


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

<p><b>Activity</b></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><b>Who might be exposed</b></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 <b>self isolate if the following applies:</b></p> <ul style="list-style-type: none"> <li>● Have symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</li> <li>● Are waiting for a coronavirus test result</li> <li>● Have tested positive for coronavirus by any testing method.</li> <li>● Live with someone who has symptoms, is waiting for a test result or has tested positive by any testing method.</li> <li>● Someone in their support bubble has symptoms, is waiting for a test result or has tested positive by any testing method.</li> </ul>	<p>Acceptable</p>	<p>Risk is considered to be acceptable providing control measures are adhered to.</p>	

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		<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 when 2 metre social distancing cannot be achieved.</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>Toilets to be restricted to 1 person using at a time with signage on the door to indicate if in use. Windows within toilet areas to be open to provide ventilation.</p> <p>Performers to arrive show ready (ie makeup &amp; hair already done if possible)</p> <p>Face masks should be worn everywhere in the theatre except by performers on stage.</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>			

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		<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> <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>			

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

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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 <a href="#">NHS guidelines</a></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"> <li>● Audience and cast entrances to the theatre</li> <li>● Stage entrances</li> <li>● Foyer</li> <li>● Door from FOH to backstage</li> <li>● Sides of the stage</li> <li>● Sweet room and office</li> <li>● Follow spot positions</li> </ul> <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><b>Acceptable</b></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 to 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>			



<b>Volunteers</b>					
Travelling to and from the theatre	Using public transport raises the risk of infection	<p>Volunteers are encouraged to avoid public transport, and use personal vehicle or cycle or walk where appropriate</p> <p>Volunteers not in the same household are advised not to travel to the theatre together.</p>	<b>Acceptable</b>	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>	<b>Acceptable</b>	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> <p>Regular communication to volunteers via email on the processes in place at the theatre.</p>	<b>Moderate</b>	Briefing of volunteers as a reminder of the risk assessment and process at the start of their volunteering session, particularly for managing the audience	<b>Acceptable</b>

<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 provide the theatre with the contact details of everyone attending the theatre in advance of the start of the hire period.</p> <p>Joseph Rowntree Theatre maintains a record of the rota of volunteers undertaking activities backstage and front of house which includes contact details.</p> <p>Chair of trustees is the point of contact for Covid-19 outbreak management.</p>			
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