



LARGS YOUTH THEATRE – RISK ASSESSMENT

TASK AND IMPORTANT ASSUMPTIONS

This risk assessment covers all activities Largs Youth Theatre will carry out in KA Leisure’s facility, being the studio theatre space at Vikingar, Largs during the COVID-19 pandemic. Note this risk assessment will be based on Scottish Government guidance that has been issued during COVID-19

The activities covered in this risk assessment include use of the said facility (“Venue”) to carry out drama classes. All Largs Youth Theatre employees, contractors, volunteers, students and parents/carers (“Persons”) that enter these areas will be made aware of this risk assessment and required to adhere to the controls defined.

This risk assessment **DOES NOT** cover use of the café, public toilets or any other facilities located within the Vikingar Largs, which shall be governed by the KA Leisure risk assessments and guidance for use of these facilities.

Please be aware that this risk assessments takes into account social distancing measures of 2m distancing and the 2m distancing will be practiced where possible amongst all Persons, however there may be times where contact within the 2m rule is required and appropriate mitigation will be taken in such circumstances including use of face coverings, and good hygiene.

Initial Risk Rating of Task (without controls in place)

Likelihood of Harm/Damage Arising <i>(L, M or H)</i>	Consequence Rating <i>(L, M or H)</i>	Overall Risk Rating (Likelihood x Consequence) <i>LOW, MEDIUM or HIGH – refer to Risk Matrix below</i>
Medium	Medium	Medium

Likelihood Rating

L = Highly Unlikely
M = Unlikely
H = Likely

Consequence Rating

L = Minor injury/damage
M = Significant injury/damage
H = Serious injury/damage

Risk Matrix

Likelihood Rating	H	Medium	High	High
M	Medium	Medium	High	
L	Low	Medium	Medium	
	L	M	H	
	Consequence Rating			



Risk Assessment Team

Largs Youth Theatre Board of Directors

Date of Assessment

13th September

Risk Assessor

<i>Print Name</i> Laura Edison	<i>Signature</i>
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RISK ASSESSMENT (Assess hazards and risks for each of the Steps identified for the task)

Hazard	Risks (including who or what might be harmed & how)	Risk reduction measures	Who	When
Training	Untrained staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Scottish Government guidance on working during the Covid19 pandemic, could compromise our arrangements and affect the health of all Persons and other third parties.	<ol style="list-style-type: none"> 1. All personnel will be provided with a copy of this assessment and the LYT Covid-19 Policy, and receiving training delivered via Zoom (and then in person at the Venue). 2. All personnel will be required to sign a statement of acceptance of understanding and shall not be permitted to work until training is completed. 3. All personnel have been instructed on the requirement to inform the Board of any breaches of protocol as per the arrangements to protect our employees and members of the public from COVID-19 	All personnel (employees, freelancers and volunteers)	Prior to first class occurring
Cleaning	Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus	1. Personnel will carry out regular cleaning (with anti-bacterial wipes and spray) of high touch contact points such as door handles, throughout and in between classes.	Personnel And KA Leisure staff for public areas and general area	Prior to, during and after each class as stated.



		<p>2. Additional time has been allowed for cleaning to occur within the Venue between classes.</p> <p>3. If piano is being used, it will be cleaned by the Musical Director prior to and after each class and no other person (student or personnel) shall be permitted to touch the piano).</p> <p>4. Hand washing to be encouraged throughout for students with sanitiser available.</p>	cleaning on regular basis.	
Public Areas	Close contact between KA Leisure staff and other customers of the KA Leisure shared facilities could result in a higher risk of COVID-19 transmission.	<p>1. Follow distancing, one way and other entry and exit policies to minimise exposure to other members of public or KA Leisure staff.</p> <p>2. Limit toilet use to 1 person at a time in a dedicated toilet area.</p> <p>3. No use of vending machines, microwaves – all food and drink must be brought into Venue by Persons.</p> <p>4. No waiting inside of building for parents/guardians (other than DramaTots parents who are permitted to enter class)</p>	All	Before during and after classes
Toilets	Risk of overcrowding or inadequate cleaning, or as the Venue is within a shared facility, close contact with members of the public or KA Leisure staff.	<p>1. Specified toilet for use of Persons during class time, limit to 1 person per time.</p> <p>2. Spray, wipes and cloths available for designated Personnel to clean touch points after each use.</p> <p>3. Everyone reminded with signage and for children, verbal instruction, to wash hands.</p>	All	Before during and after class



		Sanitiser also available. 4. KAL will equip toilet with hand soap and paper towels to avoid dryer usage.		
Personal Items	Risk of transmission from external surfaces such as bags or other items brought into Venue	Students only permitted to bring into Venue water/drink bottle, medication and (for over 12s) a face covering. No jackets, bags or other items permitted. Personnel are permitted to bring a bag with essential equipment only and the bag shall be stored in a designated staff space, away from other staff members at least 2m, and the area where the bag has been placed shall be cleaned by staff member after classes finish.	All	Prior to, during and after classes.
Venue floors (Risk of overcrowding and close contact between members on the Venue floor where classes are operating causing a higher risk of COVID-19 transmission.	1. For classes with children under 12, a line marker will indicate the staff area, and the separate student area if staff are required to distance from students. 2. For classes with children over 12, individual space markers will indicate safe areas for students to remain in for class. 3. Staff maintain 2m from each other as much as possible. 4. Classes all pre booked to manage attendance levels and limit numbers and control attendees. 5. Maximum capacities have been reduced based on social distancing.	All And KA Leisure cleaning staff	Prior to, during and after classes for 1 to 6, at intervals specified by KA Leisure for 7.



