

Personal Risk Assessment

General Informations:

Name:	
Role:	
Date of Assessment	

1. Self-Assessment - your level of vulnerability

This tool considers risk factors including age, medical condition, ethnicity and gender

Tick the appropriate box:

Age	Vulnerability level	✓	Workplace considerations
Mid 70s +	Very High	<input type="checkbox"/>	Ideally work from home. If attending work, the risk should not be significantly greater than the risk in your own home Social distancing must be enforced Ensure hand hygiene and do not touch equipment/surfaces
60s - mid 70s	High	<input type="checkbox"/>	Ok to attend work if the risk of doing so is no greater than the risk of shopping in local supermarket, or social distancing in the streets, parks, countryside. Keep the risk in the workplace as low by observing a stringent hand hygiene and avoid shared equipment Working closely with others (such as teaching, creative arts practice, sharing a vehicle, using public transport) may be possible provided controls (eg. Partition screens) are effective in managing the risks.
40s and 50s	Moderate	<input type="checkbox"/>	A moderately increased risk of infection may be accepted where there are no reasonably practicable means of reducing it further Hand hygiene and social distancing must be observed
Around 40s or below	Low	<input type="checkbox"/>	Increased risk of infection may be accepted where there are no reasonably practicable means of reducing it further Hand hygiene and social distancing must be observed
Pregnancy		<input type="checkbox"/>	Current advise is to minimise the risk to pregnant women, while allowing them to choose whether to attend work or what role to undertake at work. Risk should be reduce as far as reasonably practical. Advised to avoid a role where a degree of risk cannot be avoided, such as working closely with others.

Individual self-assessment notes (such as details of underlying health condition). There's no need to declare details if no modification is required to undertake the work required:

2. Assessment of activity

Consider whether activity is by individual or by more than one person, shared equipment or whether the activity can ensure social distancing

Tick the appropriate box:	✓	Risk level
Group work (eg. Orchestra, group singing, big band, dance, circus, acting)	<input type="checkbox"/>	High Risk
Instrument or equipment that cannot be readily cleaned	<input type="checkbox"/>	
Any activity that does not allow social distancing (dance)	<input type="checkbox"/>	
Other shared instrument or equipment that can be readily cleaned	<input type="checkbox"/>	Moderate Risk
Individual practice (voice/instrument/movement)	<input type="checkbox"/>	Low Risk
Virtual lesson	<input type="checkbox"/>	

Activity assessment notes:

3. Assessment of environment

Consider whether the space has:
sufficient space to accommodate social distancing in line with the current government guidance
natural or mechanical ventilation in good working order
the duration of time spent in a shared space, allowing ventilation breaks

Tick the appropriate box:	✓	Risk level
Indoors: confined space with or without ventilation system, irrespective of time/duration	<input type="checkbox"/>	High risk
Indoors: sufficient space for social distancing but no natural or mechanical ventilation or monitoring of duration	<input type="checkbox"/>	Moderate risk
Indoors: sufficient space for social distancing with natural or mechanical ventilation and monitoring of duration	<input type="checkbox"/>	Low risk
Outdoor	<input type="checkbox"/>	

4. Combined data

	Activity Assessment	Low risk activity	Moderate risk activity	High risk activity
Environment Assessment				
High risk environment		Moderate risk	High risk	High risk
Moderate risk environment		Low risk	Moderate risk activity	High risk
High risk environment		Very low risk	Low risk	Moderate risk

5. Covid Risk Mitigations (cf. Risk Assessment)

Liaise with each venue on their Covid mitigations
 The space/studio is clean before & after use every day
 Hand washing compulsory before entering the studio
 Hand sanitiser and wipes will be made available in the studio
 The 2 performers are a fixed team/bubble and therefore allowed close proximity and contact
 Social distancing will be maintained with any other guest, mentor, collaborator, workshop participants
 Mask wearing compulsory for any activity where social distancing could be compromised (especially during physical activity or filming)
 Space/studio will be aired/ventilated regularly
 Regular breaks will be planned in the schedule to allow ventilation
 Anyone taking part in studio activity will be asked if they have any symptoms - if any symptoms present they will not be allowed in the space
 Temperature will be taken on arrival
 Record will be kept for NHS Test & Trace
 Number of people present at the same time in studio/space will be kept to a minimum and in line with government guidance
 Material and surfaces touched should be wiped after use
 All participants will receive the risk assessment and will be required to adhere to requirements and to complete a personal risk assessment
 All participants will be asked if there are vulnerable or live with something vulnerable and safety measures will be taken accordingly
 When possible, activities will be made from home or online
 Project spread over a long period of time, without two consecutive weeks in case of self-isolation request

5. Covid Risk Mitigations (cont.)

Factor of consideration	Are you satisfied with the mitigation risk in place?	Can anything more be done?
Individual		
Activity		
Environment		

7. Mental health & Safeguarding

The topic of the work will explore mental health issues - such as depression, anxiety or suicidal thoughts - and the negative impact of Covid-19 on people lives. It will be informed by the sharing of personal stories and experiences. We recognise the sensitivity and challenges that the subjects can present. The work will be conducted with safety, care and confidentiality as centre values. We are committed to create a safe and brave space, with a spirit of collaboration, trust and respect.

With that knowledge, is there anything you would like to discuss, mention or topic you would like to avoid?

6. Assessment action

Tick the appropriate box:

No further action needed	
Review comments and take action	

Additional notes:

You should discuss any underlying health condition or risk factors that increase your risk in undertaking the role identified.
 This conversation should be ongoing and should consider any concerns about your feelings re. safety, and mental health and wellbeing.
 You should have a conversation/get in touch, if you have any question, concern or need clarification on anything.

Signature		Contractor's signature	
Print name		Print name	
Date signed		Date signed	