



SOCIETY ACTIVITY & VENUE RISK ASSESSMENT

Activity:	Rehearsals, Meetings & Venue Usage			Premises/Company:	WADAMS Gordon Street Workington
Assessor:	Kimberley G Hazzard	Ref No.:	COVID-1 <input checked="" type="checkbox"/>	Distribution:	All Members, Users and Hirers.
Date:	25 th August 2020 Reviewed: 14 March 2021	Proposed Review Date:	As Required	Signed:	





VENUE RISK ASSESSMENT (PERFORMING ARTS)

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
Spread of Covid-19 virus to others	Serious respiratory illness, death	All with whom we have close contact – colleagues, hirers, audience members	High	<ul style="list-style-type: none"> <input type="checkbox"/> Implement all advice and communicate to members, users and hirers. Currently any person developing symptoms - a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia) whilst at work must be sent home and advised to follow the Stay at home guidance for households with possible Covid-19 infection. <input type="checkbox"/> Clinically extremely vulnerable individuals are strongly advised not to attend the venue. <input type="checkbox"/> Clinically vulnerable individuals, who are at moderate risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing. <input type="checkbox"/> Everyone is currently advised to work from home where possible. This applies particularly to those who have a higher risk of severe illness from coronavirus, as working from home reduces the chance of being exposed to the virus. Clinically extremely vulnerable individuals are those at high risk of developing severe illness from coronavirus. They should follow the guidance on shielding and protecting extremely vulnerable persons guidance on shielding and protecting extremely vulnerable persons. <input type="checkbox"/> We will take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found and those who are BAME. (Staying alert & safe social distancing) <input type="checkbox"/> To support those members who are classed as being at a higher risk of infection we may undertake an individual risk assessment. Such members include older males, those with a high Body Mass Index, persons with diabetes and those from a BAME background. <input type="checkbox"/> Particular attention will also be paid to people who live with clinically extremely vulnerable individuals. <input type="checkbox"/> If anyone has symptoms of COVID-19 – a high temperature, new and persistent cough or anosmia, however mild – they should self-isolate for at 10 days from when symptoms started. In addition, if they are not experiencing symptoms but have tested positive for COVID-19, they should self-isolate for 10 days starting from the day the test was taken. <input type="checkbox"/> If anyone has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. 	<p>All to be reminded of the need to go home if they develop symptoms and not to attend if symptomatic. Do not visit the GP, pharmacy, urgent care centre or hospital.</p> <p>Access to testing is available to all essential members (Coronavirus (Covid-19) Getting tested- Essential Members).</p> <p>Non-essential members can access testing at NHS: Ask for a test to check if you have coronavirus or Tel: 119.</p> <p>Separate individual risk assessment to be undertaken for individuals who are returning to work and who are classed as higher risk of Covid-19 infection.</p>	Medium



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				<ul style="list-style-type: none"> <input type="checkbox"/> Contacts of individuals who test positive for Coronavirus are required to self-isolate for a period of 10 days. Contacts will need to self-isolate for 10 days from the day after contact with the individual who tested positive has taken place. <input type="checkbox"/> For anyone else in the household who starts displaying symptoms, that individual must stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 10-day isolation period. <input type="checkbox"/> If someone in a member's/household's support bubble is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the member or a person in their household/support bubble is contacted as part of the NHS Test and Trace programme, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate. 	This can be done on arrival at the venue.	
Any person becoming unwell	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, hirers, audience members	High	<ul style="list-style-type: none"> <input type="checkbox"/> If anyone becomes unwell with symptoms (as above), they will be sent home and advised to follow the Stay at home guidance for households with possible Covid-19 infection <input type="checkbox"/> If a member who is unwell is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door. Where available, a window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2m away from other people. <input type="checkbox"/> If the individual needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use a separate toilet if possible. The toilet area will then be cleaned and disinfected using standard cleaning products before being used by anyone else. <input type="checkbox"/> In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. <input type="checkbox"/> If a member has helped someone who has developed symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to COVID-19: cleaning of non-healthcare settings guidance. <input type="checkbox"/> It is not necessary to close the business or send any members home unless advised to do so following investigation by NHS Test and Trace. 		Medium



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There is a confirmed case of coronavirus	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, hirers, audience members	High	<ul style="list-style-type: none"> <input type="checkbox"/> When a member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members will be advised to self-isolate for 10 days. They should order themselves a test and alert people they have been in close contact with in the 2 days before symptom onset. If any of those close contacts are co-members, the person who has developed symptoms may wish to (but is not obliged to) ask their employer to alert those co-members. <input type="checkbox"/> Where the member tests negative, they can return, and the fellow household members can end their self-isolation. <input type="checkbox"/> Where the member tests positive, the rest of their 'group' who have been in 'direct' or 'close' contact with them may be sent home and advised to self-isolate for 10 days. The other household members of that wider group do not need to self-isolate unless the members member they live with in that group subsequently develops symptoms. <input type="checkbox"/> If there are more than five cases of COVID-19 within 14 days associated with the setting, we will contact the local PHE health protection team to report the suspected outbreak (https://www.gov.uk/health-protection-team). <input type="checkbox"/> If the local PHE health protection team declares an outbreak in the setting, we will be asked to record details of symptomatic members and assist with identification of contacts. We will therefore ensure all records are up to date. We will be provided with information about the outbreak management process, which will help us to implement control measures, assist with communications to members, and reinforce prevention messages. <input type="checkbox"/> We will follow the instructions on the PHE/NHS 'COVID-19 early outbreak management action cards': Entertainment & Tourist Attractions or Arts, heritage and cultural venues <input type="checkbox"/> We MUST assist the NHS service by keeping a temporary record of the audience (when applicable), other users and members attendance patterns for 21 days, in a way that is manageable and assist NHS Test and Trace with requests for that data if needed. From 18 September this will be enforced in law. <input checked="" type="checkbox"/> We will keep a record of all members attending the premises and attendance times on a given day and their contact details, keep these records of hirers, users and members for 21 days and provide data to NHS Test and Trace if requested. We will display an official NHS QR code poster from 24 September 2020, so that hirers and users can 'check in' using this option 	<p>Refer to 'Testing' on page 1.</p> <p>The NHS Test & Trace service will follow up with people who need to self-isolate because they have had recent close contact with someone who has tested positive for COVID-19.</p> <p>Refer to Maintaining records of members, hirers and users to support NHS Test and Trace</p> <p>SPOC – Kimberley G Hazzard</p>	Medium



