

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

Written by Rachael Duthie, Production Manager		Location of Activity: St Thomas area, Exeter		Date of Activity: 5th Sept to 13th Sept 2020						
Date written: 5th August 2020		Date of review: 31st August 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 hands or not washing adequately	Company members (includes staff and volunteers), Audience, Public	• Facilities available to wash hands when company members get to work and leave, and before each interaction with the audience		1	4	4			
			• sink provided for Company members to hand wash with soap and water and paper towels							
			• hand washing guidance poster in place							
			• Company members hands to be dried thoroughly with disposable paper towels							
			• a welcome notice reminds Company members when to wash their hands							
			• Company members encouraged to protect the skin by through drying of hands and applying moisturiser regularly	• Company members to be asked to bring in their own moisturiser					RD and MA to share info	31st Aug
			• facilities replenished regularly by the Caretaker/Cleaner and or duty staff member	• Company members to be informed where supplies are for replenishing at other times					RD and MA to share info	31st Aug
			• Hand sanitiser provided for occasions when company members can't wash their hands							
			• Booking information email to include message encouraging audience to have good hand hygiene						RD to draft, HC to send	w/c 31st Aug
• Hand sanitiser station provided at entrance to site for arriving audience to use	• Welcome Desk steward to direct arriving audience to hand sanitiser		MA and RD to source	5th Sept						

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2	Spread of Covid-19 Coronavirus in 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 and volunteers), Audience, Public	<ul style="list-style-type: none"> <li>• Identify areas people congregate, pinch points, areas where air movement may be less than in other areas</li> <li>• Company members 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>• Each tour has strict capacities set of a group no larger than two households or six people if outdoors, as per government guidelines and to enable distancing of 2m to be consistently maintained.</li> <li>• Car parking to only be available to disabled and less able bodied audience members to allow for less opportunity for crowding in that area.</li> <li>• All arrival and departure times of both Company members and audience, split into 3 tours, 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>• Audience given strict arrival time and advised not to arrive earlier than 10 mins.</li> <li>• Welcome Desk steward to direct audience to individual waiting areas outside so that households/bubbles remain distanced while awaiting the start of the event and to remind groups on importance of social distancing</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>• Booking information email to include message about car parking availability</li> <li>• PM to define individual waiting areas outside for audience</li> <li>• Booking information email to include message about arrival times</li> <li>• Welcome desk steward to be clear to the whole tour group that each household/bubble to keep 2 m distance from the other household/ bubbles or individuals present. This will be part of the key communication in managing family groups in a way that dissuades others to cluster in a similar manner.</li> </ul>	1	4	4	All   RD  RD to draft, HC to send  RD  RD to draft, HC to send  RD and MA to draft guide for duty staff, AC to distribute	ongoing      w/c 17th Aug   w/c 31st Aug  5th Sept  w/c 31st Aug  5th Sept

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			<ul style="list-style-type: none"> <li>Attendees who are accompanied by children should be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Welcome desk steward to communicate to families on arrival</li> </ul>					
			<ul style="list-style-type: none"> <li>Audience to only enter the building to use the toilet facilities in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Booking email to advise there are no toilets available on site.</li> </ul>				RD to draft, HC to send	w/c 31st Aug
			<ul style="list-style-type: none"> <li>Each group to be accompanied by a volunteer steward to monitor and encourage distancing and to deter non audience public from the event</li> </ul>	<ul style="list-style-type: none"> <li>Clear guidelines for volunteer stewards to be written to assist them in monitoring each tour group</li> </ul>				RD and AC	5th Sept
			<ul style="list-style-type: none"> <li>Each stop point on the tour to be large enough for the households/bubbles to watch distanced at 2m from each other and the Company member. The accompanying volunteer steward to monitor the distancing.</li> </ul>	<ul style="list-style-type: none"> <li>The route and stop points will be planned with public natural behaviour in mind, and as such, will be unlikely to draw non audience members into a crowd. Includes what might attract a crowd as well as public "desire" lines of access</li> </ul>				RD and NS to check route	w/c 17th Aug
			<ul style="list-style-type: none"> <li>Identify any busy areas and aim to reduce the number of people in these areas to comply with the latest guidance</li> </ul>	<ul style="list-style-type: none"> <li>Welcome desk host and volunteer stewards to monitor and report any new areas of concern to Mary and Rachael</li> </ul>				MA and RD	as needed
			<ul style="list-style-type: none"> <li>when applicable, such as in emergency use of toilet facilities, and where it is safe to do so, block open doors to reduce contact and aid air movement</li> </ul>	<ul style="list-style-type: none"> <li>Duty staff member to be responsible for shutting doors in the event of fire</li> </ul>				RD and MA to draft guide for duty staff, AC to distribute	5th Sept
			<ul style="list-style-type: none"> <li>In street static events audience are asked not to leave their own premises to ensure distancing is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Booking email to be sent including this information. Company members to include in introduction</li> </ul>				RD, NS to draft, HC to send	w/c 31st Aug
			<ul style="list-style-type: none"> <li>Company members to maintain 2m distancing wherever possible and made aware of maximum capacities</li> </ul>	<ul style="list-style-type: none"> <li>Event to be rehearsed so that performers do not need to be closer than 2 m to any other participant at any point during the event.</li> </ul>				NS	5th Sept

