

Joseph Rowntree Theatre - Coronavirus Risk Assessment - Last Update 21 November 2020

<p>Activity</p>	<p>The following risk assessment has been created using government guidelines: insert details This risk assessment is aimed at those who attend the Joseph Rowntree Theatre to volunteer, perform or watch a production. The information is correct at the time of completion.</p>	
<p>Who might be exposed</p>	<p>Theatre Volunteers, Performers, hirers backstage crew, audience members, contractors, visitors, other members of the public.</p>	

Hazard	Risk	What control measures are in place?	Risk Rating	Actions/Next Steps or Nothing Required	Revised Risk Rating
<p>Virus transmission in the theatre (Airborne / Droplet infection)</p>	<p>Risk of contracting COVID-19 through airborne droplet infection</p>	<p>Volunteers, performers, organisers and audience advised not to attend the theatre and self isolate if the following applies:</p> <ul style="list-style-type: none"> ● Have symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) ● Are waiting for a coronavirus test result ● Have tested positive for coronavirus. ● Live with someone who has symptoms, is waiting for a test result or has tested positive. ● Someone in his or her support bubble has symptoms, is waiting for a test result or has tested positive. <p>Temperature checks taken of anyone entering the building.</p>	<p>Acceptable</p>	<p>Risk is considered to be acceptable providing control measures are adhered to.</p>	

Hazard	Risk	What control measures are in place?	Risk Rating	Actions/Next Steps or Nothing Required	Revised Risk Rating
		<p>The number of people in the theatre will be controlled and reduced.</p> <p>Facemasks to be worn where close working is possible</p> <p>Communication to be sent via email to audience members, regular reminders to volunteers.</p> <p>There is regular monitoring in place to ensure control measures for COVID-19 are still in place and effective.</p> <p>Antimicrobial fogging of the auditorium on a regular basis</p> <p>Screen to be installed at sound desk location</p> <p>Auditorium capacity reduced to ensure audience are at least 1 metre apart and the audience are to only sit in their allocated seats.</p> <p>Where practical, one-way flow to be implemented, highlighted through visual aids and signage</p> <p>Performers to arrive show ready (ie makeup & hair already done if possible)</p> <p>During performances and rehearsals face masks must be worn in all areas of the theatre except by performers</p>			

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		<p>on the stage and in their cubicle space in their dressing room.</p> <p>Performers keep their mask on their person when on stage to be put back on when leaving the stage area.</p> <p>Signage to advise using sanitiser after refitting or removing mask for the stage area.</p> <p>Number of FOH volunteers reduced in line with audience size, 2 - 3 stewards</p> <p>Masks to be made available if needed by volunteers - volunteers encouraged to use their own.</p> <p>Visors available for all volunteers if they wish to wear on in addition to their mask.</p> <p>2 metre distance marking to be in place outside for the audience and backstage entrances</p> <p>Ventilation system adjusted to run on full outside air mode and no recirculation of the main system.</p> <p>Ventilation air extraction system also running to ensure sufficient air circulation</p>			
Virus transmission in the theatre (Through	Risk of COVID-19 through	The number of people in the theatre will be controlled and reduced.	Acceptable	Risk is considered to be acceptable providing control	

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person to person contact)	contact with others	<p>Ticket checking to be completed at a 1 metre+ distance, outside under a gazebo</p> <p>Hand washing facilities with disposable paper towels in place.</p> <p>Temperature checks taken of anyone entering the building</p> <p>Antimicrobial fogging of the auditorium on a regular basis</p> <p>Backstage maximum people/bubbles is 14. Four in dressing room number 1 and number 4 Three in dressing room number 2 and number 3</p> <p>Maximum of 4 performers (1 per dressing room) for non-professional performers</p> <p>Screens installed between dressing room locations</p> <p>Where practical, one-way flow to be implemented, highlighted through visual aids and signage</p> <p>Refreshments to be pre-ordered prior to attending the performance picked up on arrival in side corridor and delivered to seat service for interval</p> <p>Programmes to be pre-ordered and placed on seats before audience arrive</p>		measures are adhered to.	