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				<p>as an alternative to providing their contact details whilst adhering to General Data Protection Regulations and the Data Protection Act 2018.</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will ensure we have an up to date plan in case there is a COVID-19 outbreak and a subsequent local lockdown. This plan will nominate a single point of contact (SPOC) where possible who will lead on contacting local Public Health teams. <input type="checkbox"/> We will turn people with coronavirus symptoms away from our premises. 		
Inadequate hand and respiratory hygiene, sanitation facilities and toilets leading to spread of Covid-19 virus to others.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, hirers, audience members	High	<ul style="list-style-type: none"> <input type="checkbox"/> Provide regular reminders and signage to maintain hygiene standards. <input type="checkbox"/> All members will be reminded to wash their hands often and before leaving home, on arrival at the premises, when moving between different areas of the setting, after being in a public place, handling chemicals, handling deliveries, handling cash, putting on or taking off PPE, eating/drinking, using the toilet, using public transport, handling tools/equipment handled by others and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. <input type="checkbox"/> Wash with liquid soap & water for a minimum of 20 seconds. Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available. <input type="checkbox"/> Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort. Supplies of hand cream (aqueous cream or similar) should be made available to help prevent soreness. <input type="checkbox"/> Provide hand drying facilities – either paper towels or electrical dryers. <input type="checkbox"/> Provide hand sanitiser at entry/exit points to the premises (for members and hirers) and don't use touch-based security devices such as keypads (or clean after each use). <input type="checkbox"/> Provide hand sanitiser in multiple locations in addition to washrooms. Make hand sanitiser available on entry to toilets where safe and practical. <input type="checkbox"/> Members reminded that if they use public transport to commute to work to be vigilant and not to touch eyes, nose or mouth whilst on or after using public transport and to wash hands (as above) on arrival at work or on return to home. <input type="checkbox"/> Where in place, toilet lids should be closed prior to flushing and remain closed after use. Where not in place, members instructed to move away from the toilet as soon as it has been flushed, more frequent cleaning of the toilets and most importantly, ensuring that strict hand hygiene measures are observed following every visit to the toilet. 	<p>Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Ensure all sinks have necessary stock & restock as necessary. Sanitise sinks regularly.</p> <p>HSE have issued guidance on Choosing the right hand sanitisers and surface disinfectants</p> <p>Check contents regularly and replenish when needed</p>	Medium





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				<ul style="list-style-type: none"><input type="checkbox"/> Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after (as above).<input type="checkbox"/> Used tissues will be put in a bin immediately - all waste bins to be lined and should be lidded and foot operated and emptied regularly.<input type="checkbox"/> People involved in the provision of assistance to others such as first aid for example should pay particular attention to sanitation measures immediately afterwards including washing hands.		



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<p>Inappropriate management systems in place leading to spread of Covid-19 virus to others</p>	<p>Infection spread leading to serious respiratory illness, death</p>	<p>All with whom we have close contact – colleagues, hirers, audience members</p>	<p>High</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All to observe social distancing in line with government guidance as much as possible - Staying alert and safe (social distancing) <input type="checkbox"/> Hand washing/hygiene measure – see above. <input type="checkbox"/> Cleaning regimes – see below. <input type="checkbox"/> In order to keep the virus under control, it is important that people work safely. Working from home remains one way to do this. However, the risk of transmission can be substantially reduced if COVID--19 Secure guidelines are followed closely. People can only leave home for work purposes where it is unreasonable for them to do their job from home, including but not limited to people who work within critical national infrastructure, construction or manufacturing that require in-person attendance. We will consider the impact of settings reopening on local transport and take appropriate mitigating actions (e.g. staggered start and finish times for members.) <input type="checkbox"/> Consider the maximum number of people who can be safely accommodated on site. <input type="checkbox"/> Plan for a phased return for people safely and effectively. <p>Equality in the setting</p> <p>In order to ensure that nobody is discriminated against:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will be mindful of the particular needs of different groups or individuals and take into account the particular circumstances of those with different protected characteristics such as those who are hearing or visually impaired. <input type="checkbox"/> We will involve and communicate appropriately with members whose protected characteristics might either be associated with a different degree of risk, or might make any steps we are considering, inappropriate or challenging for them. <input type="checkbox"/> Consideration will be given to whether we need to put in place any particular measures or adjustments to take account of our duties under the equalities legislation. <input type="checkbox"/> We will make reasonable adjustments to avoid disabled members being put at a disadvantage and will assess the health and safety risks for new or expectant mothers. <input type="checkbox"/> We will ensure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments. <p>Social distancing in performing arts environments</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will ensure appropriate social distancing, through signage, layout, ventilation and entry numbers management. Everyone 		<p>Low</p>





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				<p>should follow the guidance on meeting with others safely Where you cannot stay 2 metres apart you should stay more than 1 metre apart, as well as taking extra steps to stay safe. For example: wear a face covering: In England, you must wear a face covering in the following indoor settings. Move outdoors, where it is safer and there is more space if indoors, make sure rooms are well ventilated by keeping windows and doors open</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain social distancing wherever possible in performing arts environments. <input type="checkbox"/> Where the social distancing guidelines cannot be followed in full in relation to a particular professional activity, consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission between members, members, participants and audiences: <ul style="list-style-type: none"> - Further increase the frequency of hand washing and surface cleaning. - Keep the activity time involved as short as possible. - Use back-to-back or side-to-side positioning (rather than face-to-face) whenever possible. - Reduce the number of people each person has contact with by considering the use of 'fixed teams, groups or partnering' (so each person works with only a few others) e.g. where social distancing may be impractical due to the degree of proximity required (such as intimate/fighting scenes in theatre, dancing, costume fitting, hair and make-up), fixed teams could be operated as follows: <ul style="list-style-type: none"> • Group individuals into fixed teams that work together throughout a production or project or for specific periods to minimise the risk of transmission beyond these fixed teams • Minimise transmission risk between fixed teams when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue • Ensure that there is no swapping between designated fixed teams. • Include any support members for disabled members or performers as a member of the fixed team. • Note that it is unlikely that this fixed team approach will be possible in non-professional environments or where professional performers work with more than one group or organisation simultaneously 	<p>The latest list can be found here (https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing)</p>	