		<p>6. Markings for any one way systems in operations and appropriate signage.</p> <p>7. Floor cleaning regularly takes place by KA Leisure staff.</p>		
Equipment	Sharing equipment, or using any unclean equipment can result in increased risk of transmission of COVID19 between all persons present.	<p>1. LYT will not use any equipment that is shared with any other users of the Venue, and shall only use its dedicated equipment (notably, piano, PA speaker, power cables).</p> <p>2. Any equipment will be cleaned before and after use.</p> <p>3. Any seats used by any person during class or (breaks for Personnel) shall be cleaned before or after use by Personnel.</p>	Personnel	Prior to, during and after classes
Classes in the Venue	Close proximity of all people using the Largs Youth Theatre service, and personnel, can result in increased risk of transmission of COVID19 between all persons present.	<p>1. Maximum attendees limited in accordance with applicable Scottish Government guidance considering capacity of Venue allowing for any applicable distancing.</p> <p>2. Allowing sufficient time in between classes for safe entry and exit processes to be followed.</p> <p>3. Markings where necessary to encourage distance in queues and in classes.</p> <p>4. Doors to remain open as far as is possible (fire doors may be exempt).</p> <p>5. Socially distanced queuing system in place for entry and exit.</p> <p>6. Personnel to maintain 2m distance from each other at all times including break times.</p>	All	Prior to, during and after classes



<p>Personnel/Student/Parent/Carer interaction</p>	<p>Risk of transmission between Personnel, students and parents/carers creates higher risk of spread of infection</p>	<ol style="list-style-type: none"> 1. Temperature checks taken, no entry if temperature is above normal reading of any person. 2. Parents and carers not permitted into the Venue, only the Personnel and students (exception of DramaTots class) 3. Online and contactless payments and bookings only. 4. All bookings must be made in advance. 5. One way entry and exit system in place. 6. Parents/carers/over 5s/Personnel to wear face coverings when entering and exiting Venue and using toilets. 7. Increased time allowed for entry, exit and class change overs. 8. All students and parents/carers to be informed of all LYT policies and this risk assessment, and should follow the specific rules in respect of attending if symptomatic. 9. Social distancing in queues, and in class social distancing with all children age 12+. 	<p>All</p>	<p>Prior to, during and after classes</p>
<p>Failure to follow LYT Policy and/or Scottish Government guidance relating to COVID19 and the activities of Largs Youth Theatre</p>	<p>May lead to the spread of COVID19 to any Persons, KA Leisure staff, or members of the public using KA Leisure facilities.</p>	<ol style="list-style-type: none"> 1. The Scottish Governments laws, regulations and guidance in respect of the work of LYT during COVID19 pandemic has been used as the basis for all policies and will be monitored daily for any amendments which will be immediately communicated via the communication channels. 	<p>All</p>	<p>Before, during and after class</p>



		<p>2. All students, parents and carers will be informed in advance of these policies prior to attending for any class – via email, TeamApp, publication of policies and this Risk Assessment on the website and social media of Largs Youth Theatre. Copies will also be placed on display at the entry and exit points to the Venue.</p> <p>3. Personnel in any high risk category will receive an individual risk assessment.</p>		
Largs Youth Theatre Employees carrying out activities that require close contact work (<2m)	Close contact within 2m (or any minimum distance set by Scottish Government) between Personnel and students or parents/carers may lead to a higher risk of transmission of COVID19.	<p>1. Hand hygiene measures in place for hand washing/sanitising.</p> <p>2. Personnel will wear a face covering (and visor if necessary).</p> <p>3. Limit the time of the task to <15 minutes.</p>	All	During classes

Other Relevant Next Steps

Next Step(s)	Who	When
On site discussion with KA Leisure management	Board of Directors and KA Leisure management	25 th September 2020
Update of LYT policies and this risk assessment	Chairman and Creative Director	30 th September 2020
Review of final policies	Board of Directors	30 th September 2020
Publication of policies and risk assessment on website, social media, TeamApp	Board of Directors	Prior to 9 th October
Training for all Personnel	Board of Directors and all Personnel	Prior to 9 th October

Final Risk Rating of Task (with controls in place)



Likelihood of Harm/Damage Arising <i>(L, M or H)</i>	Consequence Rating <i>(L, M or H)</i>	Overall Risk Rating (Likelihood x Consequence) <i>LOW, MEDIUM or HIGH – refer to Risk Matrix on previous page</i>
Low	Medium	Medium

Risk Assessment prepared by:
Largs Youth Theatre Board of Directors and approved as of effective date stated in footer.