

Risk Assessment for COVID-19.

*Risk matrix used in risk assessment below
RR = residual risk*

Contents:

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		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Assessment date: 06/10/2020

Review date: Next Government Update

Version: 5.0

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Due to exposure to audience members with COVID-19 2) Have come into close contact (within 1 meters for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4 x 3 = 12	<ul style="list-style-type: none"> • Maintain a 1-meter social distance at all times • No Performers allowed to help FOH staff. • All FOH Staff and cash handling staff to wear Face masks, and gloves while in contact with the audience. All food outlet staff to wear visors, gloves, aprons, hair nets and to stay behind Perspex screens while serving customers. • Perspex screens to be in place in the Box Office to separate customers and staff, in the Foyer around the food outlets to separate customers and staff, Perspex screens to be used around the payment unit to separate customers and staff and around the control desk to separate customers and the technical team. Perspex screens will not be used to separate the audience and stage area, this area will have 2m social distancing and a metal barrier in place so audience members cannot cross into the area. • All customers to confirm on arrival they are fit and well and have had no signs / been in 	4 x 1 = 4	Staff / Crew / Contractors / Audience Members

		<p>contact with COVID-19 in the last 7 days.</p> <ul style="list-style-type: none"> ● One member from each group will have a temperature checks on arrival to the site before entering the tent. If an audience member shows a temperature of above 37.5°c they will not be allowed to attend the performance. ● Maintain contact with site management and follow company policy / guidance. ● Separate toilets to be used by artistes and staff. ● To continue following ongoing government guidance. ● If advised by public health - Stay at isolated and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required. ● Company to ensure extremely clinically vulnerable persons do not come to work and continue to shield themselves whilst following their specific medical advice issued to them. ● Follow good NHS hygiene measures at all times. ● All frequently touched areas (including toilets) to be cleaned prior to performance, prior to interval, after interval and prior to next performance. A check sheet will be completed and signed by persons responsible after each clean is completed. ● No audience participation within the show. ● 1-meter+ distance to be kept between the performance ring and audience members. 		
Site Work	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> ● No visitors allowed on to site during Build up & Pull down period ● No Visitors allowed in any backstage / living area of the site. ● All staff to use NHS track & trace app when available. ● Any changes to personal health to be reported to site manager / COVID officer. <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return to accommodation immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed and have a negative COVID test result. 5) Site to be deep cleaned before guests arrive and social distancing maintained. 	<p>4 x 1 = 4</p>	Staff / Crew / Contractors
Quarantining Process	4	<ul style="list-style-type: none"> ● If a member of staff develops COVID-19 	4	Staff / Crew /

(Infection passed on by person self-isolating)	x 4 = 16	symptoms they must; <ul style="list-style-type: none"> • Be quarantined in accommodation with signage outside to remind others to not enter. • Have a separate toilet & shower facility from all other members of staff. • Supplies and groceries to be delivered by delivery service / specific staff member and left outside the door of accommodation. • COVID Officer to monitor quarantined staff. • COVID test to be taken by all quarantined staff & any personnel who has come into contact with them. • If a member of the staff / crew household (living accommodation) shows symptoms of COVID-19, the person with symptoms must self-isolate for 10 days, all other members of the household must self-isolate for 14 days. 	x 1 = 4	Audience Members
Access / egress to site	4 x 4 = 16	<ul style="list-style-type: none"> • Track and trace system to be in place, contact details for 1 member of each household to be taken by the onsite Box Office or online ticket agent and held for 21 days in line with government regulations. • Customers to be asked when booking on site if they have come from a local lock down area, if they have customers will be advised against attending the performance to help keep the venue COVID secure. • Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, this will be monitored by the door staff and Site Manager. • Require all workers to wash or clean their hands before entering or leaving the site. • Allow plenty of space (two meters) between people waiting to enter site. Floor signage to be used to emphasis 2m social distancing while queueing in addition to the markings on the floor and signage within the queuing area. A designated member of the FOH Team will monitor the queue and remind audience members of social distancing and face masks are to be worn inside the tent unless eating or drinking. • Regularly clean common contact surfaces in hand rails, toilets etc. particularly during peak flow times. • Reduce the number of people in attendance to the performance. • Stagger entrance times in to the foyer and Big Top to avoid overcrowding. Audience members are informed via show website & 	4 x 1 = 4	Staff / Crew / Audience Members