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				<ul style="list-style-type: none"> - Use screens where feasible to separate individuals or fixed teams from each other where they cannot achieve social distancing. - Social distancing applies to all parts of a premises or venue, not just the place where people spend most of their time, but also entrances and exits, break rooms, dressing rooms, foyers and bars, and similar settings. - Assess the capacity of any space to be used and appropriately managing this to maintain social distancing. <p>Non-professionals operating under the performing arts guidance: singing or other performing arts activity</p> <p>From 5th January, new national restrictions are in force to prevent the spread of coronavirus. During this period, non-professional activity, such as amateur choirs and orchestra, cannot take place. This guidance covers all stages of the performing arts roadmap and will help organisers plan activity when it is permitted. Organisers should use this guidance in line with guidance on national restrictions (https://www.gov.uk/guidance/national-lockdown-stay-at-home).</p> <p>You should always ensure you socially distance from people you do not live with (or have formed a support bubble with) wherever possible.</p> <p>Social distancing applies to all parts of a premises or venue, not just the place where people spend most of their time, but also entrances and exits, break rooms, dressing rooms, canteens, foyers and bars, and similar settings. These are often the most challenging areas to maintain social distancing. Assessing the capacity of any space to be used and appropriately managing this to maintain social distancing.</p> <p>Manage capacity and overcrowding</p> <p>When we are allowed to re-open for performance rehearsals, we will follow relevant government instructions which we will update accordingly but expect will revert back to the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure social distancing is possible by limiting the number of people able to access the premises or venue. <input type="checkbox"/> Maximum capacity should consider appropriate social distancing given the nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout and the configuration of space. 	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</p> <p>https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know</p>	





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				<ul style="list-style-type: none"> <input type="checkbox"/> Particular attention should be given to ventilation and sufficient circulation space especially around equipment and between groups and any classes and coaches or teachers. <input type="checkbox"/> Conduct a specific risk assessment for each premises or venue and the proposed activities to identify: <ul style="list-style-type: none"> - The likely numbers of people that will be in the venue or on the premises at different times of its use. - The number of people that can reasonably follow social distancing within the venue or premises, taking into account total space, equipment as well as likely constraints (loos and washrooms) and pinch points. - The ventilation rates that can be applied to the premises or venue and whether this can be adjusted sufficiently to deliver a safe environment for all those due to attend at any time (performers, producers, support teams and audience combined). - Which activities can be undertaken and which spaces can be used with specific measures to ensure social distancing and maintain cleaning. <input type="checkbox"/> Limit the number of people in the venue or on the premises, overall and in any particular congestion areas, e.g. doorways between outside and inside spaces <input type="checkbox"/> Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time and records of those attending, including seating position, can be provided for contact tracing purposes in the event of a case of Covid-19 in a participant. <input type="checkbox"/> Manage occupancy levels and changeover by reducing rehearsal group and amending timetabling. <input type="checkbox"/> Allow a sufficient break time between sessions or performances held to prevent waiting in groups. <p>Coming to and leaving premises or venues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain social distancing wherever possible, on arrival and departure and ensure handwashing upon arrival. <input type="checkbox"/> Stagger arrival and departure times at work to reduce crowding into and out of the premises, taking account of the impact on those with protected characteristics. <input type="checkbox"/> Encourage members to walk or cycle to work where possible or use their own vehicles or public transport where not possible (see 'PPE' below). Car Sharing to and from the setting is not currently advised unless the individuals are from the same household/support bubble. 	<p>Refer to Coronavirus Covid-19 safer travel guidance for passengers</p>	





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				<ul style="list-style-type: none"> <input type="checkbox"/> Consider a flexible call schedule so that people can avoid travel at peak times. <input type="checkbox"/> Car Sharing to and from the setting is not currently advised unless the individuals are from the same household or support bubble. <input type="checkbox"/> Reduce congestion, e.g. by having more entry points to the premises or venue. <input type="checkbox"/> Use markings and introducing one-way flow at entry and exit points and consider how social distancing markers can be made as accessible as reasonably practicable. <input type="checkbox"/> Provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points. <input type="checkbox"/> Communicate ahead of arrival and on arrival the guidance about who should self-isolate e.g. to attendees at castings, workshops and rehearsals. <input type="checkbox"/> Maintain use of security access devices, such as keypads or passes, and adjust processes at entry/exit points to reduce risk of transmission e.g. clean pass readers regularly and ask members to hold their passes next to pass readers rather than touching them. <input type="checkbox"/> Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled individuals and those with sensory disabilities. For example we will maintain pedestrian and parking access for disabled hirers or members and communicate arrangements effectively. <p>Moving around buildings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain social distancing wherever possible, while people travel through the premises or venue. <input type="checkbox"/> Reduce movement by discouraging non-essential trips within buildings and sites e.g. restricting access to some areas, encourage the use of radios, telephones or other electronic devices, where permitted, and clean them between use if multi-use. <input type="checkbox"/> Introduce more one-way flow through buildings - providing floor markings (where appropriate) and signage should remind members, participants and users and hirers to follow to social distancing wherever possible. <input type="checkbox"/> Ensure that people with disabilities are able to access lifts while socially distancing. <input type="checkbox"/> Regulate use of high traffic areas including corridors and walkways to maintain social distancing. 		





