

THEATR YR IFANC RHOS 1990 YOUTH THEATRE  
RISK ASSESSMENT ON RETURNING TO THE STIWT.  
OUTLINE OF CONTROL MEASURES BASED ON RISK ASSESSMENT

The document below refers to “leaders” and “members”. These are defined as followed:

Leaders: Employees/volunteers who are in the building at the request of and on behalf of the Stiwt or Theatr yr Ifanc.  
Members: Members of the Academi, Junior or Senior Section.

**GENERAL:**

- We will be using the Glanrafon and Llanerch Rooms.
- Total occupancy of each room will not exceed 15 (Llanerch Room)/ 15 (Glanrafon Room).
- The two larger sections (junior and senior) will be split into two groups to accommodate this. Members will be in the same group each week. During a session, members will stay in their allocated room. Leaders may swap between rooms part way through the evening.
- There will not be any public access to the building. Once members enter the building the door will be locked. An emergency contact number will be posted on the door.
- Only leaders and youth members will be allowed into the building during a session.
- TYI will keep records of all attendees/leaders on site during each session. In the event of a positive test by anyone involved in TYI the proper Test and Trace procedures will be followed as outlined in the current government guidance.
- No one is to enter the building if they or anyone that they have been in close contact with have any symptoms of COVID 19 or are isolating. If anyone subsequently falls into these groups then they must contact the Chairperson or Vice Chairperson of TYI. Details will be posted on our website.
- If arriving by car, members should not share a car with members of other households. Parents/guardians and members should stay in their car until called in to the building by a TYI staff member.
- Entrance and exit from the sessions will be through the door in the rear car park. Part of the car park around the door will be sectioned off. Do not attempt to park in this area.
- No one should congregate in the car park.
- Sessions will be staggered to keep traffic inside the building down and to ensure that there is no two-way traffic in the corridors.

**MEMBERS RESPONSIBILITIES:**

- Inhalers/Epi pens must be in a plastic bag with the member’s name on it. Phones are allowed if they can be stored in coat pockets on silent and are not brought out inside the building. No other personal items (e.g. drinks) are allowed.
- Members/Leaders should be encouraged to use the toilet before attending TYI. One person at a time is allowed to use the toilet. This must be the toilet that that is on the same floor as the room where they are meeting. The toilet will be cleaned between each use as outlined in the risk assessment below.
- Masks must be worn by everyone from school year 7 age upwards when moving around the building.
- Masks can be removed once in the designated room for the session as outlined in the risk assessment below.
- Members will sanitise their hands on entry and exit from the building. In the event that they have to leave the room hosting the session, they will also sanitise their hands on entry and exit from the room.
- Members are expected to listen to instructions given by the leaders. This is important as the leaders will be socially distanced from them.

**DURING THE SESSION:**

- Leaders to use hand sanitiser before and after each session.
- Leaders to sanitise surfaces (door knobs etc) and wipe down chairs before and after each session.
- Except in a medical or other emergency, correct social distancing (2 metre gaps) will be maintained.
- Toilet room surfaces to be wiped down between each use.

**LEAVING THE SESSION:**

- Part of the car park will be cordoned off. Members to be taken outside and to wait to be called by their parent/guardian.

**ISOLATION PROCEDURE:**

- If a member becomes ill during a session then they will be removed from the room and kept in an area within line of sight of the session. The member’s parent will be called to come and pick them up. Any chairs/surfaces will then be sanitised.

