



## COVID 19 RISK ASSESSMENT

### **Basic Requirements and fundamental principles**

For COVID-19, the fundamental principle is to eliminate, or to reduce as far as is possible, the risk of initial infection and to then introduce control measures for any remaining infection sources. This means where reasonably practicable, not exposing people to the risk of infection and implementing risk control measures where necessary.

The purpose of this document is to suggest how such control measures as social distancing and increased cleaning regimes should be considered and introduced where needed.

The Chesil Theatre has a duty of care to protect its volunteers and others from risks to health and safety arising from their activities. This duty extends to all legitimate visitors and members of the public attending the theatre.



## **RULES**

### **Basic requirements for:**

- 1. Higher risk and vulnerable groups**
- 2. Everyone attending CYT activities**
- 3. Reduce the number of people**
- 4. Consider mental health and wellbeing**
- 5. Feedback loop**

### **1. Higher risk and vulnerable groups**

Coronavirus (COVID-19) is a disease which is more likely to lead to severe illness (and even death) in particular individuals. Those children who fall into these higher risk and vulnerable groups, or live in a household where people are in such a group, should have their participation in Chesil Youth Theatre (CYT) activities considered and assessed individually to determine whether it is appropriate for them to participate and, if so, what additional precautions should be applied.

It is necessary to make suitable arrangements to identify anyone who is particularly vulnerable to being infected with the illness. Those children classed as extremely vulnerable should not be attending CYT activities. In the case of any child considered to be at increased risk and who is unsure if they need to remain at home for health reasons, the person in charge of CYT activities should discuss their participation with their parent or guardian in the context of advice from their own health professionals. This could be done via a simple declaration from the parent or guardian stating that the child or children is/are not in a vulnerable group, is/are not shielding a person that is and have not shown any symptoms of the virus and to their knowledge has/have not been exposed to it.



## **2. Everyone attending Chesil Youth Theatre Activities**

It is essential that everyone attending CYT activities theatre applies good practice in terms of social distancing and hand hygiene. Good practice is to wash hands frequently for at least 20 seconds, preferably using soap and water (or an alcohol sanitiser when this is not available).

This is especially important when:

- getting home or into the venue
- blowing your nose, sneezing, or coughing
- eating or handling food
- touching or handling items that may have been used by others

Information has been posted around the venue reminding people of this and of the importance of them not touching their face. Anyone with symptoms, or living with someone who has developed symptoms, must remain at home in accordance with current Government instructions. In the unlikely event of a child developing COVID-like symptoms whilst at the venue, they should inform the person in charge immediately. Appropriate action will be taken so that the child is isolated and their parent or guardian notified to take them home. If the child is then tested positive for COVID-19, it is important that those who have been in close contact with them are informed in the most appropriate way possible and told to refer to the information given on the NHS website. This process will be completed in line with the Chesil Theatre's GDPR policy. People having had close contact can be defined as those living in the same household; someone who had direct or physical contact with an infected person; or someone who has remained within the current government social distancing guidelines of a person thought to be infected for longer than 15 minutes.

A raised temperature is one of the most common and easily tested symptoms of developing COVID-19. Accordingly, all participants in CYT activities will be subject to a temperature check before they enter. This will be done within the guidelines for social distancing and any data gathered dealt with in line with our GDPR policy.

Contact numbers and emergency contact details should be up to date for everyone and that they should be fully aware of currently recognised signs and symptoms and when they should not be at CYT events.

### **3. Reduce the number of people attending so that adequate social distancing can be maintained**

This is a key control to managing the risk. Important considerations include:

- Ensuring the number of CYT attendees is appropriate to the space available to them
- Segregate CYT participants within the working area to minimise close contact and maintain social distancing as far as possible.
- Introduce cohort (bubble) working to reduce any virus transmission to small, traceable, discreet groups.

