# Risk assessment: Events with an Audience.

## Company name: Cranleigh Arts Assessment carried out by: Clive Wouters

## Date of next review:April 2022 Date assessment was carried out: 7th September 2020, updated July 2021, Dec 2021, Jan 2022

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Person-to-person virus transmission at Cranleigh Arts when entering, moving around, and leaving the building** | 1. Staff   Technicians  Performers | Continual update made according to latest Gov’t guidance | * Performers arriving by car will have worn masks, had windows open and driver will have sanitised handles, seat belts * Stagger arrival and departure times * Identify building enter and exit points * Hand sanitising on entry * We encourage face coverings to be worn by all for the duration of their time in the building, exemptions asked to identify themselves before arrival * **Jack Wagg** enter/exit through fire exit at back of building * Only performers and technical crew to mix and maintain social distance wherever possible. * Performers to fit their own mikes. * Posters around building reminding people of importance of handwashing * Cranleigh Arts team to wear face coverings where appropriate | Cranleigh Arts Team – staff and crew | 1st November and for each recording |  |
| **Person-to-person virus transmission at Cranleigh Arts when entering, moving around, and leaving the building** | 1. Audience   Volunteers | Continual update made according to latest Gov’t guidance | * Stagger arrival and departure times * Identify building enter and exit points   One way system to control flow – floor marked if bottlenecks likely   * Cranleigh Arts team to wear masks/visors and always maintain distance where possible * **Jack Wagg** enter/exit through corridor – no access to balcony or backstage * Posters around building reminding people of importance of handwashing * Toilets are monitored and 3 max in each * Full capacity shows return, we encourage those attending shows to continue to wear a face covering as per the government recommendation and test before attending an event. | Cranleigh Staff team and Front of House Manager | First recording with an audience and subsequently |  |
| **Surface to person transmission** | 1. Staff   Technicians  Performers | Continual update made according to latest Gov’t guidance | * Cleaning regime to be carried out by contractors to be checked by Cranleigh Arts * Hand sanitiser provided at entrance and exit points. * Only performers to access dressing room, which should be cleaned before their arrival * Only technicians to access control box. * Posters around building reminding people of importance of handwashing * High touch points such as handles, light switches to be wiped beginning, middle and end of day – cleaning rota on display and initialled when completed. * All equipment to be wiped down before and after use. * Where possible leave internal doors open (not fire doors) to reduce surface to person transmission * Jack Wagg cleaned following cleaning procedures and if possible, left for 72 hrs * Toilets backstage only to be used. * Scores and documents to be handled only by the person using them * Avoid sharing equipment, headsets, workspaces. Minimise hand to hand transfer by using drop points | Cranleigh Arts Team – staff and crew | 1st November and for each recording |  |
| **Surface to person transmission** | 1. Audience   Volunteers | Continual update made according to latest Gov’t guidance | * Cleaning regime to be carried out by contractors to be checked by Cranleigh Arts * Hand sanitiser provided at entrance and exit points. * Only Tea Bar volunteer to access Kitchen, which should be cleaned before their arrival * Only technicians to access control box. * Posters around building reminding people of importance of handwashing * High touch points such as handles, light switches to be wiped beginning, middle and end of day – cleaning rota on display and initialled when completed. * Where possible leave internal doors open (not fire doors) to reduce surface to person transmission * Jack Wagg cleaned following cleaning procedures and if possible, left for 72 hrs * Toilets monitored and 3 max * Online ticketing and contactless payment to be used. * Air Handling on before and with duration of performance | Cranleigh Staff team and Front of House Manager | First recording with an audience and subsequently |  |
| **Contracting or spreading coronavirus by not social distancing** | 1. Staff   Technicians  Performers | Continual update made according to latest Gov’t guidance | * Technicians in control box encouraged to wear masks if not able to socially distance * Records to be kept for NHS Track and Trace of who has had close contact with whom while working | Cranleigh Arts Team – staff and crew | 1st November and for each recording |  |
| **Contracting or spreading coronavirus by not social distancing** | 1. Audience   Volunteers | Continual update made according to latest Gov’t guidance | * Stagger arrival and entry times * use marker tape on the floor, one-way systems and avoid queues * move to e-tickets * Maintain strict Front of house and backstage zones. * Minimise contact between FOH and Backstage staff. Use sanitised radios for communication * Records kept of customers details kept on ticket system in case of Track and Trace request * FOH Teams: Records to be kept for NHS Track and Trace of who has had close contact with whom while working. | Cranleigh Staff team and Front of House Manager | First recording with an audience and subsequently |  |
| **Poor workplace ventilation leading to risks of coronavirus spreading** | 1. Staff   Technicians  Performers | Continual update made according to latest Gov’t guidance | Fresh air is the preferred way of ventilating workplace so opening windows and doors (that are not fire doors) can help. Use air handling system | Venue and Facilities Coordinator | 1st November and for each recording |  |
| **Poor workplace ventilation leading to risks of coronavirus spreading** | 1. Audience   Volunteers | Continual update made according to latest Gov’t guidance | Fresh air is the preferred way of ventilating workplace so opening windows and doors (that are not fire doors) can help. Use air conditioning system | Venue and Facilities Coordinator | First recording with an audience and subsequently |  |
| **Someone arrives with coronavirus symptoms or exhibits symptoms while at the Centre; or has a family member with symptoms** | Anyone who has had contact with the person | Continual update made according to latest Gov’t guidance | * Ask staff and audience to not attend a performance if they have symptoms or are living with anyone with symptoms * Isolate person and remove from premises as soon as possible. All people who have been within 1m+ of the person to be notified. * Request person to notify us if Covid later diagnosed. * Refer to NHS Track and Trace if appropriate * Deep clean building or close for 72 hours | Duty Manager | First recording with an audience and subsequently |  |
| **Increased risk of infection and complications for vulnerable workers/ public** | Vulnerable staff, volunteers, performers, audience | Continual update made according to latest Gov’t guidance | Discuss with employees/volunteers/performers what their personal risks are and identify what you need to do in each case or if they should not attend Cranleigh Arts at the present time.  - Identify how and where someone in one of these categories will work in line with current government guidance or if they should not attend  - If they are coming into the building identify how you will protect them through social distancing and hygiene procedures  - Provide PPE if needed | Cranleigh Arts Team | Ongoing |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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