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3	Spread of Covid-19 Coronavirus from transmission via surfaces	Company members (includes staff and volunteers), Audience, Public	<ul style="list-style-type: none"> <li>• Hand hygiene thoroughly risk assessed and systems in place see point 1.</li> <li>• Identify commonly touched equipment/surfaces and areas difficult to clean.</li> <li>• Physical tickets will not be needed and audience members can make themselves known through name.</li> <li>• No items such as props will be shared amongst performers.</li> <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 possible.</li> <li>• Performers informed to undertake own washing at home</li> </ul>	<ul style="list-style-type: none"> <li>• Identify who will clean and when</li> <li>• Booking information email to include message about only giving name</li> <li>• Ironing can help with deactivating viral particles so investigate if performers can iron costumes or use the in-house steamer.</li> </ul>	1	1	4	RD and MA  RD to draft, HC to send  RD	on going  w/c 31st Aug  24th Aug
4	Spread of Covid-19 Coronavirus from bodily aerosols with 2 m distancing in place	Company members (includes staff and volunteers), Audience, Public	<ul style="list-style-type: none"> <li>• Performance avoids audiences needing to raise their voices to each other, such as refraining from playing music before and after the event, at a volume that makes normal conversation difficult and thus increasing risk of transmission from aerosol and droplet transmission.</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 the event	Company members (includes staff and volunteers), Audience, Public	<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> </ul>	<ul style="list-style-type: none"> <li>• Booking email to advise not to attend if this is the case.</li> </ul>	1	4	4	RD to draft, HC to send	w/c 31st Aug
			<ul style="list-style-type: none"> <li>• On arrival, the duty staff member will ask audience members 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> </ul>	<ul style="list-style-type: none"> <li>• The Welcome desk steward to have a comprehensive list of questions to ask and information to give</li> </ul>				RD and MA to draft guide for duty staff, AC to distribute	5th Sept
			<ul style="list-style-type: none"> <li>• If someone becomes unwell during the event they will be sent home and asked to request a COVID-19 test through the NHS Test and Trace service. They will be directed to the duty staff member if too unwell to return home immediately and given a designated isolated place to wait.</li> </ul>	<ul style="list-style-type: none"> <li>• Informing the steward about your health will be included in the announcement before the event.</li> </ul>				RD and MA to draft guide	5th Sept
			<ul style="list-style-type: none"> <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>• A place for unwell audience to wait for assistance to be identified</li> <li>• A comprehensive list of locations visited, company members and audience attending will be kept for 21 days after each event</li> </ul>				RD and MA	5th Sept
6	Increased risk of infection of Covid-19 Coronavirus and complications for vulnerable groups	Company members (includes staff and volunteers), Audience, Public	<ul style="list-style-type: none"> <li>• Identify Company members who are clinically extremely vulnerable</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> </ul>	1	4	4	MA NS	31st August
			<ul style="list-style-type: none"> <li>• Event has been designed with vulnerable groups in mind</li> </ul>	<ul style="list-style-type: none"> <li>• Company members to be also made aware of the risk increases for certain groups</li> </ul>				RD and MA	5th Sept

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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