

COVID-19 Risk Assessment



Risk Assessment for: Barkby Hall	
Name: Katie Burchett - Director	Organisation: Urban Young Actors
Date: 06/03/2021	Review Date: 17/05/2021

Hazards	Who is at risk	Control measures
Transmission of the Covid-19 virus	All tutors and UYA members	<ul style="list-style-type: none"> • No more than 15 young people will take part in each session. There will always be one tutor. • Parents and guardians are not allowed to enter the premises – drop off and collect to occur outside in the car park, as usual • PPE to be worn when cleaning • PPE to be worn when entering and leaving the building, i.e. in pinch points where the 2m distance cannot be maintained • 2m rule applied at all times (see above) • Cones and tape measure used to ensure that the 2m rule is in place at all times • One chair per person. No swapping or sharing of chairs. Members are responsible for putting their own chairs at the back of the hall after they've used them • All chairs sprayed with anti-bac at the end of the booking

		<ul style="list-style-type: none"> • Handwashing facilities and hand sanitiser available for all members and staff • Following Stay At Home Guidance if anyone falls ill • Scan the QR code provided by the venue upon entry
Someone falls ill with Covid-19 symptoms	Tutors and members	<ul style="list-style-type: none"> • Follow hall instructions and the Barkby Village Hall Covid-19 treatment plan • Move person to a safe area on their own before obtaining their contacts and sending them home • Ask remaining members to leave the premises, observing the usual hand sanitising and social distancing precautions • Obtain contact details from other members of the group • Inform Mrs D Weaver (Chairman) who will contact the Premises Officer • Person should contact Test and Trace and isolate for 14 days • Remaining members and tutors will isolate until they've received guidance from Test and Trace • If the person who's unwell needs to wait for a lift, they will remain in a safe waiting area. Tutor to wear PPE. Covid-19 first aid box kit is in lobby area between the kitchen and the stage.
Shared surfaces	All who use the hall are at risk from Covid-19	<ul style="list-style-type: none"> • Hall is fogged after every booking by venue owners • UYA responsible for bringing along anti-bac to sanitise all surfaces before members enter and between groups • Members arrive ten minutes later than usual to allow for this cleaning to take place

		<ul style="list-style-type: none"> • All door handles (toilets, main door, chairs) are cleaned between use with anti-bacterial/disinfectant product • Every individual is responsible for putting their own rubbish in the bin bag provided, which will be propped open to ensure that no one touches the bag besides the tutor • Should rubbish be left behind, PPE will be worn by the person removing it
Pinch points	All at risk from the transmission of Covid-19	<ul style="list-style-type: none"> • PPE (masks) to be worn here • At least 1m rule abided by as much as is possible • If a pinch point is full, members should wait outside the venue until it's clearer
Toilets	All	<ul style="list-style-type: none"> • Control numbers accessing the toilets – 1 at a time • Venue owners will have cleaned all surfaces prior to our bookings and will do so afterwards • Signs up in toilets to encourage 20 second handwashing
Stage	All	<ul style="list-style-type: none"> • Should members choose to use the stage to rehearse, they will not touch or use the curtains • Doors leading onto and off the stage will be propped open by the tutor upon their arrival to avoid these handles becoming shared surfaces. • Should someone come into contact with the above, they will be immediately cleaned • *venue owner considering the removal of the stage curtains, as per the Barkby Hall Covid-19 risk assessment*