

Area/task/activity:	HDYT Youth Theatre sessions held in the Pallant Centre		
Childcare Provider name:	Havant Dynamo Youth Theatre	Location of activity:	Pallant Centre, Havant
Registered Address:	29 Mill Close, Fishbourne, Chichester PO19 3JW	Contact details:	Richard Watts (RW), Chair of Trustees c/o https://dynamoyouththeatre.com/about-us/contact-us/
Name of person(s) in charge during activity:	Session leader/ helpers: Andrew Bowker (AB) Mary Fletcher (MF) Wendy Willats (WW) Ryan Rock (RR) Other 6 th form helpers as required	Name of Person(s) undertaking Assessment:	Barbara Haward (BH), HDYT H&S Advisor
Date communicated to parents /trustees / volunteers:	As soon as possible after this date	Method of communication:	Email / Social media
Date of Assessment:	22/08/2020	Review Date:	18/09/2020 (weekly) or earlier if requirements change.

Hazard	Who might be harmed?	How might they be harmed?	Control measures	Further actions needed to control risk?	Person responsible for actions?	Action due date?
Changes to official UK Government COVID-19 guidance and advice	Session leaders, helpers, HDYT participants, Parents & Guardians	Potential spread of infectious disease	Regular review of UK Government Advice and Guidance.	<ul style="list-style-type: none"> Weekly check of official COVID-19 Guidance. Inform participants, parents/guardians and session leaders of any changed 	BH / RW	Ongoing

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				arrangements as required.		
Vulnerable & extremely vulnerable adults or participants with pre-existing health conditions	Session leaders, helpers, HDYT participants, Parents & Guardians	Becoming seriously ill from the effects of contracting coronavirus.	<ul style="list-style-type: none"> Participants who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield will NOT be expected to attend HDYT sessions. Parents/guardians of participants who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend or not. If an adult helper, participant, or session leader has received an official letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding, they will NOT be required to return to HDYT sessions. 	<ul style="list-style-type: none"> If medical advice permits the child to attend HDYT sessions, an individual risk assessment will be carried out. This will be completed with the parent/guardian, participant & BH / RW and signed off by BH. Individual risk assessments will be reviewed on a regular basis as required, 	BH / RW, parents/guardians, participants.	Prior to re-start up of HDYT sessions

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Spread of COVID-19 virus via surfaces and furniture within the building	Session leaders, helpers, HDYT participants, Parents & Guardians, Pallant Centre staff	Potential spread of infectious disease	<ul style="list-style-type: none"> Prior to sessions recommencing, liaise with Pallant Centre on their duties to provide a safe and clean, socially distanced physical space and adequate handwashing and sanitising procedures. A briefing session must be provided for session leaders and any adult helpers to ensure they understand, and can enforce, the new routines with the session participants. to support participants to understand and be familiar with new physical arrangements, in advance of when sessions re-start. 	<ul style="list-style-type: none"> Pallant Centre staff have provided a detailed COVID-19 Risk Assessment and also provide details of cleaning schedules and allocation of responsibilities between themselves and HDYT as a user group. This must include a physical walk through of the space prior to sessions recommencing. Session leaders will be required to support participants to make them understand and be familiar with new physical arrangements, in advance of when sessions re-start. Parents /guardians will be informed of new 	BH / RW/ Pallant Centre staff	Prior to re-start up of HDYT sessions

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Spread of COVID-19 virus via surfaces and furniture within the building (continued)	Session leaders, helpers, HDYT participants, Parents & Guardians, Pallant Centre staff	Potential spread of infectious disease	<ul style="list-style-type: none"> Allocated entrance/exit to the building, designated sanitising / handwashing stations, designated routes to and from the session room and toilets. Building signage to indicate handwashing / social distancing requirements. Hand sanitiser available at entrances and exits. 	<p>routines in place for sessions.</p> <ul style="list-style-type: none"> Entry / exit to building, designated sanitising / handwashing stations, designated routes to and from the session room and designated toilet, must be demonstrated by Pallant Centre and signposted clearly. Posters / signs must be clearly displayed on good hand washing technique and government guidelines on good hygiene/social distancing. Adequate supply maintained at all times by Pallant Centre. HDYT will also carry supply 	BH / RW / Pallant Centre staff	Prior to re-start up of HDYT sessions

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Spread of COVID-19 virus via surfaces and furniture within the building (continued)	Session leaders, helpers, HDYT participants, Parents & Guardians, Pallant Centre staff	Potential spread of infectious disease	<ul style="list-style-type: none"> Where safe to do (ensuring fire regulations and safeguarding considerations are adhered to) doors should be propped open to avoid touching surfaces. Enhanced cleaning schedules required for frequently touched objects such as railings/bannisters, door and window handles, taps, and toilet facilities. Pallant Centre to be thoroughly cleaned after each user group. Sufficient waste bins to contain disposable tissues, and any wet wipes used to disinfect surfaces. 	<ul style="list-style-type: none"> Pallant Centre to clearly designate which doors can be propped open. Cleaning schedules available and adhered to at all times. Pallant Centre staff will clean between user groups sessions. HDYT will clean designated toilet and sanitise any furniture such as chairs and tables after use. Waste bins to be emptied at least daily or more often as necessary and the 	BH / RW/ Pallant Centre staff	Prior to session start up

