

Covid – 19 Action Plan

Organisation: Urban Young Actors

Proposed Return Date: 12th April 2021

Completed by: Katie Burchett – Director of UYA

Date: 06/03/2021

Review date: 17/05/2021



1. Preparing for re-opening

Task/Action	By Whom	Action
Prepare action plan, outlining how staff will be phased back into the workplace.	Artistic director (AD)/ director (D)	<ul style="list-style-type: none">• Face to face classes to return, under government guidance, no earlier than Thursday 15th April. Until then, classes to continue on Zoom.• Groups of no more than 15 young people
Consult with tutors, young people, parents and guardians with regard to draft phased return action plan, to ensure any concerns raised are addressed/resolved where possible. Also ensuring staff fully understand what is required of them when they return to work.	Artistic director/ director	<ul style="list-style-type: none">• All tutors consulted.• All parents, guardians and young people aware of the action plan and Covid-19 protocols.• Notice of action plan published on company website: www.urbanyoungactors.com
Consult staff with regard to revised risk assessments.	Artistic director/ director	All tutors in possession of revised risk assessment. Risk assessment on company website (as above)

Ensure all updated risk assessments are signed off by all staff	Artistic director/ director	Signed off by AD and D
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2. Managing Risk

Task/Action	By Whom	Action
Prepare notices/sign advising the importance of handwashing and facilities available.	Artistic director/ director	Notices and signs updated and prepared
All staff to be provided with required equipment to enable safe working from home.	Artistic director/ director	Equipment required to continue virtual workshops: <ul style="list-style-type: none"> • Internet connection • Laptop/computer All equipment already belongs to AD and D and is in place.
Ensure all toilets are equipped with soap and paper hand towels – regular checks maintained to ensure items are replenished.	Venue responsibility	Communicate with hired venues to ensure that these measures will be in place upon our return
Review risk assessments returned and follow up on any actions raised, liaising with staff member.	Artistic director/ director	Email confirmation from both the venues used that all appropriate measures including, but not exclusive to, signage and hand washing facilities

Cleaning materials to be purchased for all hired venues in order to sanitise shared areas during sessions	Artistic director/ director	Cleaning materials restocked and in date
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3. Managing staff

Task/Action	By Whom	Action
Keeping in touch with members and their parents/guardians during remote working	Artistic director/ director	All members regularly emailed to be kept updated with plans to return. In the meantime, zoom classes to continue weekly.
Ensure Staff can work from home if required to self-isolate	Artistic director/ director	If AD or D have to self-isolate, the other must self-isolate, as they live together. In this scenario, young people will be appropriately informed and cover sought if group activity can continue. If members have to also self-isolate, classes will resume on zoom.
Meetings; Continue to use remote meetings as far as possible. If physical meetings cannot be avoided staff should maintain 2m distancing separation, rooms should be well ventilated and hand sanitiser provided in all rooms	Artistic director/ director	Currently, AD and D live together and are the only two tutors for UYA. Should we hire more tutors in the future, hire meetings and future correspondence will take place virtually (zoom, phone call, email) as much as possible

4. Protecting people who are at higher risk

Task/Action	By Whom	Action
Should a member join UYA who is clinically high risk, protocols will be amended to ensure their safety. i.e. increased use of masks. Increased cleaning and hand sanitising.	All	In action plan to be referred to if needed

5. Equality

Task/Action	By Whom	Action
Ensure risk assessments do not directly or indirectly discriminate against those staff with protected characteristics;	All	Risk assessments and protocols do not discriminate or put anyone at a disadvantage

Risk Assessments should reflect measures or adjustments put in place under the equalities legislation, to ensure safe working, reflecting also any reasonable adjustments put in place for disabled workers, to avoid being put at a disadvantage;		
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6. Social Distancing

Task/Action	By Whom	Action
Implement markings/ signage around the site to indicate one-way flow (entry/exit points)	Artistic director/ director	Members and tutors aware that there is a one-way system. Reminded of this at the beginning of each session and in a welcome back email.
Implement social distancing markings in specific areas e.g. main hall	Artistic director/ director	Cones and tape measure provided to ensure appropriate social distancing
Implement social distancing between groups.	Artistic director/ director	<ul style="list-style-type: none"> • Next group to wait outside the hall until they're allowed in. • Tape measure used to ensure that the chairs in hall appropriately distanced from each other. • One chair per person. Each member responsible for moving their own chair to the back of the hall ready for cleaning when they're finished with it • Where possible, young people to work with the same people each week to avoid too much mixing