			<p>Meetings</p> <ul style="list-style-type: none"><input type="checkbox"/> The first consideration for meetings should be to meet remotely and not face-to-face where this can be reasonably achieved. Where this cannot reasonably be achieved, reduce or eliminate transmission due to face-to-face meetings and maintain social distancing in meetings.<input type="checkbox"/> Take steps to improve ventilation as far as possible, both through the use of mechanical systems and opening windows and doors.<input type="checkbox"/> Use remote working tools to avoid in-person meetings.<input type="checkbox"/> Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).<input type="checkbox"/> Avoid transmission during meetings, e.g. avoid sharing pens, documents and or other objects.<input type="checkbox"/> Provide hand sanitiser in meeting rooms.<input type="checkbox"/> Ensure that meeting rooms are cleaned between users.<input type="checkbox"/> Hold meetings outdoors or in well-ventilated rooms whenever possible.<input type="checkbox"/> For areas where regular meetings take place, use floor signage to help people maintain social distancing. <p>Keeping those involved in the performing arts safe</p> <p><i>General guidance during rehearsals, training, pre-production and performance</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Maintain social distancing between individuals during training, rehearsals, pre-production and performance.<input type="checkbox"/> Provide space for performers and other attendees to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during training, rehearsal, pre-production, performance and any other form of performing arts activity.<input type="checkbox"/> Work outdoors where possible. Where this is not possible, ensure all rehearsal, training and performance areas, with particular regard to indoor and covered areas, have maximum ventilation whenever members or audiences are present.<input type="checkbox"/> Organise and design repertoire, rehearsals, training and performance to avoid situations where performers cannot socially distance, wherever feasible.<input type="checkbox"/> Reduce as far as possible any time that individuals are not able to maintain social distancing.<input type="checkbox"/> Reduce group and cast sizes where possible to maintain social distancing. Conduct rehearsals and training in smaller fixed teams wherever possible.	
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				<ul style="list-style-type: none"> <input type="checkbox"/> Adapt live performing arts to ensure they are safe. If that is not possible, consider the use of technology solutions to reduce interactions and ensure social distancing (e.g. for castings, rehearsals, training and performance). <input type="checkbox"/> Remove non-essential common areas such as waiting rooms. <input type="checkbox"/> Use floor tape or paint to mark areas to help people maintain social distance, where possible. <input type="checkbox"/> Position individuals side-to-side or back-to-back and avoid working face-to-face wherever possible. <input type="checkbox"/> Screen anyone prior to entry into venues, which may include, but is not limited to, a Covid-19 symptom questionnaire. <input type="checkbox"/> Ensure there is a clear policy in place for managing a Covid-19 positive individual, and abide by government and PHE guidelines and reporting requirements. <p><i>Singing and playing wind and brass instruments</i></p> <p style="background-color: yellow;">Only professionals can currently engage in singing, wind and brass in line with Government guidance and this risk assessment. People should continue to socially distance from those they do not live with wherever possible. Performers and other members should ensure 2m distancing applies wherever possible.</p> <p>It is the cumulative aerosol transmission from both those performing in and attending events is likely to create risk. Therefore we will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain social distancing wherever possible. <li style="background-color: yellow;"><input type="checkbox"/> Members of the public are not allowed to attend venues and cannot mix with others outside their household or support bubble. <input type="checkbox"/> When considering undertaking singing or other performing arts activity, the following guidance and mitigations should be followed: Where not for work purposes, you cannot go ahead with the activity. <input type="checkbox"/> Limit the number of performers as far as possible with non-professionals not allowed to be included. Non-professional activity, such as amateur choirs and orchestra, cannot take place. <input type="checkbox"/> It is against the law to gather in groups where people are from different households or support bubbles. Some activities, such as those organised for under-18s including education or training supervised activities provided for children, including wraparound care, youth groups and activities, are exempt. <li style="background-color: yellow;"><input type="checkbox"/> Currently audiences are prohibited but we expect to revert back to limiting the number of audience members when 		



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				<p>restrictions are lifted. Capacity will be maintained at a level that allows social distancing to be maintained.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Limit the duration of social interaction opportunities i.e. rehearsals or performances as far as possible. <input type="checkbox"/> Take steps to improve ventilation as far as possible and whenever possible, both through the use of mechanical systems and opening windows and doors. <input type="checkbox"/> Continue to take the other vital steps outlined in this guidance, including preventing unwell people from attending, maintaining cleanliness, supporting contact tracing and other mitigating measures. <p>Playing music:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimise the risk of transmission playing in music groups (excluding singing, wind and brass). <input type="checkbox"/> Observe social distancing at all times whilst playing. <input type="checkbox"/> For professionals (i.e. for work purposes) where social distancing is not possible, use fixed teams which are positioned socially distanced from any other fixed team or anyone else. <ul style="list-style-type: none"> - Note that this fixed team approach is not recommended in non-professional environments unless all the members of the fixed team are part of the same household or support bubble though currently non-professionals are unable to perform during the current lockdown status. - It is also unlikely that this fixed team approach will be feasible where professional performers work with more than one group or organisation simultaneously. <input type="checkbox"/> Use back-to-back or side-to-side positioning (rather than face-to-face) whenever possible. <input type="checkbox"/> Play outdoors wherever possible. <input type="checkbox"/> If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. <input type="checkbox"/> Consider regular private testing (noting that this will not allow any relaxation of other control measures) with an accredited provider, particularly for those who play with more than one group at a time such as deputising musicians and teachers. <input type="checkbox"/> Consider using screens or barriers in addition to social distancing. <p>Rehearsal patterns and working groups</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change the way work is organised to create distinct groups and reduce the number of contacts each worker or participant has. 		





