updated 30/08/2020)	<b>Signature</b>	Jon Wardle
<b>Review date</b>	<b>Weekly, to ensure Government Guidance is being followed</b>		