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Spread of COVID-19 virus via surfaces and furniture within the building (continued)			<ul style="list-style-type: none"> • Session leaders are required to clean and sanitise any furniture used by DYT during their sessions. • Session leaders / helpers will be instructed on cleaning and sanitising requirements including the use of cleaning materials and instructions on the use of PPE. • PPE is provided for staff to wear during cleaning activities and must be worn 	<p>contents disposed of safely</p> <ul style="list-style-type: none"> • Pallant Centre have confirmed additional cleaning requirements that HDYT need to undertake after running sessions • HDYT to purchase stock of cleaning materials and PPE. • Briefing session for session leaders / helpers • Waste cleaning materials must be safely disposed of in the usual way unless it 	BH / RW/ Pallant Centre staff	Prior to session start up / during sessions

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			as instructed e.g. gloves, aprons etc.	is confirmed or suspected that they are contaminated as a result of someone displaying symptoms during a session.		
Potential spread of COVID19 virus before / during / after HDYT sessions (continued)	Session leaders, helpers, HDYT participants, Parents & Guardians	Contraction of COVID19	<ul style="list-style-type: none"> No session participants to enter the building until directed by the session leaders. All session leaders, participants, and any visitors must follow guidelines on washing hands thoroughly with running water and hand soap for at least 20 seconds upon arrival at and leaving the Pallant Centre. Hand sanitiser at the point of entry can also be used. 	<ul style="list-style-type: none"> Current Government Guidelines advise indoor groups of no more than 15 young people plus supervisors for extracurricular youth based activities. Session leaders to ensure participants follow hand cleaning guidelines. 	Session leaders / helpers	At start of each session

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Potential spread of COVID19 virus before / during / after HDYT sessions (continued)	Session leaders, helpers, HDYT participants, Parents & Guardians	Contraction of COVID19	<ul style="list-style-type: none"> Face coverings must be required when entering, moving around and on leaving the building. Discussions are in progress to assess whether social distancing within the hall combined with small groups could be used instead of wearing a face covering during actual session teaching. All session leaders, participants, and any visitors participants to wash their hands more frequently, particularly after using the toilet. Participants will be spaced as far apart as possible, aiming for at least 2 metres in the hall. Guidance on social distancing MUST be adhered to at all times. Some trials (27th August) on 	<ul style="list-style-type: none"> HDYT to provide a face shield for each child, and to carry a stock of disposable face masks to supply if anyone arrives without a face covering. Session leaders / helpers to be vigilant during all session to ensure all operational guidelines (listed in adjacent left hand column) are enforced. 	RW / BH / WW Session leaders / helpers	Prior to session start up During each session RW / AB/ BH

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Potential spread of COVID19 virus before / during / after HDYT sessions (continued)	Session leaders, helpers, HDYT participants, Parents & Guardians	Contraction of COVID19	<p>chair arrangements will be done to assess how his may be achieved</p> <ul style="list-style-type: none"> To facilitate social distancing and to limit the number of touchable surfaces, do not bring unnecessary items or props into session. Participants must bring their own water bottles (if permitted) and these must not be shared with anyone else . Stationery and other equipment must not be shared where possible by either session leaders, helpers, or participants. Participants are reminded to avoid touching their faces whenever possible particularly with unwashed hands. 	<ul style="list-style-type: none"> Session leaders / helpers to be vigilant during all session to ensure all operational guidelines (listed in adjacent left hand column) are enforced. 	Session leaders / helpers	During each session

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Potential spread of COVID19 virus before / during / after HDYT sessions (continued)	Session leaders, helpers, HDYT participants, Parents & Guardians	Contraction of COVID19	<ul style="list-style-type: none"> Everyone must follow the “Catch it, Bin it, Kill it” guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Participants must be reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands. Participants may only use the toilet designated by the Pallant Centre (the accessible toilet). Good housekeeping is essential at all times. Windows and doors will be opened in rooms to aid ventilation wherever possible. 	<ul style="list-style-type: none"> Session leaders / helpers to be vigilant during all session to ensure all operational guidelines (listed in adjacent left hand column) are enforced. 	Session leaders / helpers	During each session

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Potential spread of COVID19 virus before / during / after HDYT sessions (continued)	Session leaders, helpers, HDYT participants, Parents / guardians	Contraction of COVID19	<ul style="list-style-type: none"> Room layouts and settings may need adjusting to allow for social distancing i.e. a minimum of 2 metres apart. Where necessary temporary floor tape (or chalk) may be needed mark out a 2-metre distance. Participants and staff must always remain in the hall session room to ensure 2m social distancing until given permission to exit the building at the end of the session. As far as practicable, any sub groups within the session will be kept apart with only brief transitory contact if this is unavoidable. Participants will be encouraged to socially distance themselves from staff and other participants 	<ul style="list-style-type: none"> Session leaders / helpers to be vigilant during all session to ensure all operational guidelines (listed in adjacent left hand column) are enforced. 	Session leaders / helpers	During each session

