

# Risk Assessment: COMMUNITY VENUE &/or PERFORMANCE

<b>Title</b>	VENUE	<b>Reference/ Version</b>	
<b>Activity</b>	e.g. Townsend Productions 'The Ragged Trousered Philanthropists' – Pilot Event	<b>Date of Assessment</b>	
<b>Location</b>		<b>Next Assessment Due</b>	
<b>Assessor Name</b>	Mick Andrew	<b>Assessor Job Title</b>	Technical Event Support Officer

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further control measures on the day	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Contact between venue staff and volunteers and Company	Catching Covid-19 from contact with performers /promoter/ venue staff	Promoter Company Volunteers	<p>Prior communication to ensure agreement as to safety measures in place.</p> <p>Venue staff given guidance and PPE for use in the event deep cleaning is required. In line with the venue risk assessment.</p> <p>Venue has 'stay at home' guidance if unwell at entrance and in Main Hall.</p> <p>Venue staff/volunteers provided with protective overalls and plastic or rubber gloves and advised to wash outer clothes after cleaning duties.</p> <p>Promoter to restrict all other access to site to ensure artist has an empty/ undisturbed space to get in/ set up from 2pm.</p> <p>Good hygiene practised by all i.e. handwashing/ hand sanitiser provided.</p> <p>Face masks worn by all at all times inside the hall (unless exempt).</p> <p>Company will wash hands upon arrival for 20 seconds.</p> <p>Social distancing adhered to in accordance to most recent government advice (currently 2m or 1m+ with adequate additional control).</p>	5	1	5	<p>Promoter to ensure venue risk assessment adhered to on the day.</p> <p>Promoter to ensure all signage/ cleaning products are available.</p>	Promoter Company Volunteers	25/09/20
Access to venue for get-in	Contamination from touching surfaces, doors etc	Promoter Company	<p>Where possible doors (not fire doors) to be propped open to increase ventilation.</p> <p>Get in to be via fire doors by the stage to minimise company access through the hall.</p> <p>No one allowed in the hall while Townsend set up.</p> <p>Set, props &amp; costume will be cleaned &amp; disinfected before arrival.</p> <p>Company to wear own masks/gloves provided by themselves.</p>	5	1	5			

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Access to venue for theatre company	Contamination from using toilets/ kitchen, touching surfaces, doors etc	Company Promoters Audience	<p>Refer to Townsend theatre Company risk assessment.</p> <p>Artist to provide own PPE and use it whilst in the building.</p> <p>Artist will restrict their movement around venue to essential areas only as agreed in advance with promoter.</p> <p>Artist to be self-contained regarding food/ drink, and not access kitchen.</p> <p>Good hygiene followed when moving around the building and using toilets/ dressing rooms. Wash hands after using toilets for at least 20 seconds.</p> <p>Artist to clean surfaces they have touched with their own cleaning products.</p> <p>Artist to provide own bin bag and to take their own rubbish/ PPE away on departure.</p>	5	1	5			

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Audience Access to venue	Virus to pass between audience members, especially if social distancing isn't observed.	Audience	<p>Audience to remain in their groups of no more than 6 people (or one household if more than 6 in a house) in accordance with Government guidance.</p> <p>Audience to wear face coverings at all times in the hall (unless exempt) in accordance with Government guidance.</p> <p>2 metre waiting area defined outside entrances with tape to encourage care when queueing to enter.</p> <p>In addition to ordinary litter collection, Caretaker to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>2 metre spacing defined in entrance area. One-way system defined and signage posted.</p> <p>Hand sanitiser to be provided by hall and checked daily. Audience encouraged to use it at entry.</p> <p>Contact details of audience gathered by Promoter to assist in Test &amp; Trace. Details to be kept for 21 days then destroyed.</p> <p>NHS Test &amp; Trace poster with QR code displayed in the entrance.</p> <p>Doors and windows to be open where possible to increase ventilation.</p> <p>Signage with Government advice e.g. Good hygiene to be prominently displayed.</p>	5	2	10	<p>Venue staff to direct movement of public and manage queues to ensure compliance.</p> <p>Venue staff to encourage audience to follow guidance.</p> <p>Venue to monitor provision of soap/ hand sanitiser/ cleaning products and ensure they are available.</p>	<p>Venue promoter and volunteers</p> <p>Live &amp; Local Staff</p>	25/09/20