Entry doors to site; Enable “push button to open” touch-based security device to be disabled if possible	Artistic director/ director	<ul style="list-style-type: none"> • Main door to be propped open as young people enter. • Door handles & shared surfaces sanitised in class turnaround.
Reducing movement around the building	Artistic director/ director	<ul style="list-style-type: none"> • Tutors and YP are restricted to the use of the main hall and toilet facilities. • No access to other areas of the venue unless these areas form part of the walkthrough to the group activity room i.e. a foyer/reception
Introducing one-way flow through building – appropriate signage to be installed instructing staff of one-way system, this will include taping off specific areas; “follow footprint signs” on floor etc.	Responsibility of venue owners	Confirmation from Quad Studios and Barkby Hall that signs are in place

7. Managing break out and common areas

Task/Action	By Whom	Action
<p>Toilets:</p> <p>Staff and young people to adhere to 2m distancing whilst waiting to access facilities.</p>	All	One young person to use the toilet at a time. No one to queue outside. Anti-bac in place to clean surfaces (door handles, etc.) each time.

8. Managing members

Task/Action	By Whom	Action
Guidance on social distancing and hygiene are to be explained to all tutors, young people and parents/guardians on or before arrival	Artistic director/director	Email sent detailing all Covid-19 protocol

9. Accidents, security and other incidents

Task/Action	By Whom	Action
During an emergency evacuation existing procedures to remain; social distancing can be removed when evacuating sites, if it proves to be unsafe to maintain	Artistic director/director	Follow venue procedures for emergency evacuation

Anyone helping others to evacuate the building to ensure immediately afterwards they follow sanitation measures, which also includes washing hands;	Artistic director/ director	AD and D aware of these protocols. Hand sanitiser in place.
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10. Cleanliness and hygiene

Task/Action	By Whom	Action
Site will be cleaned by external cleaners prior to opening	Venue owners	
Windows will be opened for ventilation	Artistic director/ director	Every reasonable effort will made to open windows for ventilation
Hand sanitisers will be located at specific areas throughout the site	Artistic director/ director	Hand sanitiser located in main hall, foyer and toilets
Cleaning products to be available in all work areas to ensure frequent cleaning	Artistic director/ director	Anti-bacteria spray and wipes in place to clean surfaces

Frequent cleaning of surfaces regularly touched e.g. door handles; stair banisters etc.	Artistic director/director	Anti-bacteria spray and wipes in place to clean surfaces
Waste items to be removed from work areas prior to leaving site	Artistic director/director	Black bag to be taken to Barkby venue every Saturday and removed from premises afterwards. Young people responsible for clearing up their own rubbish.
Notices/Posters to be displayed around site outlining clear guidance on hygiene	Artistic director, director and venue owners	Signage up regarding hand washing, hand sanitising and social distancing
Notices outlining use and cleaning guidance for toilets, to ensure this area is kept as clean as possible; also outlining social distancing as far as possible	Venue owners	Signage in place
Hand sanitisers available at specific locations on site available to staff and members	Artistic director, director and venue owners	Hand sanitiser at regular intervals throughout venue including in the studio space

11. Handling goods and materials

Task/Action	By Whom	Action
Hand sanitisers to be available to staff and members	Artistic director/director	Hand sanitiser at regular intervals throughout venue including in the studio space

12. Personal Protective Equipment

Task/Action	By Whom	Action
All tutors and those over the age of 11 to wear a face covering when entering the venues. Masks can then be removed when in the group activity space, in line with government exemption guidance: “if you are undertaking exercise or an activity and it would negatively impact your ability to do so’ - gov.uk	All	All staff and members informed of this prior to our return to face-to-face sessions

Note:

It is HM Government guidance that “workplaces should not encourage the precautionary use of extra PPE to protect against COVID 19 outside clinical settings or when responding to a suspected or confirmed case of COVID 19. Unless you are in a situation where the risk of COVID 19 transmission is very high your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited”

13. Communication

Task/Action	By Whom	Action
Publish results of risk assessments on website	Artistic Director/Director	

Display “Staying COVID-19 Secure” Notice at all work sites	All	Notice printed for use at both Barkby Hall and Quad Studios
Staff will receive an induction into the site, to ensure they understand their responsibilities relating to COVID 19 whilst on site and when dealing with young people	Artistic director/ director	Any future tutors that come on board to be made well aware of all Covid-19 protocol
Clear guidance on social distancing and hygiene will be provided to visitors prior to their attendance via phone, email etc. AD/D will reiterate guidance upon arrival	Artistic director/ director	Any future tutors that come on board to be made well aware of all Covid-19 protocol
Notices will be displayed in all areas of the site outlining guidance	Artistic director/ director	Notices prepared and displayed
Prepare Return to Work Induction for staff returning back on site	Artistic director/ director	Artistic director and director have discussed and recapped protocol

This document has been prepared as a template. Not all the suggested elements will apply to your organisation or workplace. Please amend as appropriate, ensuring you comply with the NYA guidance, current social distancing guidelines and the law.

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