**From 12th April 2021, all childcare and supervised activities are allowed indoors (as well as outdoors) for all children. Parent and child groups can take place indoors (as well as outdoors) for up to 15 people. Children will be accompanied by two responsible adults, both of whom will have current clearance from the Disclosure and Barring Service (DBS)**

**\*\*\*\*\* PRE-BOOKING OF CHILDREN TO ATTEND CYT SESSIONS IS THEREFORE ESSENTIAL \*\*\*\*\***

### **4. Mental health and wellbeing**

It is important to remember that the COVID-19 pandemic poses significant challenges to people's mental health and wellbeing. Those having to work from home may experience social isolation while those returning to youth theatre activities may be fearful of the risk of becoming infected. It is therefore essential that the way people will be supported is carefully considered in advance and amongst other sources of advice and understanding see:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>

### **5. Feedback loop**

It is important to ensure that youth theatre volunteer teams are reporting any shortfall (and successes/learnings) to the Covid 19 Sub-Committee to ensure the risk assessment process is effective and actively reviewed.



## THE RISK ASSESSMENT

### Areas to consider and controls

This risk assessment has been prepared in line with Government guidance on Out of School Settings, into which category we believe that Chesil Youth Theatre activities belong.

Key areas to consider within the coronavirus (COVID-19) risk assessments are detailed below, controls outlined are identified in line with the control hierarchy (with the most effective being physical controls and the least those that rely on people's behaviour).

1. Travel to and from the CYT venue
2. Location
3. CYT activities
4. CYT equipment
5. Rest areas and breaks
6. First aid and emergency services
7. Face coverings (masks) and gloves
8. Mental health

Hazard	Who could be harmed and how?	Controls required	How controls will be checked	Confirmed as all in place or further action is required
<p>1.</p> <p><b>TRAVEL TO THE CYT VENUE</b></p> <p><b>ARRIVAL AND COLLECTION PROCEDURES</b></p>	<p>ALL persons.</p> <p>Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p><b>*** PRE-BOOKING IS ESSENTIAL ***</b></p> <p><b>AIM</b></p> <p><b>To minimise travel and follow social distancing principles wherever possible within travel arrangements and on arrival at and departure from the CYT venue.</b></p> <p><b>CONTROLS</b></p> <p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>• Avoid using public transport where possible.</li> <li>• Ride in vehicles driven by a member of the same family or social bubble.</li> <li>• Do not offer lifts to other CYT members unless they are in a shared bubble.</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Identify CYT members who live together and, if possible, group them into a cohort</li> <li>• Identify CYT members who travel to the theatre together and, if possible, group them into a cohort</li> <li>• Wash hands before and after using any vehicle, including a taxi or a shared vehicle.</li> <li>• Wipe down vehicle touchpoints (e.g. seat belts, door handles)</li> <li>• Encourage CYT members to use the toilet at home before travelling to the theatre</li> </ul> <p><b>ARRIVAL AT THE VENUE</b></p> <ul style="list-style-type: none"> <li>• Social distancing rules should be respected at all times;</li> <li>• CYT members with parents / guardians should wait at the entrance to the venue. Groups in the same bubble must remain socially distanced from others.</li> </ul>	<p>Individual responsibility.</p> <p>Posters and signage reminding all attendees of the rules and their responsibilities.</p> <p>ALL attendees to be mindful of those around them and not to take risks.</p>	

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<p><b>1.</b></p> <p><b>TRAVEL TO THE CYT VENUE</b></p> <p><b>ARRIVAL AND COLLECTION PROCEDURES (Cont'd)</b></p>	<p>ALL persons.</p> <p>Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<ul style="list-style-type: none"> <li>• Parents / guardians of CYT members should remain with their children and supervise entry into the venue but should not enter the building themselves unless this is absolutely necessary.</li> <li>• Parents / guardians of CYT members will be asked if their children are fit and well before they enter the venue. If anyone is reported as feeling unwell they should not proceed any further. They should return home immediately and seek further advice.</li> <li>• CYT members will be subjected to a temperature check using an infra-red thermometer on arrival at the venue. Anyone registering a temperature in excess of 37.8°C (advice from NHS Inform website) may be re-tested and if the temperature remains in excess of 37.8°C they will be refused entry into the venue and should seek further advice.</li> <li>• Appropriate signage is in place containing up-to-date information about symptoms of coronavirus (COVID-19) and when not to come into the venue.</li> <li>• Children must wear a face covering on arrival and when moving around the venue to their work station. Face coverings may be removed during CYT sessions.</li> <li>• On arrival, persons must sanitise hands at the sanitising station with an approved sanitiser, observing social distancing rules</li> <li>• All attendees must complete the log-in book for time of arrival, contact details, health declaration and time of departure.</li> <li>• Sanitising stations must be kept in working order and well stocked with sanitising gel.</li> <li>• In an emergency, personnel should leave via the door through which they entered the building.</li> <li>• If the way is blocked, both groups should exit the venue using the safest route, observing social distancing where possible.</li> </ul>	<p>Individual responsibility.</p> <p>Posters and signage reminding all attendees of the rules and their responsibilities.</p> <p>ALL attendees to be mindful of those around them and not to take risks.</p>	