		<p>social media platforms that the venue will open 1 hour before the show begins. A queuing system to be in place outside the Foyer and monitored by a designated member of the FOH team, who will also remind audience members of 2m social distancing while queuing and face masks are to be worn inside the tent unless eating or drinking.</p> <ul style="list-style-type: none"> • Designate walking routes and one way systems with floor signage (arrows, hazard & social distance tape) as well as barriers and poster signage outlining the 2m social distancing measures in place and help maintain social distancing throughout the venue. Physical barriers to be in place to prevent audience members entering backstage & stage area. Toilet attendants and Door staff to direct customers around the one-way system and ensure no customer enters a restricted area. • Door Staff & FOH staff to advise audience members on one-way system and direct to food outlets / main tent & exits. Two members of staff to be on the foyer entrance door, checking customers have valid ticks, temperature checks (at least 1 person in each group), these two staff will also stop entrance to the foyer if there is any congestion. Two staff members will be situated at the entrance to the big top tent, these staff will scan tickets and pass individual groups to one of the other 4 members of staff who will show customers to their designated seats. All Door and FOH staff will be wearing gloves, and face masks. • Ticket scanners to be used to on the door to minimize handling of tickets. • Families groups / bubbles to be sat 1 – 2 meters away from any other group. • Increase hand washing / sanitizing stations around the whole site. • Car Parking – cars to have a 2m gap between them when parked at the show and a walk way to be marked out with signage to the tent. • Audience members will be advised on arrival, masks must be worn for the duration of time within the tent, and will also form part of the COVID awareness media. 		
<p>Driving Between Sites</p>	<p>2 x 2 = 4</p>	<ul style="list-style-type: none"> • All staff to travel in company vehicles, where possible, wearing the appropriate PPE (face masks and gloves). • Driver to wear a face mask and staff members to be sat as far away as possible from driver. 	<p>2 x 1 = 2</p>	<p>Staff / Crew</p>

		<ul style="list-style-type: none"> • Staff members advised unless absolutely necessary not to use public transport. • All deliveries to be cleared before arrival, no unauthorized deliveries allowed. • All vehicle movements to be in convoy. • No unscheduled stops unless it's for fuel. 		
Poor hygiene	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS 2) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 3) Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site 4) Regularly clean the hand washing facilities and check soap and sanitizer levels, ensure hand sanitizer has a 60%+ alcohol content. 5) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Rubbish bins will be emptied after the audience has arrived and the show began, after the interval and after the show is finished. 6) Sites will need extra supplies of soap, hand sanitizer and paper towels and these should be securely stored. 7) Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. 	$4 \times 1 = 4$	Staff / Crew / Audience Members
Catering & Souvenir Sales	$4 \times 4 = 16$	<ul style="list-style-type: none"> • No performing staff members to be front of house (FOH) greeting/serving/assisting audience members. Only non performing staff to assist guests. • In the Foyer, around the food outlets to separate customers and staff, Perspex screens to be used around the payment unit to separate customers and staff • Walk through collection service to be used in the food outlets to minimize contact, with signage indicating hot & cold food outlets. Staff within the food outlet's will advise customers on the 2m social distancing while in the queue in addition to the markings on the floor and signage within the queuing area. • Two food outlet area's to be provided. Each food outlet will have a one way queueing system marked out with 	$4 \times 1 = 4$	Staff / Crew / Audience Members

