


## Guide Bridge Theatre Re-opening Risk Assessment

<p>Activity</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#capacity">https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#capacity</a>          This risk assessment is aimed at those who attend Guide Bridge Theatre for an event, to volunteer, perform or watch a production. The information is correct at the time of completion.</p>	
	<p>This risk assessment must be reviewed as required for specific events/uses. For example:-</p> <ul style="list-style-type: none"> <li>• Performances</li> <li>• Social events in bar</li> <li>• Use of premises by groups (NB. group leaders should provide their own risk assessments for the management of their sessions.</li> <li>• Meetings</li> </ul>	
<p>Who might be exposed</p>	<p>Theatre Volunteers, Performers, hirers backstage crew, audience members, contractors, visitors, User groups (BASE, MBM, Youth group, JB Theatre) and other members of the public.</p>	

Hazard Risk	Risk	What control measures are in place?	Risk Rating	Actions/Next Steps or Nothing Required	Revised Risk Rating
Virus transmission in the premises (Airborne / Droplet infection)	Risk of contracting COVID-19 through airborne droplet infection	<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"> <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>Facemasks may be worn at a person's discretion.</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>The number of people in the premises will be controlled by stewards and reduced commensurate with the capacity of the part of the building in 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 at a time.</p> <p>Windows and doors where possible to be opened to provide ventilation.</p> <p>Performers to arrive show ready (i.e. makeup &amp; hair already done if possible.)</p> <p>All performers to maintain social distancing when backstage, side of stage and onstage. Everyone on stage must avoid activities which may help the spread of the virus, for example, they should avoid singing facing each other. Radio microphones to be used to reduce the need to sing or talk loudly to reduce breath amplification.</p>	Acceptable	Risk is considered to be acceptable providing control measures are adhered to.	

		<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 and nature of production/use.</p>			
Virus transmission in the theatre (Through person to person contact)	Risk of COVID-19 through contact with others	<p>The number of people in the premises will be controlled and reduced. All e tickets and checked off by controlled access.</p> <p>Hand washing facilities with disposable paper towels in place in the kitchen, bar and toilets.</p> <p>Spray disinfectant and disposable wet wipes provided in the kitchen, bar and toilets.</p> <p>Antimicrobial fogging of the premises on a regular basis and at least after every performance.</p> <p>Where practical, one-way flow to be implemented, highlighted through visual aids and signage.</p> <p>Where possible refreshments to be pre-ordered prior to attending the performance and table service throughout.</p> <p>On-line ticket sales only.</p> <p>Steward's positions and duties for audience arrival, interval and audience departure to be documented and communicated.</p> <p>Signage in place.</p>	Acceptable	Risk is considered to be acceptable providing control measures are adhered to.	
Virus transmission in the theatre (Through person to object contact)	Risk of COVID-19 through cross infection due to multiple people coming into contact with hightough areas	<p>Hand washing facilities with disposable paper towels in place in the kitchen, bar and toilets.</p> <p>Spray disinfectant and disposable wet wipes provided in the kitchen, bar and toilets.</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>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> </ul>	Acceptable	Risk is considered to be acceptable providing control measures are adhered to.	

		<ul style="list-style-type: none"> <li>• Sides of the stage</li> <li>• Toilets, kitchen and bar</li> </ul> <p>Frequently touched areas such as door handles, light switches will be disinfected regularly throughout use of the premises.</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 premises 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.</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>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>			
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.		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	<p>Regular sanitising of door handles</p> <p>Staggering arrival times for volunteers (where necessary) to avoid too many people arriving at one time.</p> <p>Hand sanitiser available and signage to encourage use and or washing hands.</p>		Risk is considered to be acceptable providing control measures are adhered to.	

	to person or person to object contact	The duty manager will manage the departure of the audience to maintain distancing within the theatre using all available exits			
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 referred to the Government website for factual information on COVID-19, including the symptoms, and actions to be taken and provided with a copy of this risk assessment.</p> <p>Regular communication to volunteers via email on the processes in place at the theatre.</p>	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
Responding to a Covid-19 outbreak		<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>Guide Bridge Theatre maintains a record of the rota of volunteers undertaking activities backstage and front of house which includes contact details.</p> <p>Chair of Directors is the point of contact for Covid-19 outbreak management.</p>			