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<p><b>1.</b> <b>DEPARTURE FROM VENUE</b></p>	<p>See above</p>	<p><b>COLLECTION AFTER YOUTH THEATRE SESSION</b> Parents / guardians of CYT members should arrive on time and wait for their children outside the venue remaining socially distanced from each other.</p>	<p>Monitoring by supervising adults on exit</p>	
<p><b>2.</b> <b>LOCATION</b></p>	<p>ALL persons. Exposure to infected persons leading to the development of the COVID-19 symptoms</p>	<p><b>Personnel must adhere to good practice for infection control:</b></p> <ul style="list-style-type: none"> <li>• Numbers of attendees are limited to 15 children and two responsible adults so that social distancing rules can be met</li> <li>• Observe current social distancing guidelines</li> <li>• Hand hygiene. Know the places to wash hands for 20 seconds with soap and warm water and/or location of sinks, hand sanitiser and/or sanitising stations as appropriate.</li> <li>• Not touching the face as much as possible and wash/sanitise hands if face is touched.</li> <li>• Minimising the passing around of objects or documents by placing them down so they can be cleaned and picked up by the person to whom they are being passed.</li> <li>• Identify surfaces that are frequently touched by many people (often common areas), e.g. handrails, door handles, shared equipment.</li> <li>• Minimising the touching of objects and shared surfaces (e.g. door-handles, keyboards, table-tops, etc.) and wiping them down regularly using standard cleaning products.</li> <li>• Toilet handles and taps should be cleaned with disinfectant wipes before and after every use.</li> </ul>	<p>Monitoring and supervision to make sure children are following controls put in place – e.g. following hygiene procedures, washing hands, following one-way systems</p> <p>Supervising team to manage the cleaning operations and provision of sufficient cleaning materials in all identified areas.</p>	

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<p><b>2.</b></p> <p><b>LOCATION (Cont'd)</b></p>	<p>ALL persons. Exposure to infected persons leading to the development of the COVID-19 symptoms</p>	<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Aim for a large open space with good ventilation, keeping windows open if practicable. Avoid small rooms where possible.</li> <li>• Physically maintaining current separation distance between individuals suggests up to 4m<sup>2</sup> per person in a clear space or 6m<sup>2</sup> in a space with furniture or equipment.</li> <li>• Make sure there are places to wash hands for 20 seconds with soap and warm water and/or sanitiser stations as appropriate.</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Always follow good hygiene practices within all work activities. Surfaces that are frequently touched by many people (often common areas), e.g. handrails, door handles, shared equipment must be cleaned with a proprietary disinfectant wipe at the end of the session</li> <li>• Floor markings are in place to mark the current separation distance, particularly in the most crowded areas.</li> <li>• Supervising adults will have specific roles/responsibilities to support the reinforcing of key messages around hygiene and social distancing. They will regularly remind and reinforce key messages of the requirement to remain apart according to current separation guidance and the measures that have to be followed to achieve this (one-way routes, where to go to at rest times etc).</li> </ul>	<p>Continuous monitoring of all higher risk areas e.g. toilets and welfare/rest areas.</p> <p>Put up signs to remind people to wash / sanitise their hands</p> <p>Signage to be visible, maintained and discussed when appropriate</p>	

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<p><b>3</b></p> <p><b>CYT</b> <b>ACTIVITIES</b></p>	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p>Work patterns in the venue should enable use of small groups who do not come into contact with other groups (cohorts).</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• As much as possible, members of groups are kept together with groups kept as small as possible.</li> <li>• Where members of groups meet, social distancing will be maintained in line with the guidance set out in the preceding sections.</li> <li>• Stagger breaks etc. to reduce numbers in close proximity (see section on rest areas).</li> <li>• Avoid loud singing and shouting to avoid aerosol spread of virus</li> <li>• In the unlikely event that a child develops Covid-like symptoms during a session, they must put on a face covering immediately and be moved outside until collected by their parent / guardian.</li> </ul>	<p>Management to identify the layout of social distancing indicators supported by the property team.</p> <p>Monitoring by supervisors to identify failings in the system and those children not following the rules established to keep people safe.</p>	