VENUE RISK ASSESSMENT (PERFORMING ARTS)

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
				<ul style="list-style-type: none"> <input type="checkbox"/> As far as possible, where participants are split into groups, fix these groups (cohorts) so that where contact is unavoidable, this happens between the same people. <input type="checkbox"/> Members of cohorts should observe social distancing amongst themselves, and between cohorts. <input type="checkbox"/> Assist the test and trace service by keeping a temporary record of members shift patterns for 21 days and assist NHS test and trace with requests for that date is needed. <input type="checkbox"/> Identify areas where people have to directly pass things to each other and find ways to remove direct contact such as by using drop-off points or transfer zones. <input type="checkbox"/> Create zones in a venue or premises to separate groups, e.g. those who work front of house (such as sound operators) from other production team members and performers. <input type="checkbox"/> Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals: <ul style="list-style-type: none"> - Maintain distancing requirement with each group. - Avoid situations where distancing requirement is broken, e.g. demonstrating partnering work in dancing. - Make efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made. <p>Casting and auditions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduce transmission and maintain social distancing where possible whilst casting and auditioning. <input type="checkbox"/> Self-tape or online auditions to reduce numbers on-site. A live feed may help reduce numbers of a creative team attending casting and auditions. <input type="checkbox"/> Remove waiting rooms where it is not possible to facilitate social distancing, ask people not to arrive ahead of their allocated time slot, and provide clear instruction not to congregate in other areas if waiting. <input type="checkbox"/> Use screens to create a physical barrier between people, e.g. between casting team or accompanist and candidates. <input type="checkbox"/> Consider how to appropriately protect any supporting creative team, e.g. by using screens or ensuring social distancing can be maintained. <input type="checkbox"/> Consider the needs of disabled and deaf participants in making adjustments to casting and auditions management. 	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing</p> <p>DCMS commissioned scientific studies to be carried out to develop the scientific evidence on singing, wind instruments and performance activities. The resulting SAGE paper can be found here (https://www.gov.uk/government/publications/pheemq-aerosol-and-droplet-generation-from-singing-wind-instruments-and-performance-activities-13-august-2020), as well as a recent paper on principles for safer singing (https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing) published by the PHE-led Singing and Wind Instrument Group. Organisations should bear its findings in mind and follow the mitigations in this guidance as a result.</p>	





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				<ul style="list-style-type: none"> <input type="checkbox"/> Reduce size of cast where possible to reduce the number of contact points, e.g. by reducing numbers of non-essential supernumeraries, players taking dual roles. <p>Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduce transmission and maintain social distancing where possible whilst training. <input type="checkbox"/> Avoid any training exercises that compromise the social distancing guidelines. <input type="checkbox"/> Where it is essential for performers in training to breach social distancing, keep them in place for the minimum possible time. <input type="checkbox"/> Avoid face-to-face positions where possible. <input type="checkbox"/> Divide classes and training sessions into small groups. <p>Rehearsals and performance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduce transmission and maintain social distancing where possible whilst rehearsing and performing. <input type="checkbox"/> Reduce cast, orchestra and other performance group sizes wherever possible to enable social distancing to be maintained. Conduct rehearsals and training in smaller fixed teams wherever possible. <input type="checkbox"/> Work outdoors where possible. Where this is not possible, take steps to improve ventilation as far as possible, both through the use of mechanical systems and opening windows and doors. <input type="checkbox"/> If working indoors, limit the number to safely match the available ventilation of the space and the ability to observe social distancing. <input type="checkbox"/> Maintain social distancing wherever possible in rehearsals and performance. If close contact is absolutely essential, minimise this and use fixed teams where possible. <input type="checkbox"/> Map out productions in advance of commencing in-person rehearsals. <input type="checkbox"/> Learn lines or parts in advance to avoid carrying scripts in rehearsal. <input type="checkbox"/> If performers are likely to spit during their performance, we will consider additional mitigations such as the use of face coverings or screens. <input type="checkbox"/> Display scripts onto screens in rehearsal rooms to reduce contact requirements and to support accessibility. <input type="checkbox"/> Increase use of technology in rehearsals such as to complete read-throughs, and in performance where feasible. <input type="checkbox"/> Position individuals side-to-side or back-to-back and avoid rehearsing and performing face-to-face wherever possible. 		



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				<ul style="list-style-type: none"> <input type="checkbox"/> Performers attend rehearsals and performances only when required for their part. <input type="checkbox"/> Change the call schedules so that only those required are on-site. <input type="checkbox"/> Detail rotating of cast when entering and exiting the stage trying to minimise the number of people working in the same area at the same time. <input type="checkbox"/> Use radio, phone and video links where possible to avoid face-to-face contact. <p>Managing broadcast performance without a live audience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduce transmission and maintain social distancing where possible whilst broadcasting performances without a live audience in attendance at the premises or venue. <input type="checkbox"/> Film or other broadcast crews should not mix with performers in the performance area if to do so would breach social distancing, unless they are part of a fixed group with the performers. <p>Managing performances</p> <p style="background-color: yellow;">From 5th January, new national restrictions are in force to prevent the spread of coronavirus. During this period, non-professional activity, such as amateur choirs and orchestra, cannot take place. This guidance covers all stages of the performing arts roadmap and will help organisers plan activity when it is permitted. Organisers should use this guidance in line with guidance on national restrictions (https://www.gov.uk/guidance/national-lockdown-stay-at-home).</p> <p>Handling props, musical instruments, technical equipment, and other objects</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduce transmission through contact with objects. <input type="checkbox"/> Encourage increased handwashing and introduce more handwashing facilities for members or providing hand sanitiser where this is not practical. <input type="checkbox"/> Avoid sharing personal items such as phones, chargers, pens, and owners take responsibility for regularly disinfecting their own personal equipment. <input type="checkbox"/> Use designated storage for large instrument cases; musicians with smaller instruments can keep cases under their seat. <input type="checkbox"/> Avoid sharing professional equipment wherever possible and place name labels on equipment to help identify the 	<p>Follow the guidance on broadcast, film, and music production where relevant.</p>	





