

# The Assembly Rooms Glastonbury

**Please Note: For the purposes of this risk assessment, where staff or personnel are cited, this includes paid workers, volunteers and members of the Management Committee.**

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1/25

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department - FOH</b>
<b>Assembly Rooms</b>		

<b>Activity</b>	Ingress & Egress Via Staircase to Foyer
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<b>Description of operation</b>
Pedestrian ingress & egress via staircase to and from foyer
Who is affected by this operation?

Staff  Students  Public  
 Inc Disabled  Pregnant Women  Others – Artists  
 Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	3	4	12	Medium
Lack of ventilation to ensure exchange of air				

<b>Recommended precautions</b>
Implement one-way system with use of hazard tape to ensure social distancing between ingress and egress (small groups only) Implement one-way system with egress via courtyard door on lower ground floor (larger groups) Utilise directional signage to indicate direction of ingress and egress Staff to control numbers on stairs at any one time Staff to wear face covering whilst in contact with visitors Encourage the use of masks/face covering whilst using stairs Ensure handrails are cleaned at regular intervals, including prior to, during and after events Provide hand sanitiser at foot of stairs and encourage use with use of instructional signage Ensure main doors remain open for ventilation and air exchange

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	2	2	4	Low
	3	2	6	Low
	2	2	4	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All visitors must be wearing face covering whilst using staircase (medical exemptions will apply) L.S.**  
**29/09/2020**

Assessed by	L Saltman	Position	Programme Co-ordinator	Signed	Lesley Saltman	Date	23/09/2020
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Signed on Behalf of the Management Committee	L C Brown	Print name	L C Brown	Date	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low Risk factor above 6 Improve if possible</b>	<b>Risk Factor 7-17 Medium Risk factor above 12 Further action required</b>	<b>Risk Factor 18-36 High Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department – FOH</b>
<b>Assembly Rooms</b>		

<b>Activity</b>	Ingress & Egress via Courtyard & Steps
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**Description of operation**

Pedestrian access through courtyard and use of steps to main entrance

**Who is affected by this operation?**

Staff ✓ Students Public – Inc Disabled ✓ Pregnant Women ✓ Others – Artists

Hirers/Promoters ✓

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces				

**Recommended precautions**

Implement one-way system with use of rope and bollards to ensure social distancing between ingress and egress  
 Place markings on ground at 2m intervals to indicate that persons queuing must observe 2m distancing from those in front and behind  
 Utilise directional signage to indicate direction of ingress and egress  
 Encourage the use of masks/face covering within courtyard and on steps  
 Ensure ropes, bollards and hand holds are cleaned at regular intervals, including prior to, during and after events

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces	2	2	4	Low
	3	2	6	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All visitors must be wearing face covering to access premises (medical exemptions will apply) L.S. 29/09/2020**

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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Multiply Probability x Severity to obtain Risk Factor  
3/25

<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department - FOH</b>
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<b>Activity</b>	Use of Stairs to and from the Lower Ground Floor
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<b>Description of operation</b>
The use of stairs leading to exit, toilets, green room and dressing room on lower ground floor
<b>Who is affected by this operation?</b>

Staff ✓ Students Public – Inc Disabled ✓ Pregnant Women ✓ Others – Artists

Hirers/Promoters ✓

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	3	4	12	Medium
Lack of ventilation to ensure exchange of air				

<b>Recommended precautions</b>
Use of signage to instruct visitors to wait to access stairs, so only one person on stairs at a time (small groups only)
For larger numbers, implement one-way system with egress via courtyard door on lower ground floor
Staff to control access (larger groups)
Staff to wear face covering whilst in contact with visitors
Encourage the use of masks/face covering whilst using stairs
Ensure handrails are cleaned at regular intervals, including prior to, during and after events
Ensure main doors remain open for ventilation and air exchange

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	2	2	4	Low
	3	2	6	Low
	2	2	4	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All visitors must be wearing face covering whilst using staircase (medical exemptions will apply) L.S.**  
**29/09/2020**