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		<p>Only one steward will be permitted in the stock room. Signage in place to remind</p> <p>Piano room to be used by stage crew for storage of personal items - to be kept separate from each others</p> <p>Only one volunteer will be permitted in the piano room at a time. Signage in place to remind</p> <p>Box office service to provide online and by phone only.</p> <p>Online sales to be left open until after the show has started.</p> <p>Once theatre occupied with performers and audience no one to move from backstage to FOH except sound operator if essential</p> <p>Followspots to access the roof space from the stage</p> <p>Stewards positions and duties for audience arrival, interval and audience departure to be documented and communicated</p> <p>Stewards to leave coats, theatre office, only one person will be permitted in the office. Signage in place.</p>			

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<p>Virus transmission in the theatre (Through person to object contact)</p>	<p>Risk of COVID-19 through cross-infection due to multiple people coming into contact with high-tough areas</p>	<p>Regular disinfection regime for high-contact areas (e.g door handles) Volunteers reminded to wash their hands in accordance with NHS guidelines</p> <p>Signage on correct hand washing procedure for visitors and volunteers. Handwashing for at least 20 seconds</p> <p>Sanitisers available at key points in the theatre</p> <ul style="list-style-type: none"> ● Audience and cast entrances to the theatre ● Stage entrances ● Foyer ● Door from FOH to backstage ● Sides of the stage ● Sweet room and office <p>Frequently touched areas such as door handles, light switches will be disinfected on a daily basis</p> <p>Dressing rooms surfaces disinfected prior to occupation.</p> <p>Cleaning materials available in each dressing room for performers to clean their space if desired</p> <p>All front of house high touch points to be cleaned and sanitised before interval and then before final curtain.</p> <p>FOH all toilets to be cleaned and sanitised before each performance, before interval and before final curtain.</p>	<p>Acceptable</p>	<p>Risk is considered to be acceptable providing control measures are adhered to.</p>	

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		<p>Customers required to sanitise hands on entry into the building and at key locations around the building.</p> <p>Antimicrobial fogging of the auditorium on a regular basis</p> <p>All lights to be put on upon arrival by person unlocking and light switches sanitised afterwards</p> <p>Disposable sanitising cloths to be provided for cleaning contact points on spots before and after use. Guidance on use provided</p> <p>All props in the show to be personal props and only used by the one performer and kept with them.</p> <p>Radio microphones not be shared and sanitised once a day</p> <p>Volunteers not in the same household advised not to travel to the theatre together</p> <p>Where possible leave doors open so there is no need to touch doors.</p> <p>Where doors can not be left open sanitiser and signage to advise use after entering.</p>			

Volunteers					
Travelling to and from the theatre	Using public transport raises the risk of infection	Volunteers are encouraged to avoid public transport, and use personal vehicle or cycle or walk where appropriate	Acceptable	Risk is considered to be acceptable providing control measures are adhered to.	
Arriving and departing from the theatre	Entrances and exits can be areas that involve a high level of person to person or person to object contact	<p>Regular sanitising of door handles</p> <p>Staggering arrival times for volunteers to avoid too many people arriving at one time</p> <p>Hand sanitiser available and signage to encourage use and or washing hands</p> <p>The duty managers will manage the departure of the audience to maintain distancing within the theatre using all exits.</p>	Acceptable	Risk is considered to be acceptable providing control measures are adhered to.	
Volunteer awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could lead to infected people coming to the theatre, or work measures not taken seriously	<p>All volunteers to be informed of the control measures as detailed in this risk assessment.</p> <p>Volunteers to be given factual information on COVID-19, including the symptoms, and actions to be taken</p>	Moderate	Briefing of volunteers as a reminder of the risk assessment and process at the start of their volunteering session, particularly for managing the audience	Acceptable