

Risk Assessment for St Thomas Stories Tours and On Your Doorstep Rehearsals with consideration to Covid-19

Written by Rachael Duthie, Production Manager			Location of Activity: St Thomas area, Exeter			Date of Activity: 31st August to 4th Sept 2020			
Date written: 25th August 2020			Date of review: 1st Sept 2020						
NO	DESCRIPTION OF HAZARD	PEOPLE AT RISK	EXISTING CONTROLS	OTHER ACTION TO BE TAKEN	LIKELIHOOD OF RISK	SEVERITY OF HARM	REMAINING RISK FACTOR	ACTION BY WHOM	ACTION BY WHEN
1	Spread of Covid-19 Coronavirus by not washing/sanitising hands or not washing adequately	Company members (includes staff )	<ul style="list-style-type: none"> <li>Facilities available to wash hands when company members get to work and leave, and before each rehearsal session</li> </ul>	<ul style="list-style-type: none"> <li>Safe working guide sent to Company members before rehearsals includes reminder on good hand hygiene and appropriate times to wash hands, such as before and after using communal areas</li> </ul>	1	4	4	RD	before 31st Aug
			<ul style="list-style-type: none"> <li>sink provided for hand washing with soap and water and paper towels</li> </ul>						
			<ul style="list-style-type: none"> <li>hand washing guidance poster in place</li> </ul>						
			<ul style="list-style-type: none"> <li>hands to be dried thoroughly with disposable paper towels</li> </ul>						
			<ul style="list-style-type: none"> <li>a welcome notice reminds people when to wash their hands</li> </ul>						
			<ul style="list-style-type: none"> <li>facilities replenished regularly by the Caretaker</li> </ul>	<ul style="list-style-type: none"> <li>Company members to alert PM if replenishing at other times is needed.</li> </ul>				RD to share info at welcome	31st Aug
			<ul style="list-style-type: none"> <li>Company members encouraged to protect the skin by through drying of hands and applying moisturiser regularly</li> </ul>	<ul style="list-style-type: none"> <li>Company members to be asked to bring in their own moisturiser</li> </ul>				RD	31st Aug
<ul style="list-style-type: none"> <li>Hand sanitiser provided at the rehearsal room entrance and for occasions when company members can't wash their hands</li> </ul>		MA and RD to source	31st Aug						

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2	Spread of Covid-19 Coronavirus from limited social distancing especially in situations such as costume fittings, high traffic areas such as entrances and exits, in transport, corridors, toilet facilities, and on narrow path ways where 2m distancing may be reduced	Company members (includes staff )	<ul style="list-style-type: none"> <li>• Identify areas in rehearsal spaces that people congregate, pinch points, areas where air movement may be less than in other areas</li> <li>• Company members asked to travel alone in own transport to work (or walk, or cycle if it is safe to do so) to maintain social distancing.</li> <li>• Event route will be checked for narrow points</li> <li>• Working outdoors when possible.</li> <li>• Breaks for Company members are staggered so people can keep to the 2 m social distancing rules by not using entry/exit points at the same time.</li> <li>• Extra ventilation from windows given. Where it is safe to do so block open doors to reduce contact and aid air movement</li> <li>• Company members to maintain 2m distancing wherever possible and made aware of maximum capacities</li> </ul>	<ul style="list-style-type: none"> <li>• Near-miss reporting by all to Mary to help identify problem areas</li> <li>• Any narrow points to be thought through and alternatives found if possible</li> <li>• out door areas encouraged as break areas.</li> <li>• Duty staff member to responsible for shutting doors in the event of fire</li> <li>• Event to be organised and rehearsed so that performers do not need to be closer than 2 m to any other participant at any point during the rehearsals or event.</li> </ul>	1	4	4	MA  RD  NS	as needed  w/c 24th Aug  5th Sept

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			<ul style="list-style-type: none"> <li>The schedule shall be kept up to date so that performers only attend rehearsals and performances when required for their part and to minimise the number of people working in the same area at the same time</li> </ul>	<ul style="list-style-type: none"> <li>Theatre Alibi will allow more rehearsal time to be undertaken at home, using phone or video calls to check in with cast members as needed.</li> </ul>					
			<ul style="list-style-type: none"> <li>There will not be any unnecessary visitors to the rehearsal room</li> </ul>	<ul style="list-style-type: none"> <li>Necessary visitors to the rehearsal room will use the balcony area in the first instance, to ensure distance is maintained</li> </ul>					
			<ul style="list-style-type: none"> <li>Performers will be asked to do their own hair, makeup and as much of the fitting as possible</li> </ul>	<ul style="list-style-type: none"> <li>Where close contact work in a fitting is needed, it will be the last option and masks will be worn by all parties, as well as additional hand washing taking place.</li> </ul>					
			<ul style="list-style-type: none"> <li>A one way system through the lower part of the building will be introduced to ensure narrow corridors are not over used</li> </ul>						
			<ul style="list-style-type: none"> <li>Using floor tape to mark areas that performers can use to warm up and rest in individually to help people maintain social distance.</li> </ul>					RD	31st Aug