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor  
4/25



Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department - FOH</b>
<b>Assembly Rooms</b>		

<b>Activity</b>	Use of Foyer, Including Pedestrian Access to Hall, Café/Bar and Production Office
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<b>Description of operation</b>
Use of foyer including pedestrian access to hall, café/bar and production office via foyer
<b>Who is affected by this operation?</b>

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	3	4	12	Medium
Lack of ventilation to ensure exchange of air				

<b>Recommended precautions</b>
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Initiate one-way system for ingress and egress to and from hall and café/bar area

Users of production office to check they are not exceeding numbers in foyer before entering and leaving and to wait until they can enter and leave whilst maintaining 2m distance from others in the foyer

Staff to encourage visitors to move through foyer without waiting

Staff to wear face covering whilst in contact with visitors

Encourage the use of masks/face covering whilst using foyer

Ensure hard surfaces within reach are cleaned at regular intervals, including prior to, during and after events

Ensure main doors remain open for ventilation and air exchange

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing	2	2	4	LOW
allowing transmission of aerosol particles or transfer of particles from clothing	3	2	6	Low
Contact with contaminated surfaces	2	2	4	Low
Lack of ventilation to ensure exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

**All visitors must be wearing face covering whilst using foyer (medical exemptions will apply) L.S. 29/09/2020**

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality
<b>Risk Factor 0-6 Low</b> Risk factor above 6 Improve if possible		<b>Risk Factor 7-17</b> Medium Risk factor above 12 Further action required		<b>Risk Factor 18-36 High</b> Immediate action required		

Multiply Probability x Severity to obtain Risk Factor  
5/25

<b>Venue</b>	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>		<b>Department - FOH</b>
<b>Assembly Rooms</b>			

<b>Activity</b>	Staffing Box Office/Reception Desk
<b>Description of operation</b>	Ticket collection & dealing with enquiries in person
<b>Who is affected by this operation?</b>	Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public – Inc Disabled <input checked="" type="checkbox"/> Pregnant Women <input checked="" type="checkbox"/> Others – Artists <input checked="" type="checkbox"/>

Hirers/Promoters  **Description of hazards / risks**

Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)	
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	3	4	12	Medium
Lack of ventilation to ensure exchange of air				
<b>Recommended precautions</b>				

Only one member of staff to be behind counter at any one time  
 Installation of Perspex screen to separate box office staff from visitors  
 Staff to control numbers at counter at any one time  
 Staff to wear face covering whilst in contact with visitors  
 Staff to wear gloves when handling cash  
 Encourage the use of masks/face covering whilst using box office  
 Encourage visitors to use hand sanitiser before approaching counter  
 Staff to use hand sanitiser between contact with each visitor  
 Any exchange of physical items to be placed on counter for visitor to pick up  
 Implement one-way system through reception (larger events)  
 Use of signage to indicate instructions for approaching and leaving box office  
 Regular cleaning of reception desk and surrounding area, before during and after use and between box office shift changes  
 Ensure main doors remain open for ventilation and air exchange

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing	2	2	4	LOW
allowing transmission of aerosol particles or transfer of particles from clothing	3	2	6	Low
Contact with contaminated surfaces	2	2	4	Low
Lack of ventilation to ensure exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All visitors must be wearing face covering whilst in box office/reception area (medical exemptions will apply)**  
 L.S. 29/09/2020

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low Risk factor above 6 Improve if possible</b>	<b>Risk Factor 7-17 Medium Risk factor above 12 Further action required</b>	<b>Risk Factor 18-36 High Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor  
6/25

<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department - FOH</b>
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<b>Activity</b>	The Collection of Visitors Contact Details for NHS Test and Trace
<b>Description of operation</b>	
The collection, storage and disposal of visitors contact details	
<b>Who is affected by this operation?</b>	

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters  **Description of hazards / risks**

Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
The risk of being unable to trace Covid-19 carriers or contacts of carriers that have entered the venue	5	6	30 High
The risk of breaching GDPR	5	5	25 High