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				<p>designated user, e.g. cameras, percussionists maintaining their own sticks and mallets.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handling of music scores, parts and scripts to be limited to the individual using them. <input type="checkbox"/> Make available extra radios and headsets or earpieces, dedicating a member of each team to be responsible for them for the duration of the production, and making sure these are appropriately cleaned if not single use. <input type="checkbox"/> If equipment has to be shared, regularly disinfect it (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. <input type="checkbox"/> Limit number of suppliers when hiring equipment. Responsibility of cleaning hired instruments should be discussed with the suppliers. <input type="checkbox"/> Transport equipment in accordance with Government guidance for vehicles. <input type="checkbox"/> Clean hire equipment, tools or other equipment on arrival and before first use. If receiving deliveries in advance of when required, store in a clean location and clean before first use. <input type="checkbox"/> Cleaning of musical instruments by musicians playing them, where possible. <input type="checkbox"/> Clean audio description headsets between use and after handling by members. <input type="checkbox"/> Create picking-up and dropping-off collection points where possible, rather than passing equipment such as props, scripts, scores and mics hand-to-hand. <input type="checkbox"/> Do not permit audience onto the stage or to touch equipment, props, instruments, set or other objects used by performers. <input type="checkbox"/> Take precautions when handling heavy equipment, including: <ul style="list-style-type: none"> - Re-evaluate spaces to avoid people working in close proximity (e.g. using more trucks for transport of goods) - Increase the use of mechanical handling equipment (such as forklifts) to reduce large numbers of members working in close proximity (e.g. lifting heavy cases and scenery) - Use a consistent pairing system if people have to work in close proximity, e.g. during two-person working, lifting or maintenance activities that cannot be redesigned - Reduce job and equipment rotation - Implement cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles. 		



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Inadequate personal protection & PPE leading to spread of Covid-19 virus to others.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, hirers, audience members	High	<input type="checkbox"/> Current Government guidance is that no additional PPE will be required other than that normally used for specific tasks. <input type="checkbox"/> There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. A face covering can be very simple and is strongly encouraged to wear a face covering in other enclosed public spaces, where not already required to do so by law where social distancing isn't possible or you may come in to contact with people you do not normally meet. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care members. <input type="checkbox"/> From 28 September it is a requirement to remind hirers of the need to wear face coverings unless exempt, for example through prominent display of signs, and/or verbal reminders to hirers. <input type="checkbox"/> In England it is mandatory to wear a face covering in entertainment venues, including theatres and concert halls. By law from 24 September in England members who are likely to come into contact with hirers and hirers in indoor hospitality must wear a face covering (apart from when hirers are eating or drinking). From 24 September, performers must wear a face covering at all times other than when in the course of their employment or in the course of providing their services (for example during rehearsals and performances). Individuals will follow government guidance on face coverings . <input type="checkbox"/> We will support our members in using face coverings safely. This means telling members: <ul style="list-style-type: none"> - wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it; - when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands; - change your face covering if it becomes damp or if you've touched it; - continue to wash your hands regularly; - change and wash your face covering daily; - if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste; - practise social distancing wherever possible. 	<p>Working safely during coronavirus (COVID-19) states that PPE beyond what you usually wear is not beneficial. The exception is clinical settings, like a hospital, or a small handful of other roles for which PHE advises use of PPE, for example, first responders and immigration enforcement officers. Settings should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings.</p> <p>Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this free of charge to members who need it. Any PPE provided must fit properly.</p> <p>Also mandatory to wear face coverings in enclosed public spaces such as shops/banks/takeaways and in other premises such as art galleries/museums/cinemas/places of worship</p>	Low





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				<ul style="list-style-type: none"> <input type="checkbox"/> We will be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound. <input type="checkbox"/> In order to minimise the risk to others from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. If worn, remove apron. If you have worn gloves, remove them next by turning them inside out in one single motion. Disposable gloves and aprons for cleaning must be worn for cleaning tasks. Once removed disposable items should be placed in the bin immediately. Rubber or other reusable gloves should be washed and dried properly before reuse. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <input type="checkbox"/> If any members use public transport to get to work, members are advised it is compulsory to wear a face covering. It is important to use face coverings properly (Face coverings: when to wear one and how to make your own) and wash your hands before putting them on and after taking them off. <input type="checkbox"/> PPE for 'cleaning' – see below. 		
<p>Inadequate cleaning (environment, equipment, clothing etc.) leading to spread of Covid-19 virus to others.</p>	<p>Infection spread leading to serious respiratory illness, death</p>	<p>All with whom we have close contact – colleagues, hirers, audience members</p>	<p>High</p>	<p>Before reopening</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that any site or location that has been closed or partially operated is clean and ready to restart, including an assessment for all sites, or parts of sites, that have been closed, before restarting work and cleaning procedures and providing hand sanitiser, before reopening or resuming activity. <input type="checkbox"/> Take steps to avoid people including out of hours cleaners needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. <p>Cleaning Members – Start & End of Shifts</p> <ul style="list-style-type: none"> <input type="checkbox"/> In order to facilitate appropriate hand washing, members should not wear jewellery other than a plain wedding band for work and should be bare below the elbow (sleeves can be rolled up for handwashing purposes); fingernails should be short and false nails removed. Any cuts or abrasions should be covered with a plaster. <input type="checkbox"/> Tie up long hair. <input type="checkbox"/> There is no need for anything other than normal personal hygiene and washing of clothes. Other than in clinical settings, there is no need for members to change at or before leaving 		<p>Low</p>





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				<p>work although, if changing facilities will allow for social distancing and avoid face to face interaction, members can change into 'work clothes' on arrival. Work shoes can be left at the setting for use the following day.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If members do change, at the end of the shift, the work clothes should be removed and bagged to take home. 'Home' footwear should be worn. <input type="checkbox"/> On returning home, work clothes should be washed in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. <input type="checkbox"/> Hands must be washed thoroughly on return to home. <input type="checkbox"/> Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. <input type="checkbox"/> Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance below or dispose of. <input type="checkbox"/> They should then have a shower. <p>Keep the environment clean</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep the setting clean and prevent transmission by touching contaminated surfaces. <input type="checkbox"/> Establish new cleaning regimes for the premises or venue and determine how they will be delivered effectively with the planned hours of operation, e.g. on a daily basis, with some surfaces cleaned regularly throughout the day. <input type="checkbox"/> More frequently clean work areas between use, using usual cleaning products. <input type="checkbox"/> More frequently clean objects and surfaces that are touched regularly such as coffee or vending machines or members handheld devices and ensure there are adequate disposal arrangements for cleaning products. <input type="checkbox"/> Ensure extra, frequent deep cleaning of shared spaces such as audition spaces, rehearsal and backstage areas. <input type="checkbox"/> Owners to keep instruments and other personal kit clean, and not to share these items with others. <input type="checkbox"/> Clear workspaces and remove waste and belongings from the work area at the end of a rehearsal, rehearsal or performance. <input type="checkbox"/> When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. <input type="checkbox"/> Use disposable cloths or paper roll and disposable mop heads wherever possible, disposing of after use. 		