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Potential spread of COVID19 virus before / during / after HDYT sessions (continued)	Session leaders, helpers, HDYT participants, Parents / guardians	Contraction of COVID19	<p>and to stay within their small groups.</p> <ul style="list-style-type: none"> Parents/guardians are not permitted to enter the building unless absolutely necessary, where this is unavoidable, they will be instructed to follow handwashing and social distancing guidelines. 	<ul style="list-style-type: none"> Session leaders / helpers to be vigilant during all session to ensure all operational guidelines (listed in adjacent left hand column) are enforced 	Session leaders / helpers	During each session
Anyone displaying signs and symptoms of COVID-9 before, or while in session	Session leaders, helpers, HDYT participants, Parents / guardians, plus members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Session leaders, participants, their parents and guardians must be vigilant to spot any virus symptoms and should report all concerns to HDYT Chair (RW) or H&S Advisor (BH) prior to session attendance. If a participant displays symptoms they will not be permitted to remain in the 	<ul style="list-style-type: none"> Session leaders, participants are not permitted to attend if they know they have come in contact with someone with virus symptoms, or have experienced symptoms themselves. If in doubt, notify HDYT and stay at home Temperature scan on entry to session for all entering building. 	Session leaders Participants / Parents & Guardians	Prior to or during sessions

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Anyone displaying signs and symptoms of COVID-9 before, or while in session (continued)	Session leaders, helpers, HDYT participants, Parents / guardians, plus members of the public	Potential spread of infectious disease	<p>session. Parents/guardians will be required to take them home immediately.</p> <ul style="list-style-type: none"> Any session leaders / helpers who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves. Any session leaders/ helpers showing symptoms must be sent home and reminded to self-isolate following current government guidance for staying at home, and arrange testing. If any individual (adult or child) showing COVID-19 symptoms, needs to use 	<ul style="list-style-type: none"> Parents/ guardians will be notified of any occurrences of symptoms during sessions to either participants/session leaders / helpers in line with current test and trace guidelines. Pallant Centre Management must also be notified. 	<p>Session leaders, participants, parents / guardians</p> <p>RW / BH</p>	<p>Prior to or during sessions</p> <p>In the event of an incident</p>

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Anyone displaying signs and symptoms of COVID-9 before, or while in session (continued)	Session leaders, helpers, HDYT participants, Parents / guardians, plus members of the public	Potential spread of infectious disease	<p>the toilet while waiting to go home, the toilet will need to be cleaned and disinfected before being used by anyone else.</p> <ul style="list-style-type: none"> • Current Public Health advice will be followed regarding whether any groups need to self-isolate as a result of a member of staff or Participant displaying COVID-19 symptoms. 	<ul style="list-style-type: none"> • Similarly HDYT require the Pallant Centre to notify HDYT if any other user groups report anyone with symptoms after using the facilities. 	Pallant Centre Management	In the event of an incident
<p>Cleaning and the need for Personal Protective Equipment (PPE)</p> <p>Cleaning and the need for Personal Protective</p>	Session leaders, helpers	Potential spread of infectious disease	<ul style="list-style-type: none"> • If cleaning is required, session leaders / helpers must be aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning any surfaces. • For normal cleaning this would be disposable gloves • Disposable gloves, facemasks and impermeable aprons must be worn when 	<ul style="list-style-type: none"> • Disposable PPE (including face masks) must be bagged and disposed of safely as required by the Pallant Centre. 	Session Leaders	Prior to sessions re-starting and during / after HDYT sessions.

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Equipment (PPE)	Session leaders, helpers	Potential spread of infectious disease	<p>cleaning areas that have been occupied by someone displaying symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Disposable gloves, face masks and impermeable aprons should be worn when administering first aid. • PPE will be available for any adult who needs to administer First Aid or has reason to breach the 2-metre social distancing protocol to assist with a participant in emotional or physical distress. 		Session leaders	Prior to sessions re-starting and during / after HDYT sessions.
Lack of suitable First Aid provision.	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • One of the session leaders must take charge in an emergency situation. • In the event of an incident requiring first aid, should there be no nominated first aider available, the person in charge can seek advice from the NHS by calling 111 and 	Session leader to be in overall charge to be nominated.	Session leaders	In the event of an incident

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			asking for medical advice, or call the emergency services on 999 to request an ambulance.			
Administering first aid during COVID19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders. • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds. • See previous controls regarding PPE. 	Nominated First Aider and session leader is Mary Fletcher	MF	In the event of an incident

I certify that the risk assessment above fully applies to all HDYT Youth Theatre sessions, and will be re-evaluated on a weekly basis, in line with up-to-date Department for Education and other relevant government guidelines.

Name of person(s) in charge during activity:	Andrew Bowker	Name of Person(s) undertaking Assessment:	Barbara Haward	Signed:	<i>Barbara Haward</i> 22 th August 2020
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