

COVID-19 Risk Assessment



Risk Assessment for: Quad Studios			
Name: Katie Burchett - Director		Organisation: Urban Young Actors	
Assessment undertaken: Covid-19 risk assessment	Signed: Katie Burchett	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 • Hand sanitiser positioned throughout the venue. Members and staff will sanitise their hands upon entry, before exiting and after toilet trips. Also to be used if they come into contact with any shared surfaces. • 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

		<ul style="list-style-type: none"> • 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 • 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"> • 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 the staff member on duty at Quad Studios • 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.
Shared surfaces	All who use the hall are at risk from Covid-19	<ul style="list-style-type: none"> • 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 • All door handles (toilets, main door, chairs) are cleaned between use with anti-bacterial/disinfectant product

		<ul style="list-style-type: none"> • Every individual is responsible for putting their own rubbish in the bin. • 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