



Risk Assessment Autumn Term 2021

Area being assessed: Castle Street Centre **Assessor's name:** Anna Howard

Date of assessment: 14 September 2021 **Review date:** end of first half of term

Note: This risk assessment is being written in the context of the Covid 19 pandemic. The Castle Street Centre has taken extensive precautions to make the venue safe. These will be referred to throughout the assessment; their full documentation is available from the centre on 01539 739154. WYO's measures seek to mitigate any risk within our own rehearsal time and to make the space safe for those who come after us.

What are the hazards?	Who could be harmed and how?	What are the control measures	What future action is required?
General hygiene	Students, tutors and parents (hereafter known as all users).	<p>The centre has provided hand sanitiser on entry. WYO will provide bottles for use during rehearsals which will be kept in our store and not used by any other groups.</p> <p>Only plastic chairs can be used to allow for easy disinfection.</p> <p>A bin with a lid will be provided for all waste. The bag will be taken away by a member of the committee and the bin will be kept in the WYO store.</p>	
Capacity and distancing	All users coming into close contact with one another	The Centre has put into place a one-way system throughout the building, including	

		<p>access to the loos. These systems are clearly labelled.</p> <p>All users will be asked to maintain social distance in the carpark as well as inside the building.</p> <p>The Centre has designated a maximum number of 56 people in the main hall at any time to allow for some distancing. While this will not allow for 2m distancing of the orchestra it will allow for space between every player.</p> <p>Parents will be asked drop off at the door and will not be allowed into the building.</p> <p>Students will be asked to wear a mask at all times except when they are in their seats. Students will also be asked to bring a plastic bag in which to place their mask while they are playing.</p>	
Loo access	All users	<p>A one-way system is in place and only one of each loo is available at a time. A cone has been provided to show when the room is occupied. Hand towels will be provided as hand driers are not in use. Masks must be worn when entering this area.</p>	
If someone becomes ill	All users	<p>Registers will be taken at each session to enable track and trace. If someone becomes ill at a rehearsal the Centre's SC13 procedure will be followed (see below).</p> <p>First Aid – a set of PPE will be provided in case any players or tutors require first aid.</p>	

Waste and cleaning procedures		The centre cleans the facilities every morning with additional cleaning of handles in the afternoon. WYO is setting up a cleaning rota which will disinfect touch points before each of the two sessions. (Please see separate cleaning policy).	Rota will be for the first half of term. Procedures will reassessed for the second half of term.
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*** SC13:**

In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the Centre, you should remove them to the designated safe area which is The Brew Room – Key for this is hung up on the left hand side in the cleaning cupboard. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. You will find a First Aid box located in that area with everything that you require along with laminated instructions. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Centre Manager on 07734477077.