Risk Assessment		THEATR IFANC RHOS 1990 YOUTH THEATRE		
Group	THEATR IFANC RHOS 1990 YOUTH THEATRE	Activity (brief description)	Drama sessions	
Location	The Stiwt.	People at Risk	Employees, volunteers and members of Theatr yr Ifanc / Stiwt.	
Date	27/10/20	Issue / revision number	1.0	
Ref No	Hazard	RISK RATING (uncontrolled) H/M/L	Risk and Control Measures	RISK RATING (with controls) H/M/L
1	General transmission	M	<ul style="list-style-type: none"> <li>Follow COVID19 national guidance on PPE <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</a></li> <li><a href="https://gov.wales/face-coverings-frequently-asked-questions">https://gov.wales/face-coverings-frequently-asked-questions</a></li> <li>To be reviewed regularly in line with COVID 19 guidance from Health and Safety Executive and Welsh Government Guidance.</li> <li>Monitor Government guidance on the use of PPE, personal precautionary face masks/coverings and update guidance to employees/volunteers.</li> </ul>	L
2	Potential spread of infection through face to face contact/ contaminated surfaces.	M	<ul style="list-style-type: none"> <li>No member or staff showing any symptoms of COVID-19 to enter the building.</li> <li>Current national guidance complied with e.g. social distancing, personal and workplace hygiene</li> <li>Safe working procedures will be followed by leaders.</li> </ul>	L
3	Control of infection if someone tests positive	M	<ul style="list-style-type: none"> <li>A record will be kept of all leaders and members who attend each session. If anyone tests positive for COVID19 then they must inform the Chairperson or Vice Chair Person using our email or through Facebook Messenger. Current government guidance will be followed with regard to track and trace.</li> <li>In addition, affected leaders and members will be contacted by TYI regarding self isolating etc as defined by current guidance.</li> </ul>	L
4	Non-compliance with rules and social distancing requirements	M	<ul style="list-style-type: none"> <li>Parents/guardians to talk about COVID safe measures with members prior to attending.</li> <li>Anyone not complying to be reminded by the leaders of the government guidelines.</li> <li>Continual non-compliance by members may result in suspension from sessions and removal from premises.</li> <li>Entrance/ exit to building will be manned to prevent unauthorised entry and to monitor behaviour in corridor.</li> <li>Entrance to be locked during sessions.</li> </ul>	L
5	Lack of air circulation in building.	L	<ul style="list-style-type: none"> <li>Internal doors will be opened where possible to improve air circulation.</li> </ul>	L
6	Transmission outside building in car park.	L	<ul style="list-style-type: none"> <li>If arriving in cars, stay in the car until members are called to enter the building by TYI leaders.</li> <li>Social distancing must be observed in the car park.</li> </ul>	L
7	Infection carried in on personal objects.	M	<ul style="list-style-type: none"> <li>No personal items to be brought by members to TYI, that cannot be stored in their coat pocket.</li> </ul>	L

			<ul style="list-style-type: none"> <li>Inhalers must be kept in the member's pocket or placed in a named plastic bag.</li> <li>Masks to be put in named plastic bags or kept in pockets during session.</li> <li>Coats can be put on chairs which will be placed around the room perimeter at two metre intervals.</li> </ul>	
8	<b>Contamination between rooms within the building.</b>	L	<ul style="list-style-type: none"> <li>Movement of personnel around the building limited so far as is practicable.</li> <li>Social distancing and the wearing of masks to be practised at all times when moving around the building.</li> </ul>	L
9	<b>Contamination of Kitchen area</b>	L	<ul style="list-style-type: none"> <li>The kitchen area is out of bounds to all leaders and members.</li> </ul>	L
10	<b>Toilets</b>	L	<ul style="list-style-type: none"> <li>Only one person at a time to be allowed to access the toilet.</li> <li>Toilet adjacent to meeting room to be used.</li> <li>Members to be reminded of hand washing techniques when visiting the toilet.</li> <li>Surfaces (toilet/ sink/ taps/ door handles) to be sanitised by leaders after every use.</li> </ul>	L
11	<b>Misuse of Cleaning Products</b>	L	<ul style="list-style-type: none"> <li>Restricted access to cleaning caddy.</li> <li>Leaders to be responsible for cleaning surfaces (door handles etc) between sessions and after toilet use.</li> </ul>	L
12	<b>Allergic reaction to cleaning chemicals.</b>	L	<ul style="list-style-type: none"> <li>Disposable gloves available.</li> <li>If allergic reaction is reported, different brand will be sourced.</li> </ul>	L
13	<b>Transmission in room during session</b>	L	<ul style="list-style-type: none"> <li>In each community room, safe systems of work to be followed.</li> <li>Hygiene and 2 metre social distancing to be followed by leaders and members.</li> <li>Maximum occupancy of each room, including leaders is 15 for the Llanerch room and 12 for the Glanrafon Room.</li> <li>To be reviewed regularly to reflect easing/increasing of lockdown measures.</li> <li>Parents/guardians to be informed of any changes.</li> <li>Leaders to use hand sanitiser gel and wipes between sessions. All touch surfaces to be wiped down between sessions. Session times staggered to allow this.</li> <li>Hand sanitiser to be used on every entry or exit of the room where the session is taking place.</li> </ul>	L