

Covid-19 Risk Assessment

act4tv Manchester, Leeds & Liverpool Studios

Revision: 1

Published: October 2020



Manchester: 29 Ardwick Green North, Ardwick Green, Manchester, M12 6DL

Leeds: Studio 81, 81 Kirkstall Road, Leeds, LS3 1LH

Liverpool: 2 Blackburne Place, Liverpool, L8 7PE

Overview

This Risk Assessment has been created to deal with the current Covid-19 situation in the workplace.

At act4tv, our priority is the safety and well-being of everyone at act4tv & act4tv Kids & Youth. Therefore it is imperative that any person visiting an act4tv studio (Manchester, Leeds or Liverpool) read and adhere to, the information it contains.

Important Notes

Please note that the Green Room is closed to ALL persons – the studios and corridors are NOT to be used as a waiting area for a class or to collect children.

Please make the necessary arrangements to avoid being refused entry. Should this be questioned, please ask your tutor to explain the procedures in place.

act4tv Kids & Youth: Drop off & Pick up. Parents are requested to wait outside until the tutor has opened the door and will call the young person one by one to leave the premises and in turn request those waiting to enter one by one to avoid a mass gathering at the doorway. (All tutors have safeguarding training/Joe Simpson is a designated safeguarding lead)

Rule of 6 is now enforced at all studios and covid19 secure procedures (safety box)

What are the hazards?	Who might be harmed and how	Controls	What further actions can be taken to control the risk	Reviewed by
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p> <p>Cross contamination from surface to surface and small equipment, toilets</p>	<p>Staff Students Casting department</p>	<p>Hand wash and paper towels made available throughout the building.</p> <p>Sanitiser before entering the building and classrooms.</p> <p>Temperature check to be completed on arrival (staff to stand 1 metre away and use the length of their arm to take the check).</p>	<p>Curriculum has been reviewed by Michael Jackson and head tutor to reduce the risk of Covid-19 transmission.</p>	
		<p>Staff to wipe down all door handles, light switches, camera, computer equipment and work surface after each class.</p>	<p>Practical lessons have been reviewed, altered and reduced to 6 students a class with 2m distance (rule of 6 same students for each class) QR code is displayed and for students to scan on arrive (track and trace) all details of student are held via Eventbrite</p>	
		<p>Staff and students to sanitize their hands before entry to the toilet and to wash their hand after use and re sanitize their hands upon leaving (do not</p>	<p>All student will have to sanitiser their hand before entering the building .</p> <p>Students will need to wipe down chairs after each lesson</p> <p>Promotion of catch it, bin it, kill it</p> <p>Students reminded to wash their hands after touching their face with regular reminders at the start of every practical lesson</p> <p>A higher volume of disinfectant, wipes and paper towels need to be provided in the building.</p>	

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<p>Getting or spreading coronavirus in common use high traffic areas such as Green room, corridors, toilet facilities, entry/exit points</p> <p>Cross contamination from surface to surface and small equipment</p>	<p>Staff Students Casting department</p>	<p>Green room has now been closed as well as the kitchen area.</p> <p>6 students in the building at one time</p> <p>Building to be fully evacuated before entry for the second class.</p> <p>No scripts to be left in the building or shared between students</p>	<p>Students to be made aware before entry and reminded before ever class</p>	
<p>Airborne transmission</p>	<p>Staff Students Casting department</p>	<p>Student to stay in their safety box during the class (using marker tape on the floor)</p> <p>Face covering or shields to be used unless on camera/ reader to remain with a face covering on.</p> <p>Student or staff unwell to remain at home.</p> <p>Limited number of people in the building 6 students and 1 tutor.</p> <p>Doors to be propped open and windows to be left open if possible, for ventilation.</p>	<p>Temperature check to be completed upon entry 37.5 or above to be refused entry and reported to hello@act4.tv.</p> <p>Well-being check upon entry (ask the student if they are well) to ensure transparency.</p> <p>Tutors to monitor the 2m distance as much as possible and if they need to work more closely with a student, please advise the other student to move out of the area.</p> <p>Keep this time to a minimum</p>	

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Increased risk of infection and complications for vulnerable workers	Staff Students Casting department	<p>Clinically Extremely Vulnerable</p> <p>People with symptoms of Covid19</p> <p>Higher risk groups – see public health England advice on groups</p>	<p>Student or staff to communicate to hello@act4.tv if anybody falls into one of these categories;</p> <p>1. They start chemotherapy or are pregnant, please offer the option of online classes as an alternative.</p>	
Lack of social distancing in lessons	Staff Students	<p>Main studio is laid out so that students are distanced as much as possible and they have their own safety box.</p> <p>They will be reminded not to move around the studio</p> <p>Supervision by tutors to ensure distancing</p>	Lots of extra room to work in pairs- Staff to ensure they are spread out safely	
Casting sessions	Staff Students	Ensure all door handles and light switches and surfaces are cleaned after a casting and the building is fully empty before entry to students.	Communication with casting office to ensure they are following the cleaning and risk assessment during their session.	



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