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				<ul style="list-style-type: none"> <input type="checkbox"/> Avoid creating splashes and spray when cleaning. <input type="checkbox"/> Maintain good ventilation in the work environment e.g. opening windows and doors frequently, where possible. <input type="checkbox"/> Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet tissue, bin bags etc. and restock as necessary. <input type="checkbox"/> Wherever possible, cleaning members should have their own equipment. Where not possible, ensure this is cleaned between use. <input type="checkbox"/> Cleaning teams in larger premises may not be able to meet/congregate in their usual office/store – regularly used equipment/materials may need to be dispersed to other locations (or one location/cupboard for each member of the team) to avoid all requiring access to one office/store. <input type="checkbox"/> Wedge doors open, where appropriate, to reduce touchpoints. This does not generally apply to fire doors. <p>Toilets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. <input type="checkbox"/> Enhancing cleaning for busy areas. <input type="checkbox"/> Make hand sanitiser available on entry to toilets where safe and practical. <input type="checkbox"/> Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. <input type="checkbox"/> For further details – refer to section on 'Toilets' above. <p>Waste</p> <ul style="list-style-type: none"> <input type="checkbox"/> Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19 (see below). <input type="checkbox"/> Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. <input type="checkbox"/> Provide more waste facilities and more frequent rubbish collection. <input type="checkbox"/> When disposing of face coverings and PPE, people should do so in a 'black bag' waste bin or litter bin. Face coverings or PPE should not be put in a recycling bin or dropped as litter. Provide extra bins for members and hirers to dispose of single-use face coverings and PPE and ensure that members and hirers do not use a recycling bin. 	<p>Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Refer to Coronavirus (Covid-19): Disposing of waste</p>	





			<p>Cleaning after an individual with symptoms of, or confirmed COVID-19 has left the setting or area</p> <p>Personal protective equipment (PPE)</p> <ul style="list-style-type: none"><input type="checkbox"/> The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the setting is disposable gloves and an apron.<input type="checkbox"/> Wash hands with soap and water for 20 seconds after all PPE has been removed.<input type="checkbox"/> If a risk assessment of the setting indicates that a higher level of virus may be present (e.g. where someone unwell has spent the night such as in a hotel room or dormitory) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) Health Protection Team can advise on this. <p>Cleaning and disinfection</p> <ul style="list-style-type: none"><input type="checkbox"/> Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.<input type="checkbox"/> All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, door push plates, work surfaces, computer keyboards/mice, telephones, grab rails in corridors/bannisters, stairwells.<input type="checkbox"/> Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. Use one of the options below:<ul style="list-style-type: none">- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.);or- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants;or- if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses.<input type="checkbox"/> Avoid mixing cleaning products together as this can create toxic fumes.<input type="checkbox"/> Avoid creating splashes and spray when cleaning.<input type="checkbox"/> Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.	<p>Refer to PHE COVID-19: cleaning of non-healthcare settings guidance</p> <p>Refer to Covid-19: Personal Protective Equipment (PPE)</p> <p>Non-healthcare members should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2m, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.</p>
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				<input type="checkbox"/> When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Waste <input type="checkbox"/> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ul style="list-style-type: none"> - should be put in a plastic rubbish bag and tied when full - the plastic bag should then be placed in a second bin bag and tied - this should be put in a suitable and secure place and marked for storage until the individual's test results are known <input type="checkbox"/> This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If possible keep an area closed off and secure for 72 hours. <input type="checkbox"/> If the individual tests negative, this can be disposed of immediately with the normal waste. <input type="checkbox"/> If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. <input type="checkbox"/> If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> - keep it separate from your other waste - arrange for collection by a specialist contractor as hazardous waste <input type="checkbox"/> Other household waste can be disposed of as normal. <input type="checkbox"/> Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. <input type="checkbox"/> Safe systems of work to be developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/equipment in line with national guidance.		
Inadequate communications with and training of members	Members do not understand safety procedures	All members, participants & volunteers	High	Returning to work <input type="checkbox"/> We will ensure all members and participants understand coronavirus related safety procedures. <input type="checkbox"/> We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working.	All members will undergo training in relation to Covid-19 and the findings of this risk assessment.	Low



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				<ul style="list-style-type: none"> <input type="checkbox"/> We will engage and have meaningful consultation with members through existing communication routes and worker representatives, where these exist to ensure an open conversation is held about returning to work before a decision is made and to explain and agree the timing and phasing of any return as well as any risk mitigations that have been implemented. <input type="checkbox"/> We will develop communication and training materials for members prior to returning to site, especially around new procedures for arrival at work. <p>Ongoing communications</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will ensure all members are kept up to date with how safety measures are being implemented or updated. <input type="checkbox"/> We will ensure ongoing engagement with members and participants, to monitor and understand any unforeseen impacts of changes to working environments. <input type="checkbox"/> We will promote awareness and focus on the importance of mental health at times of uncertainty (see below). <input type="checkbox"/> We will use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and addressing the needs of those with protected characteristics. <input type="checkbox"/> We will use visual communications, e.g. whiteboards or signage, to explain safe practices around the site to reduce the need for face-to-face communications. <input type="checkbox"/> We will communicate approaches and operational procedures to suppliers, hirers or trade bodies to help their adoption and to share experience. <input type="checkbox"/> We will consider the equalities impacts of the changes made and what advice or guidance we will need to provide for users who might be adversely impacted. 		





