


Joseph Rowntree Theatre - Coronavirus Risk Assessment - Last Update 13 September 2021

<p><b>Activity</b></p>	<p>The following risk assessment has been created using government guidelines:  <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions">https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</a>                  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> </ul>	<p>Acceptable</p>	<p>Risk is considered to be acceptable providing control measures are adhered to.</p>	

		<p>We recommend all attendees of the theatre 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.</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>Seats that are not available are covered to prevent use.</p> <p>One way system is in place for the arrival of the audience to ensure flow around the theatre. Stall audience via the side door, balcony audience enter via front doors.</p> <p>Windows within toilet areas to be open to provide ventilation.</p>			
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		<p>Performers to arrive show ready (ie makeup &amp; hair already done if possible)</p> <p>Audience members are requested to wear masks inside the theatre unless exempt.</p> <p>Face masks should be worn by performers in all areas of the theatre and during rehearsals and performances expect when on stage or 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>All performers to maintain social distancing as much as possible when backstage, side of stage and onstage.</p> <p>Screens installed between each dressing room location</p> <p>Screen installed on the box office.</p> <p>Maximum of 2 people in the theatre office and sweet room.</p> <p>Office window to be opened when the office is occupied.</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>		
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		<p>Number of FOH volunteers reduced in line with audience size.</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 one in addition to their mask.</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 person to person contact)	Risk of COVID-19 through contact with others	<p>Hand washing facilities with disposable paper towels in place.</p> <p>One-way flow in place for audience arrival to reduce congestion in the theatre. Ticket holder for the stalls enter via the side door and balcony ticket holders enter via the front doors.</p> <p>Refreshments can 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>Stewards positions and duties for audience arrival, interval and audience departure to be documented and communicated</p>	<b>Acceptable</b>	Risk is considered to be acceptable providing control measures are adhered to.	
Virus transmission	Risk of COVID-19 through	Regular disinfection regime for high-contact areas (e.g door handles)	<b>Acceptable</b>	Risk is considered to be acceptable	

<p>in the theatre (Through person to object contact)</p>	<p>cross-infection due to multiple people coming into contact with high-tough areas</p>	<p>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 regularly.</p> <p>FOH all toilets to be cleaned and sanitised before each performance.</p> <p>Customers requested to sanitise hands on entry into the building and at key locations around the building.</p>		<p>providing control measures are adhered to.</p>	
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		<p>Disposable sanitising cloths to be provided for cleaning contact points on spots before and after use. Guidance on use provided</p> <p>Radio microphones not to be shared and sanitised once a day</p> <p>Where possible leave doors open so there is no need to touch doors.</p> <p>Where doors cannot be left open sanitiser and signage to advise use after entering.</p>			
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<b>Volunteers</b>					
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.  If using public transport volunteers are encouraged to wear a face covering on public transport.	<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	Regular sanitising of door handles  Hand sanitiser available and signage to encourage use and or washing hands	<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	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  Regular communication to volunteers via email on the processes in place at the theatre.	<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>NHS QR Poster provided for everyone to scan in upon arrival if they have the NHS Covid-19 app.</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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