


Joseph Rowntree Theatre - Coronavirus Risk Assessment - Last Update 10 May 2021

<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 by any testing method. ● Live with someone who has symptoms, is waiting for a test result or has tested positive by any testing method. ● Someone in their support bubble has symptoms, is waiting for a test result or has tested positive by any testing method. 	<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>Temperature checks taken of anyone entering the building.</p> <p>We recommend all attendees of the theatre to undertake asymptomatic testing 4 days and 1 day before attending the theatre.</p> <p>Two tests should be completed after the last attendance at the theatre each test should be 3 days apart.</p> <p>Cast, crew and performers should continue to take tests every 3 days whilst they are attending the theatre.</p> <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>Screen installed at sound desk location between desk and audience passing the desk</p> <p>Auditorium capacity reduced to ensure audience are at least 1 metre apart and the audience are to only sit in</p>			

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		<p>their allocated seats. Seats that are not available are covered to prevent use.</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 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>Performers are limited to a maximum of 14 to ensure an allocated location in each dressing room. Four people in dressing room number 1 and number 4 Three people in dressing room number 2 and number 3</p> <p>All performers to maintain social distancing when backstage, side of stage and onstage.</p> <p>Screens installed between each dressing room location</p> <p>Band on stage to be limited to 3 or 4 performers to ensure social distancing. Band members to wear masks on stage where feasible.</p>			

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		<p>Everyone on stage must keep 2 metres apart and avoid activities which may help the spread of the virus, for example, they should avoid singing facing each other.</p> <p>Radio microphones to be used to reduce the need to sing or talk loudly to reduce breath amplification.</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, 4 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>			

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<p>Virus transmission in the theatre (Through person to person contact)</p>	<p>Risk of COVID-19 through contact with others</p>	<p>The number of people in the theatre will be controlled and reduced.</p> <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>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 the side corridor and delivered to seat service for interval</p> <p>Programmes to be pre-ordered and placed on seats before audience arrive</p> <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>Acceptable</p>	<p>Risk is considered to be acceptable providing control measures are adhered to.</p>	

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		<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>			
<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)</p> <p>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>Acceptable</p>	<p>Risk is considered to be acceptable providing control measures are adhered to.</p>	

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		<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 ● Follow spot positions <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>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>			

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		<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 no tot 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	Regular sanitising of door handles Staggering arrival times for volunteers to avoid too many people arriving at one time Hand sanitiser available and signage to encourage use and or washing hands The duty managers will manage the departure of the audience to maintain distancing within the theatre using all exits.	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	All volunteers to be informed of the control measures as detailed in this risk assessment. Volunteers to be given factual information on COVID-19, including the symptoms, and actions to be taken	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

<p>Responding to a Covid-19 outbreak</p>		<p>Contact details collected from the lead contact when booking tickets.</p> <p>All audience members over 16 to provide their name and contact details or scan the NHS QR Poster via the NHS Covid-19 app upon arrival.</p> <p>Performing group to hold the contact details of all performers, crew, etc.</p> <p>Chair of trustees is the point of contact for Covid-19 outbreak management.</p>			
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<p>Public Health Station Rise, West Offices, York, YO1 6GA Telephone: 01904 553866</p> <p>Email: enquiries.publichealth@york.gov.uk</p>	<p>Yorkshire and the Humber Health Protection Team, Blenheim House, West One Duncombe Street, Leeds, LS1 4PL Phone: 0113 386 0300 Out of hours advice: 0151 9091219</p>
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