# 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

TechniciansPerformers | 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

TechniciansPerformers | 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

TechniciansPerformers | 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

TechniciansPerformers | 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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