		<p>barriers and floor signage. A designated member of staff will solely hand cash for the food outlets.</p> <ul style="list-style-type: none"> • Perspex glass to be used in the box office to separate audience members and staff. • Hand washing / sanitizing stations to be located throughout the foyer and catering areas. • Disposable gloves and eyewear to be worn to prevent and reduce potential contamination. • Reusable PPE (face masks, respirators) should be thoroughly cleaned after use and not shared between workers. • Single use PPE (disposable face masks, gloves, coveralls, aprons, hair nets) should be disposed of so that it cannot be reused and to control potential contamination is controlled. • Extra cleaning to be put in place before, in between and after each show. • Any changes in health to be immediately reported to Site manage and COVID Officer. • Public bins to be double bagged and emptied regularly and disposed of correctly. • Face to face interaction to be kept to a minimum, unless appropriate PPE is worn, (face mask and gloves) or is an emergency situation. • Maintain at least 1 meter (3 feet) distance between yourself and other people. Floor signage to be in place to assist. • Avoid touching eyes, nose and mouth. Had touch many surfaces which can be contaminated with the virus. If you touch your eyes, nose or mouth with contaminated hands, you can transfer the virus from the surface to yourself. • Contactless payment systems to be used where possible, cash may be used. All members of staff handling cash must wear gloves and face mask at all times. • If cash is used, cash must be isolated in a locked box for 72 hours before removal. • Audience members will be advised on arrival by staff and signage, masks must be worn for the duration of time within the tent, and will also form part of the COVID awareness media. • Announcements to be made before the interval to ask only one member of each group to buy refreshments to avoid congestion within the foyer. 		
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<p>Contractor / Deliveries on site</p>	<p>4 X 4 = 16</p>	<ul style="list-style-type: none"> • Deliveries e.g. diesel / effluent removal to be completed within social distancing guidelines. Maintain at least a 1meter distance. • Staff member to stay with the contractor while on site. • All contractors to be aware of social distancing guidelines and wear the appropriate PPE while on site. • Site Manager to supervise any deliveries / contractors. • Equipment to be cleaned after contractor has left. • No unauthorized deliveries / contractors allowed on site. • Small deliveries / Materials to be placed outside of sites to reduce exposure to drivers • Hand washing and sanitizer measures available to maintain good hygiene 	<p>1x 4 = 4</p>	<p>Staff / Crew / Contractors</p>
<p>Technical Control Area</p>	<p>4 X 4 = 16</p>	<ul style="list-style-type: none"> • Technicians to wear appropriate PPE at all times. • Control Area to be deep cleaned before & after each performance. • Perspex screens to be installed around control area to help prevent infection and protect technicians. • No movement in or out of the control area once the audience are in situ. • No member of the audience allowed in the control area. • All audience members to be seated 2 meters away from the control area. 	<p>4 x 1 = 4</p>	<p>Staff / Crew / Audience Members</p>
<p>Performance Area</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • Performance ring to be situated with a 2-meter social distance area between the audience. • All performers and crew are operating as a bubble (family unit), no new members to be introduced to the bubble unless a COVID-19 test has taken place and the results are negative. • No performer allowed in FOH areas. • No audience participation allowed in the show. • No changing / borrowing or sharing of costumes, make up, character costumes, or props allowed. • Sweating, it is proven does not assist the transition of COVID-19. • All props must be cleaned before and after each performance by the artist. • Music noise level to be kept to a level to discourage loud talking / shouting from audience members. Music noise level to be kept to background noise level during 	<p>4 x 1 = 4</p>	<p>Staff / Crew / Contractors</p>

		<p>entrance/exit and interval times. During the show the music noise level should not exceed 15db(A) above the background noise level, this will be monitored via a dbA meter from the FOH position by the sound engineer.</p> <ul style="list-style-type: none"> • Face to face interaction to be kept to a minimum, unless absolutely necessary in the performance. • No Face to face interaction from the audience to performers. • All performers to maintain good hygiene standards and regular wash hands / use hand sanitizer. • Performers to wash their own costumes and under garments on a regular basis. • Side walling's will be lifted to promote ventilation through the backstage & audience area prior to each performance. • Performers to be updated on any additional protocol / government advice, when necessary. • No meet and greet allowed between audience and performers. • Any changes in health to be immediately reported to Site manage and COVID Officer. • Maintain at least 2m (6 feet) distance between yourself and customers, face masks to be worn at all times while interacting with customers. 		
<p>Auditorium (including Car Park)</p>	<p>4x4 = 16</p>	<ul style="list-style-type: none"> • One member from each group will have a temperature checks on arrival to the site before entering the tent. If an audience member shows a temperature of above 37.5°C they will not be allowed to attend the performance. • Track and trace system to be in place, contact details for 1 member of each household to be taken at the onsite box office or through the online ticket agent and held for 21 days in line with government regulations. • Family groups / Bubbles to be seated in isolated areas with a distance of 1 – 2 meters around each group. • Target audience – young families who are at less risk of COVID-19. • Stagger entrance times in to the foyer & Big Top to avoid overcrowding. Audience members are informed via show website & social media platforms that the venue will open 1 hour before the show begins. A queuing system to be in place outside the Foyer and monitored by a designated member of the FOH team, who will also 	<p>4 x 1 = 4</p>	<p>Staff / Crew</p>