				<p>This may not be the usual routes and normal nominated fire wardens may not be in attendance. Repeat as necessary.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire doors must not be propped open to discourage touching of door handles (unless held open using proprietary hold open devices triggered by the fire alarm). Encourage regular handwashing and keep fire doors closed to keep the premises, hirers and members safe. <input type="checkbox"/> We will consider the closing of windows should the fire alarm activate. Because of the need for increased ventilation in the building during the COVID-19 pandemic, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to members/guests. 		
Lack of building/property maintenance	Faulty equipment services leading to injury or death	All premises users, contractors/maintenance personnel	High	<p>Health & Safety Inspection:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the whole venue has been closed for many weeks, or if parts of the building have been out of use for a long period, undertake a health and safety check of the buildings, grounds and equipment concerned. <p>Fire Safety Systems:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In terms of reoccupation, all relevant fire safety equipment and systems must be tested before employees and others are allowed back on site. This would typically include: <ul style="list-style-type: none"> - a full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate); - a full discharge test of the emergency lighting system across the site; - a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged; - checking that fire escape routes are clear of any obstructions; - checking that final fire escape doors are unlocked and operational; - checking the operation of internal fire doors to ensure that they close properly; - checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. <p>Water management – control of Legionella bacteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water systems <ul style="list-style-type: none"> - Premises increasing operational capacity or re-opening should follow their usual water system building management procedures. - Chlorinating and flushing water systems may not be necessary if the system has remained operational 	<p>Refer to HSE: Legionella Risks during the Coronavirus Outbreak</p> <p>Contact the competent organisation that carried out the last Legionella Risk Assessment for advice and/or to carry out any necessary recommissioning work</p>	Medium





				<p>through routine flushing as advised in the cold water systems and domestic hot water services sections above.</p> <ul style="list-style-type: none">- You should contact your legionella competent person who will advise on the action required. If a full system flush is required but not immediately available, seek advice from your competent person on alternative options. <p><input type="checkbox"/> Drinking water</p> <ul style="list-style-type: none">- If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist. <p><input type="checkbox"/> Hot water services</p> <ul style="list-style-type: none">- Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.- Regularly check hot water generation for functionality and if required, temperature recording.- If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out. <p>Ventilation</p> <ul style="list-style-type: none"><input type="checkbox"/> Use ventilation to mitigate the transmission risk of COVID--19.<input type="checkbox"/> Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible.<input type="checkbox"/> Ventilation systems should provide an adequate supply of fresh air.<input type="checkbox"/> Increase the existing ventilation rate by adjusting the fan speed.<input type="checkbox"/> Check whether ventilation systems need serviced or adjusted, e.g. so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.<input type="checkbox"/> Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.<input type="checkbox"/> Operate the ventilation system when there are people in the building.<input type="checkbox"/> Monitor and manage filters in accordance with manufacturer instructions.<input type="checkbox"/> Keep doors and windows open if possible.	
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			<ul style="list-style-type: none"><input type="checkbox"/> Using ceiling fans or desk fans to improve air circulation, provided there is good ventilation. <p>Restarting plant and equipment:</p> <ul style="list-style-type: none"><input type="checkbox"/> Recommission all systems before re-opening, including:<ul style="list-style-type: none">- heating- water supply- mechanical and electrical systems- catering equipment<input type="checkbox"/> Establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning should therefore be based on manufacturers' instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). Ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks. <p>Statutory inspections:</p> <ul style="list-style-type: none"><input type="checkbox"/> Whilst the HSE 'recognises the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (Covid-19)' they have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place. As such, employers must ensure that statutory inspections on lifting equipment (including passenger lifts and stair lifts), pressure systems, fixed electrical systems, PAT, gas appliances, etc are 'in date' prior to the reoccupation of buildings.<input type="checkbox"/> Consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due. For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely. <p>Cleaning:</p> <ul style="list-style-type: none"><input type="checkbox"/> New cleaning arrangements in line with coronavirus preparations should also include regular systematic checks on drainage systems, check traps have not dried out and ensure	
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water seals are in place to prevent smells within the building, for example, hygiene rooms, showers.

This risk assessment must be read and followed in conjunction with other applicable risk assessments for the business and:

- [Stay at home guidance for households with possible Covid-19 infection](#)
- [Guidance on shielding & protecting extremely vulnerable persons from Covid-19](#)
- [Staying alert & social distancing](#)
- [Covid-19 Early Outbreak Management Action Cards](#)
- [Meeting people from outside your-household - making a support bubble with another household](#)
- [Staying safe outside your home](#)
- [COVID-19: cleaning of non-healthcare settings guidance](#)
- [Coronavirus Covid-19 safer travel guidance for passengers](#)
- [Face coverings: when to wear one and how to make your own](#)
- [Guidance for food businesses on coronavirus \(COVID-19\)](#)
- [Maintaining records of members, hirers and users to support NHS Test and Trace](#)
- [Working safely during Covid-19: Performing arts](#)
- [Working safely during Covid-19: Restaurants, pubs, bars & takeaway](#)
- [Working safely during Covid-19: Shops and branches](#)
- [Working safely during Covid-19: Close contact services](#)
- [Working safely during Covid-19: Hotels and other guest accommodation](#)
- [Working safely during Covid-19: Visitor economy](#)
- [Guidance for providers of outdoor facilities on the phased return of sport and recreation in England](#)
- [COVID-19: Guidance for TV Production](#)
- [COVID-19: Guidance for Film and High-end TV Drama Production](#)
- [Official Back To Work Guidance for Settings for Music & Music Video Production](#)
- [Outdoor events guidance](#)
- [HSE: Choosing hand sanitisers and surface disinfectants to use during the coronavirus outbreak](#)
- [Association of Event Organisers](#)
- [Association of Event Venues](#)
- [The Purple Guide to health, safety and welfare at music and other events](#)
- [Staying Secure During Covid-19](#)
- [Advice on protecting queues from hostile vehicles](#)
- [Advice on access control systems](#)
- [Advice on security guarding](#)
- [Advice on hostile reconnaissance](#)
- [General Security advice](#)
- [Crowded Places Guidance](#)