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<p><b>4.</b></p> <p><b>CYT EQUIPMENT</b></p>	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p>Work equipment that is shared must be kept clean. Good hygiene and managing potential issue with touchpoints should be addressed, controls to consider are:</p> <p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Where possible people to have dedicated work equipment.</li> <li>• Personal equipment to be cleaned each day before issue.</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Specific and easily accessible cleaning equipment is available for use, particularly in shared areas and at the entrance and exit of any shared area.</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Wipe down equipment within workspaces at the beginning and the end of a lesson/session or if space/equipment is passed between users.</li> <li>• Keep non-work critical items in the workspace to a minimum.</li> </ul>	<p>Supervisors to monitor the use of equipment at each use and ensure cleaning requirements are applied.</p>	

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<p><b>5.</b></p> <p><b>BREAKS</b></p>	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms</p>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Schedule breaks to keep co-occupation levels as low as is possible.</li> <li>• Install clear signs and advice on maintaining good hygiene and other precautions.</li> <li>• Provide handwashing/sanitiser facilities within rest areas to encourage regular use especially where people are eating.</li> <li>• Members of different households should sit socially distanced apart, especially when eating and/or drinking.</li> <li>• Children can bring their own snacks for their own or their household’s consumption.</li> <li>• Consider appropriate provision and supply of food/beverages to adhere to social distancing requirements and thereby minimising the need to pass directly from person to person</li> <li>• Disposable plates, eating utensils, cups, etc. to be provided where possible, or if bringing them from home, the owner would be responsible for cleaning and ensuring they are identifiable.</li> <li>• Kettles, teapots and storage jars used for tea and coffee must be wiped down with proprietary wipes at the end of the break</li> <li>• Cups and plates must be washed in very hot water with detergent to inactivate any virus present.</li> <li>• Sanitising wipes should be placed outside restrooms so individuals can wipe surfaces etc. on the way in to support regular cleaning.</li> <li>• Restrict numbers of people in toilets at any point in time and arrange for regular cleaning of facilities.</li> <li>• Rubbish – used wipes, tissues etc. should be bagged up and placed in a bin immediately to reduce the need for cleaning up.</li> </ul>	<p>Children to self-regulate as far as possible.</p> <p>ALL children to abide by the rules and respond to concerns immediately and report any breaches or misuse.</p> <p>This may require regular checking and checklists for some areas.</p>	

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<p><b>6.</b> <b>FIRST AID AND EMERGENCY SERVICES</b></p>	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• First-aid provision at the venue should be capable of dealing with an emergency.</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• First aid boxes should be checked regularly to make sure that they are fully stocked and items have not exceeded their expiry date.</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Consideration should be given as to whether first aiders are still comfortable with their role in an emergency and, if not, identify who is available.</li> </ul>	<p>Presence of First Aiders and notices throughout the premises.</p>	
<p><b>7.</b> <b>FACE COVERINGS, GLOVES, AND OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE).</b></p>	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<ul style="list-style-type: none"> <li>• Children must wear a face covering on arrival and when moving around the venue to their work station. Face coverings may be removed during CYT sessions.</li> <li>• PPE should only be worn if necessary, e.g. by supervisors if a child hurts themselves and requires comforting or first aid</li> <li>• All PPE needs to be put on correctly, taken off and also disposed of correctly.</li> </ul> <p>Those with COVID-19 symptoms or suspect that they have the symptoms must stay at home.</p>	<p>Monitoring inspections if the use of PPE is imposed.</p>	

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<p><b>8.</b></p> <p><b>MENTAL HEALTH</b></p>	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p>The COVID-19 risk and the response have a potential Mental Health impact for those at work.</p> <ul style="list-style-type: none"> <li>• Owing to the small number of attendees, the issue of mental health is unlikely to arise.</li> <li>• Anyone suffering anxiety or related issues should raise this immediately with the rest of the team</li> </ul>	<p>Monitoring by supervising adults</p>	