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Audience interaction	Virus to pass between audience members and between artist and audience and vice versa	Artist Audience	<p>Audience to queue outside the main hall in their groups, keeping 2m from other groups and to be allowed in one group at a time to be seated.</p> <p>Audience to remain in their social group (max of 6 people) and not mix with other groups.</p> <p>Audience to remain at least 2m from the front of the stage to ensure distance from the performers.</p> <p>Audience to wear face coverings at all times in the hall (unless exempt).</p> <p>Good ventilation to be maintained in the hall where possible.</p> <p>Company to maintain social distance from the audience (2m) at all times.</p> <p>Audience should not be encouraged to shout to the stage/ sing along.</p> <p>No audience members to be on stage or to be allowed to touch company belongings.</p> <p>Audience to leave promptly at the end of the performance, remaining in their groups. Exit to be managed by the venue staff/volunteers.</p>	5	2	10	<p>Venue staff to direct movement of public and manage queues to ensure compliance.</p> <p>Venue staff/ volunteers to encourage audience to follow guidance.</p>	<p>Venue promoter and volunteers</p> <p>Live &amp; Local staff</p>	25/09/20
Programme sales	Virus to pass between artist and audience and vice versa	Company Audience	<p>Programmes bought in advance to be set out on seats before audience arrives.</p> <p>Townsend Theatre website to have downloadable copy of programme.</p>	5	1	5			
Get out	<p>Contamination from touching surfaces, doors etc</p> <p>Contact contamination with promoter/ volunteers</p>	Company Promoter Volunteer	<p><b>Refer to Townsend theatre Company risk assessment.</b></p> <p>Get out to be self-contained with no help from venue.</p> <p>Company to clean all surfaces that they have touched prior to leaving.</p> <p>Company to remove all rubbish and take it away with them.</p> <p>Company to remove everything of theirs from venue to enable venue to clean after they have left.</p> <p>Company will disinfect all their equipment as they strike and bag up costumes for washing immediately on returning home.</p> <p>Once everything is out and artist is out, no readmittance.</p>	5	1	5			

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Suspected case whilst on site	Any person at the hall feels unwell with Covid-19 symptoms	Company Promoter Volunteers Audience	<p>If an individual develops a high temperature or a persistent cough while at work, or visiting as part of the audience, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>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.</li> </ol> <p>They must then follow the government guidance on self-isolation.</p> <p><b>Refer to venue policy on dealing with a case on site.</b></p>	5	1	5			25/09/20
Suspected case in artist company prior to event or if anyone in the company lives with someone who feels unwell or has come into contact with someone who has been/ is unwell	Any person who is part of the company/ someone they live with/ has been in contact with feels unwell with Covid symptoms	Company Promoter Volunteers Audience	<p>If any member of the company/ someone they live with/ have been in contact with become ill then the artist should cancel the show and stay at home and follow the government guidance on self-isolation.</p> <p>Company to ensure all persons attending the event have read and understood the risk assessment and all guidance relating to the event.</p> <p>Company to agree to inform Live &amp; Local if anyone in the company feels unwell with Covid-19 symptoms up to 14 days after the event.</p>	5	1	5			

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Serving food and drink	Spreading of the Covid virus	Company Promoter Volunteers Audience Caterers	<p>Venue kitchen out of bounds, all catering provided by Salted Orange.</p> <p>Refer to Risk Assessment from Salted Orange.</p> <p>Audience refreshment to be table service only. Audience to remain seated and drinks and food will be brought to them in their seats.</p> <p>Staff serving drinks and food will wear face coverings. They put the food and drink on the tables and move away quickly.</p> <p>Audience to remain seated when eating and drinking.</p> <p>Audience are permitted to remove their face covering while eating and drinking but must put it back on immediately.</p> <p>If anyone stands up out of their chair, they must wear a face covering.</p> <p>Audience to stay in their group, not mix or socialise with other groups.</p> <p>Venue to manage queue to pizza van to ensure social distancing.</p> <p>Hand sanitiser placed in gazebos</p>	5	2	10	<p>Venue staff to direct movement of public and manage queues to ensure compliance.</p> <p>Ensure access to hand sanitiser/ cleaning products</p> <p>Venue staff and Live &amp; Local staff to ensure audience only remove their face covering to eat and drink, and encourage compliance.</p>	<p>Venue promoter and volunteers</p> <p>Live &amp; Local staff</p> <p>Salted Orange staff</p>	25/09/20

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Severity		Likelihood		Risk	
Severity = Level of potential harm		Likelihood = Chance of harm		Severity x Likelihood = Risk	
1	Negligible injury or damage to property	1	Very Unlikely	1 - 6	Acceptable
2	Minor injury - 1 <sup>st</sup> aid only, minor damage	2	Unlikely	8 – 10	Tolerable if strictly monitored, but try to improve
3	Injury or illness resulting in time off work; damage to property	3	Fairly Likely		
4	Major injury, disabling illness, major damage	4	Likely	12 - 25	Unacceptable, further controls are mandatory
5	Fatality or multiple serious injury, catastrophic damage	5	Very Likely - Imminent		

Severity



		1 Delay Only	2 Minor Injury	3 Injury or Illness	4 Major Injury	5 Fatality
Li ke li h o o d	1 Very Unlikely	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Fairly Likely	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Very Likely	5	10	15	20	25