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3	Spread of Covid-19 Coronavirus from transmission via surfaces	Company members (includes staff )	<ul style="list-style-type: none"> <li>• Hand hygiene thoroughly risk assessed and systems in place see point 1.</li> </ul>		1	1	4		
			<ul style="list-style-type: none"> <li>• Identify commonly touched equipment/surfaces and areas difficult to clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify who and when these will be cleaned</li> </ul>				MA and RD	as needed
			<ul style="list-style-type: none"> <li>• No items such as props or scripts will be shared amongst performers. Each will have individual props and scripts</li> </ul>	<ul style="list-style-type: none"> <li>• Performers sent a safe working guide which includes information about separate, individual items and keeping them in their own marked area</li> </ul>					
			<ul style="list-style-type: none"> <li>• Performers to change off site when possible. When not possible daily clothes and costumes to be kept in separate bags rather than hanging up as much as</li> </ul>	<ul style="list-style-type: none"> <li>• Ironing can help with deactivating viral particles so investigate if performers can iron costumes or use in house steamer</li> </ul>				RD	24th Aug
			<ul style="list-style-type: none"> <li>• Company members will be asked not to bring in personal items unless necessary</li> </ul>						
			<ul style="list-style-type: none"> <li>• Performers to be asked to undertake own washing at home</li> </ul>						

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4	Spread of Covid-19 Coronavirus from bodily aerosols with 2 m distancing in place	Company members (includes staff )	<ul style="list-style-type: none"> <li>• Performers will position themselves side-to-side or back-to-back in relation to other company members and audience, and avoiding working face-to-face when possible.</li> <li>• Singing will be limited to one performer for each song to assist with avoiding the exposure of audiences and company members orchestrating for as few voices as possible, as the first priority.</li> <li>• Singing will be performed outdoors only to ensure adequate ventilation.</li> <li>• Singers will position themselves side-to-side or back-to-back in relation to company members and audience, and avoiding singing face-to-face.</li> </ul>	<ul style="list-style-type: none"> <li>• Theatre Alibi will keep up to date with any further guidance on aerosol transmission in singing and raised voices, that is realised as a result of scientific evidence.</li> </ul>	1	4	4	RD	as needed

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5	Spread of Covid-19 Coronavirus from those with the virus attending rehearsals	Company members (includes staff )	<ul style="list-style-type: none"> <li>• People with symptoms of COVID-19, or who have been advised to self-isolate following contact with someone with symptoms of COVID-19, will be asked not to attend.</li> <li>• Company members will be asked each day if they – or any member of their family – are suffering symptoms associated with COVID-19. Those with symptoms should be sent home and asked to request a COVID-19 test through the NHS Test and Trace service.</li> <li>• If someone becomes unwell during the day they will be sent home and asked to request a COVID-19 test through the NHS Test and Trace service. If too unwell to return home immediately and given a designated isolated place to wait.</li> <li>• All Company members will be asked if they are suffering symptoms associated with COVID-19 each day. Those with symptoms should be sent home and asked to request a COVID-19 test through the NHS Test and Trace service.</li> </ul>	<ul style="list-style-type: none"> <li>• The PM to have a comprehensive list of questions to ask and information to give</li> <li>• Informing the Director or PM about your health will be included in the welcome briefing and safe working guide</li> <li>• A place for unwell company members to wait for assistance to be identified</li> <li>• A comprehensive list of company members will be kept for Track and Trace purposes 21 days after rehearsals</li> </ul>	1	4	4	RD and AC	ongoing
6	Increased risk of infection of Covid-19 Coronavirus and complications for vulnerable groups	Company members (staff )	<ul style="list-style-type: none"> <li>• Identify Company members who are clinically extremely vulnerable</li> <li>• Event has been designed with vulnerable groups in mind</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss with company members what their personal risks are and identify what we need to do in each case</li> <li>• Company members to be also made aware of the risk increases for certain groups</li> </ul>	1	4	4	MA NS	31st August

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Likelihood	Severity	Risk Factor (Likelihood X Severity)
1 Very Unlikely	1 Time delays only and/or very slight injury	1 - 2 Negligible risk. Activity to be monitored
2 Unlikely	2 Minor injury	3 - 6 Low risk. Action may be required. Monitor activity
3 Possible	3 Injury/illness resulting in time off work	7 - 9 Medium risk. Further action to be planned and systems introduced
4 Very likely	4 Major injury/illness	10 - 20 High risk. High priority. Action to be taken immediately to reduce risk.
5 Almost certain	5 Fatality	20 - 25 Unacceptable risk. Activity to stop