

Citymoves Dance Agency SCIO - Risk Assessment – COVID 19 In relation to Scottish Government current measures

Work area / Activity: SCHOOLHILL

Date of Event: 1st February 2022

From Monday 26th April 2021 Citymoves plan to continue use of the Anatomy Rooms and Schoolhill Studios for residency artists and small workshops that have been approved for support by us, also closed events who have registered with us.

NB – SHOULD A REINTRODUCTION OF STRICTER LOCKDOWN RULES COME INTO FORCE, WE WILL NOTIFY ARTISTS IMMEDIATELY AND RESCHEDULE

TASK	HAZARD AND EFFECT	WHO MIGHT BE HARMED	RISK RATING L/M/H (low, medium, high)	CONTROL MEASURES/ ACTIONS TO REDUCE OR REMOVE
Continuation of artists/dancers into the Schoolhill Studio	Control of volume of people to reduce exposure to and risk of spreading of Covid 19 virus	Employees/Artists	Low	Only up to 20 artists/participants so volume kept low. Artist guidance will be issued to all prior to them coming to the studio
Continuation of artists/dancers into the Schoolhill Studio	Artists attending studio with symptoms or not adhering to guidance increasing chance of exposure to and risk of spreading Covid 19 virus	Employees/Artists	Medium	Amend artists contracts to state that if they fail to adhere with Covid 19 guidance, we will not allow them to access our studio. Anyone displaying symptoms will also be required to go home – e.g. cough, high temperature.
Coming to Schoolhill Studio and Leaving Studio	Congestion at entrance/exit and narrow stairwell leading to potential exposure to and spreading of Covid 19 Since Monday 20 th October masks are required to be worn in all communal areas.	Employees/Artists	Low	One staff member will be at the Schoolhill studio in advance of an artist arriving on a Monday to give an induction on opening/closing studio. Hand sanitiser and cleaning wipes will be available during induction Social distancing will be observed during Artists will then be accessing and egressing alone for the rest of the week Further staff contact will be pre-arranged at the studio. Only other people who will enter Schoolhill studio will be the cleaner, early in the morning prior to artists coming in. Masks in communal areas/stairwells.

Moving around the studio	Contact with others and ability to social distance	Employees/Artists	Medium	As maximum number of participants is 20 this is possible within this studio to keep 1 meter distance in line with government guidelines.
Use of communal facilities – printer, kettle, microwave	Contact with shared facilities leading to exposure to and spreading of the virus	Employees/Artists	Low	Artists will be requested to bring their own food, cutlery, cups etc and to be responsible for the cleaning and washing of them, and they cannot leave them lying around. Have cleaning materials available in the studio and around the kitchen area and hand sanitiser/soap at sinks Staff are not based at Schoolhill so risk here is low Wiping down/Cleaning of kettle, microwave and fridge will be carried out between residency artists changeover - weekly
Use of communal areas: Toilets	Confined space in both ladies and gent's toilet/changing area leading to increased risk of spread of virus	Employees/Artists	Low	Only artists in studio during the day, with occasional pre-arranged visit from a staff member. Bottom and top doors recommend keeping open for ventilation.
Cleaning the Workplace	Contact with others and ability to social distance	Artists	Medium	Deep clean will be carried out on studio prior to any artists being allowed in. No staff are regularly based at Schoolhill, so only artists will be in the building CSG will carry out their enhanced cleaning every week during the residence weeks, with a proper clean down of all areas in between each artist If an artist uses any of our equipment, they will be requested to clean it down after use using the cleaning materials provided. They will also need to wipe down the sound system or any other areas which they have touched.
Cleaning following known/suspected case	Cleaning the facilities before opening to reduce exposure to, and spread of virus	Artists	Low	Volume of artists/staff/cleaners is very low. Carry out track and trace on individuals Isolate the studio(s) for 72 hours Get CSG to carry out deep clean of identified areas

Communication and Training for Artists	Volume of contact surfaces and locations	Artists/Staff/cleaners	Low	<p>Issue guidelines to all artists coming to either studio.</p> <p>Discuss measures expected of them prior to them coming to the studio</p> <p>Have posters and communication in the studios to remind them about social distancing and good hygiene</p> <p>Be available to discuss any residual concerns or confusion</p> <p>Provide telephone and email contacts for staff who are around that week and maintain regular contact by phone/zoom/socially distanced meets during the week.</p>
Scottish Govt reverse easing of lockdown measures and we return to more stringent lockdown	Inability to operate residencies within government guidelines	Staff/artists	Medium	<p>We will keep a close watch on the Scottish Government announcements with regards the pandemic, and any reversal of measures either locally or nationally will trigger a full review of our compliance, and if we need to, we will close the studio again to residencies.</p> <p>Plans for rescheduling residency slots at a future date will be communicated to lead artist.</p>

Hayley Durward

CEO

Completed by.....Job Role.....

CITYMOVES RESIDENCY ARTIST GUIDELINES FOR USING THE SCHOOLHILL STUDIO FROM W/C 1st February 2022

We will be opening the Schoolhill studio at this point for only a small number of staff, small residencies and events/workshops. Artists will have access to the studio from 10am to 4pm Monday to Sunday for the one week of their residency. These core hours can change in consultation with staff.

PLEASE READ AND SIGN TO CONFIRM THAT YOU HAVE READ THE RISK ASSESSMENT AND THE GUIDANCE BELOW

- 1 No artist/participant should come to the building if they are experiencing any symptoms of Covid 19 (high fever, persistent cough, loss of taste or smell), or indeed if they are feeling unwell in a way which could make people feel uncomfortable
- 2 On entering the studio, artists/participants should wash their hands or use hand sanitiser, and again when leaving, and regularly throughout the day
- 3 Only artists stated on the residency application should be in the studio, with no invited guests, unless otherwise approved by Citymoves Manager.
- 4 Artists/participants are responsible for maintaining the social distancing guidelines, as legislated by the Scottish Government (currently 1 metre)
- 5 All artists who come to the studio should bring their own crockery and cutlery. It is their responsibility to wash and clean these items, and they should not be shared.
- 6 A deep clean of the studios will have been carried out prior to us resuming residency placements, and a thorough cleaning regime will be in place with our cleaning contractor to Covid 19 standards
- 7 Hands to be washed before and after use of toilets, and only one person in each of the toilet blocks at any time
- 8 Artists must adhere to the times allotted to them (10am to 4pm or another time agreed in advance with staff) and not enter the studios out with those times, to ensure that our cleaning regime can be carried out
- 9 Any change in times stated above must be approved by a Citymoves manager
- 10 Cleaning spray and cloths and a hand sanitiser will be made available in the studio
- 11 Cleaning spray and cloths and hand sanitiser will also be available at the reception area, beside the kettle/microwave and in the kitchen area in the Dissection Room and in the toilets
- 12 Any Citymoves equipment which is used during a residency must be wiped down after use by artists where possible, using the cleaning materials provided. This includes the sound system, ballet barres, mats, blocks etc
- 13 Contact numbers for Citymoves staff will be provided. If a member of staff plans to visit Schoolhill studio, they will pre-arrange with the artist to ensure social distancing kept in place. Similarly, if an artist wishes to come to Anatomy Rooms from Schoolhill, they should pre-arrange this with staff.

I CONFIRM THAT I HAVE READ THE RISK ASSESSMENT AND GUIDELINES ABOVE, AND COMMIT TO ADHERING TO THEM DURING MY RESIDENCY WEEK.

SIGNED _____

DATE _____