		<p>remind audience members of 2m social distancing while queuing and face masks are to be worn inside the tent unless eating or drinking.</p> <ul style="list-style-type: none"> • Audience members will be limited per performance to maintain social distancing guidelines. • Audience members will be advised on arrival by staff and signage; masks must be worn for the duration of time within the tent. • A 1 meter one way walking system to be outlined around the inside of the tent to limit audience members crossing as much as possible. • Audience members will be seated in a circular seating arrangement around the performance ring. • Seating will be staggered as much as possible and ensure at least a 1m social distance between family groups / bubbles, if attendance is not at maximum capacity at least a 2m social distance between bookings. Face masks are to be worn by all customers within the venue. • Sales are limited to 6 tickets per booking, any booking of more than 6 people will have to be booked separately. • Floor and poster signage to be used to help maintain social distancing in queuing areas & walk ways. Barriers / markers will be in place around the toilets and food outlet areas. • Hand washing / sanitizing stations to be located throughout the site and all audience member encouraged to use the handwashing / sanitizing facilities regularly. Hand sanitizer to have a 60%+ alcohol content. • Increased cleaning to be put in place before and after each show including toilet and catering facilities. • Seating area, foyer and toilet area to be sanitized before and after shows using a MotorScrubber STORM decontamination sprayer with Coronagard R7 Surface Protection (4-minute contact time). Full PPE, (half face respirator, gloves and full coverall) must be worn at all times while sanitizing and spraying. • Each seat to be sprayed with Coronagard R7 before and after each performance. • All food outlet areas to be cleaned using anti-viral, anti-bacterial wipes, as well as the regular cleaning products. • Toilet and Foyer area to be cleaned before audience members arrive, before 		
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		<p>the interval, after the interval and after the show has finished. Toilets will be cleaned with Coronagard R7 as well as Clinell Universal Sanitizing wipes. All hand sanitizers to be re filled and barriers / signage to be checked.</p> <ul style="list-style-type: none"> • Audience members will not be encouraged to vocally speak out / shout / talk loudly during before / after / during the performance, music noise level will be at an appropriate level so loud speaking volumes are unnecessary. Music noise level to be kept to background noise level during entrance/exit and interval times. During the show the music noise level should not exceed 15db(A) above the background noise level, this will be monitored via a dbA meter from the FOH position by the sound engineer. • Side walling's will be lifted to promote ventilation through the backstage & audience area prior to each performance. • No Face to face interaction from the audience to performers. • Contactless payment systems to be used, in the Box Office and Food Outlets, where possible, cash may be used. All members of staff handling cash must wear gloves at all times. • If cash is used, cash must be isolated in a locked box for 72 hours before removal. • Car Parking – cars to have a 2m gap between them when parked at the show and a walk way to be marked out with signage to the tent. • CO2 monitor to be placed in the auditorium to measure the CO2 ppm to ensure levels do not exceed 1,000ppm within the tent. 		
<p>Rule of Six – exposure to others</p>	<p>4 x 4 = 12</p>	<ul style="list-style-type: none"> • Sales are limited to 6 tickets per booking, any booking of more than 6 people will have to be booked separately. • No individual groups of larger than 6 will be seated together. • Groups will not be mixed when seated together, all seating groups will have a 1m+ social distance space between, in front and behind them. • All ticket holders will be shown to allocated seats prior to the performance starting. • Groups will not be allowed to form larger groups. FOH staff members to disperse any customers forming a group of more than 6. 	<p>2 x 2 = 4</p>	<p>Staff / Crew / Contractors / Audience Members</p>

		<ul style="list-style-type: none"> • One member of each group is encouraged to enter the foyer for concessions / refreshments. • Seating will be staggered as much as possible and ensure a 1m social distance between family groups / bubbles. • All members of the audience are encouraged to follow the social distancing guidelines laid out within the venue. • Audience members will be advised on arrival; masks must be worn for the duration of time within the tent. • Track and trace system to be in place, contact details for 1 member of each household to be taken by the onsite Box Office or online ticket agent and held for 21 days in line with government • QR Codes to be in place at the Box office and within the foyer in line with the NHS Track & Trace. • All performers and crew are operating as a bubble (family unit), no new members to be introduced to the bubble unless a COVID-19 test has taken place or suitable period of isolation has been completed. <p>Exceptions to the rule of six:</p> <ul style="list-style-type: none"> • Providing emergency assistance, and to avoid injury or illness or to escape risk of harm. i.e medical emergency, fire. • For work, or the provision of voluntary or charitable services. 		
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This risk assessment has been created and designed not only for the protection of our artists, staff but also to ensure that our audiences wellbeing is catered for enabling them to enjoy the show in a safe and secure manor.