



Glow Theatre Group Risk Assessment and COVID-19 Protocol Updated 10.10.20

This document outlines the steps we will take to allow members, group leaders and parents to return to Glow rehearsals safely.

We have consulted with the DfE through their latest official guidelines for OOSS (Out of School Settings) last updated on 28 September 2020, and with the URC venue, to carry out appropriate Risk Assessments.

Our Risk Assessment base line is as follows:

- Assess the Risk
- Remove the Risk or Protect People from the Risk
- Carry out the precautions that can be taken

At all times, the health and safety of our Glow members, team leaders and parents remain our key priority as we strive to maintain our provision of an outstanding theatrical experience for all.

The main adaptations to our routine and expectations the coming year are:

1. Members will be working in smaller group, or 'bubbles', of 15 or below wherever possible, until Guidelines allow us to increase the group size. The 'bubbles' will not mix during the rehearsal sessions or breaks.
2. Our annual programme has been adapted to remove singing from the first part of the year, until Guidelines allow us to relax this rule
3. Additional Medical and Hygiene Procedures have been put in place

THE REHEARSAL SITE

Preparation before term starts

All team leaders will be meeting before we begin rehearsals to make sure everyone is totally up to date on our agreed procedures and precautions.

We will be sending out an information sheet for all our members, just before the start of term, so that the children know exactly what to expect.

We will also ensure that there are constant reminders to children and team members about how to stay safe, along with visual reminders and signage around the site reinforcing these messages.

Your support in reinforcing the fundamental principles outlined by the UK government about how to leave our homes safely is welcomed. These include:

- Following Government self-isolation and test and trace guidelines at all times;

- Keep your distance from people outside your household;
- Keep your hands and face as clean as possible;
- Avoid being face-to-face with people;
- Avoid crowds;
- If you have to travel, think about how you travel;
- Keep indoor places well-ventilated;
- Face coverings serve a purpose, but do not replace social distancing

Quarantine

We require that anyone who has travelled from countries that currently require a 14 day quarantine period to have adhered to the Government guidance and completed quarantine and been passed fit before they come to rehearsals.

Record keeping

We will continue to keep an updated register and a phone and email contact list so that we can quickly and efficiently pass on information to all members and their families regarding any cases of COVID-19 among our members, team leaders or families. All team members will have access to the Emergency Contacts information for children within their bubble.

NHS Test and Trace App

Current guidelines suggest that this App, should not be used by children under the age of 16.

In addition, we are advised that Schools are not expected to create NHS QR code posters for entrances and classrooms since they have registers.

We will therefore not be using a NHS QR code but instead will maintain a comprehensive trace facility through maintaining our own registers and contact details.

Distancing

We will aim to run rehearsals which maintain a distance between the children. In this way we can avoid physical contact between the children until such time as Government Guidelines suggest we can safely reintroduce this.

Additional Rehearsal Space

We have hired additional rehearsal space in Soper Hall to allow us to space out further than we normally would.

Cleaning

In hiring space with the URC, we are paying them an additional hire fee to cover the cost of cleaning between premises users. This will mean that the rooms should be sanitised between user groups, both before we arrive and after we leave. In addition, specific frequent touch points, such as door handles, will be cleaned regularly during the session with standard cleaning products.

Visitors

Glow rehearsals will remain as closed rehearsals and we will not allow any non members on the premises during our hire periods.

THE REHEARSALS

Timings of the Sessions

For at least the Autumn 2 sessions, we will aim to stagger arrival and collection times so that not all the children arrive together. Timings will be circulated near to the start of the sessions.

Break times will be staggered, to allow the 'bubbles' to remain separate.

You will be told which entrance and exit your child should use. Please can we ask that your child arrives at the allocated time, and is collected at the allocated time too.

There will be no parking on site for parents, to keep the car park area as free of people as possible, and we ask that parents do not gather in a group at collection time but adhere to a socially distanced collection line.

Acting 'bubbles'

Following government guidelines, our actors will be separated into groups (or 'bubbles') as appropriate for their age groups.

We have separated the children into year groups where possible, and we aim to work in groups as close to 15 or below as possible.

They will remain in their bubbles for the whole session, and will rehearse their Festival play in this group.

All bubble spaces will be provided with sanitiser so children can clean their hands on arrival, and regularly through the sessions.

All bubble spaces will be provided with tissues and a bin. Pupils will be reminded to regularly clean their hands, and to follow the 'catch it, bin it, kill it' guidelines and to distance themselves from others wherever possible.

All bubbles will have their own Director for the project, who will lead rehearsals throughout these sessions. If the Director cannot attend, we will provide a single member of staff to cover for them for the session. Glow members may also take part in dance sessions in their bubble rooms with additional team member/members.

5 minute Ventilation Breaks

We will be asking the children to go outside during their breaktime, and at other natural pauses in rehearsals, to get fresh air. They will be supervised by their Director during these ventilation breaks.

Food and Drink

Each member should continue to provide their own drink and snack, for their own consumption at rehearsal breaks. There will be no sharing of food/sweets/drinks. Children will not have access to the URC kitchen.

MEDICAL CHECKS AND HYGIENE

Temperature checks

We ask all parents to check their children's temperature each morning and to keep them home from Glow if they have a raised temperature and to follow the government's testing requirements if showing Covid-19 symptoms.

We will be taking the temperature of each child on arrival. Any children who have a raised temperature will be sent home.

A Glow member with a temperature **up to 37.5 degrees** and with no other symptoms would be safe to stay at Glow. Glow members with a temperature of **between 37.5 and up to 37.7 degrees** would be allowed to sit quietly in the socially distanced Foyer area, and then be re-measured in 10 minutes. Any Glow member with a temperature of **37.8 degrees or over** will be asked to go home. Team leaders will also have temperature checks at the start of each session and will follow the same procedures as the children.

If a Glow member becomes unwell during a session, develops a temperature or starts to display any COVID-19 symptoms, we will move them to the foyer area, under the socially distanced care of a team member, while we contact parents and arrange for their collection.

Hand Washing/Sanitising

We are advised that washing of hands remains one of the most effective ways of controlling the spread of Covid-19. Pupils will be asked to wash or sanitise their hands on arrival and each time they leave/re-enter their bubble space. We will provide sanitiser but we encourage children to come equipped with their own too.

Face coverings

We will continue to monitor Government guidelines, but at this point we will not be asking the children or team leaders to wear face coverings during sessions. If you wish your child to wear a face covering for the session, please let us know.

Ventilation

We will aim to ensure that each bubble space is as well ventilated as possible, within the limitations of the building itself.

Catch It, Bin It, Kill It

We will promote good respiratory hygiene by promoting the catch it, bin it, kill it approach, with tissues and bins available and hand sanitising regularly encouraged

Touch points

Regular touch points such as door handles etc will be cleaned midway through the afternoon using anti-bacterial sprays

TOILETS

The current OOSS Guidelines suggest that it is not necessary for groups or bubbles to use separate toilet facilities. However, we will be following these Guidelines:

- One in one out policy to make sure only one child uses the toilets at a time, thus limiting the number of children using the facilities at any one time
- Setting up, where possible, timed toilet breaks for each bubble

- Promoting good hand hygiene and encouraging children to wash their hands thoroughly after toilet visits
- Toilets will have been cleaned by the URC cleaners before our arrival. We will also clean them midway through the afternoon using anti-bacterial products and bleach.

This Risk Assessment and Protocol will be continually updated as new Government Guidelines are released.

We will adhere to all guidelines as strictly as possible before, during and after sessions.

We understand that it is your decision whether or not to send your child to GLOW rehearsals.

Last Update: 10.10.2020