**Recommended precautions**

All ticketing for public events will be by advanced booking only with contact details taken at time of booking  
 All hirers and promoters of closed group activities will take bookings in advance only and as a contractual requirement of the venue  
 There will be no admittance to casual callers  
 Entry will be refused to those failing to comply with NHS Test and Trace controls  
 All contact details held digitally will be protected by a firewall and will be deleted after a period of 21 days  
 All contact details held as hard copy will be kept in a secure storage area and will be shredded after a period of 21 days

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
The risk of being unable to trace Covid-19 Carriers or contacts of carriers that have Entered the venue	1	1	2	Low
The risk of breaching GDPR	2	2	4	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**For unticketed visual arts exhibitions, all visitors will be required to provide contact details prior to admission**  
**L.S. 29/09/2020**

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	LC Brown	<b>Print name</b>	LC Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action</b> <b>required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action</b> <b>required</b>
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Multiply Probability x Severity to obtain Risk Factor

7/25

<b>Venue</b>	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>		<b>Department - FOH</b>
<b>Assembly Rooms</b>			

<b>Activity</b>	The Use of Toilet Facilities
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**Description of operation**

The provision of toilets for the use of staff, visitors, hirers, artists and promoters

**Who is affected by this operation?**

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
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Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

Operate one in, one out system at all times  
 Provide staff to ensure limit (larger events)  
 Staff to wear face covering whilst in contact with visitors  
 Provide signage to indicate one in, one out policy  
 Regular cleaning of all hard surfaces within reach including before, during and after events  
 Provision of hand sanitiser affixed to wall between male & female toilets with signage to indicate use  
 Doors to remain open when premises are occupied  
 Encourage the wearing of masks/face covering whilst using facilities  
 Extractor fans to operational while premises are occupied  
 Use signage to indicate safe use of sanitary ware, including instructions to close toilet lids prior to flushing

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	1	3	3	Low
	3	2	6	Low
	2	3	6	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All visitors must be wearing face covering whilst using toilet facilities (medical exemptions will apply) L.S.**  
**29/09/2020**

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor  
8/25

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	Department - FOH
Assembly Rooms		
Activity	Ingress and Egress for Hall Via Hall Entrance Lobby	

**Description of operation**

Pedestrian access to and from hall via entrance lobby connecting to foyer

Who is affected by this operation?

Staff ✓ Students Public – Inc Disabled ✓ Pregnant Women ✓ Others – Artists

Hirers/Promoters ✓

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

Implement one-way system utilising both doors available  
 Encourage the use of masks/face covering within lobby  
 Regular cleaning of hard surfaces before, during and after events  
 Use of signage to instruct visitors to follow one-way system  
 Staff to control direction and ensure only one person in the lobby at any one time (larger events)  
 Individuals exiting to join foyer to wait in place until social distancing is possible  
 Doors to remain open during operation  
 Hand sanitiser to be available within lobby

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	2	2	4	Low
	2	2	4	Low
	2	2	4	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All visitors must be wearing face covering whilst using hall entrance lobby (medical exemptions will apply)**  
L.S. 29/09/2020

Assessed by	L Saltman	Position	Programme Co-ordinator	Signed	Lesley Saltman	Date	23/09/2020
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<b>Risk Factor 0-6 Low Risk factor above 6 Improve if possible</b>	<b>Risk Factor 7-17 Medium Risk factor above 12 Further action required</b>	<b>Risk Factor 18-36 High Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	Department – FOH
Assembly Rooms		
Activity		Use of Main Hall/Auditorium

**Description of operation**  
The use of the main hall/auditorium for performance and participatory activities  
**Who is affected by this operation?**

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

**Hirers/Promoters**

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

3m distance to be maintained between audience and stage  
 Audience seating to be arranged to maintain social distancing between each group/couple or individual  
 Each group, couple or individual to be allocated own table with seating  
 Additional side benches to be available at a 2m distance from other attendees  
 Doors to remain open during operation  
 Extractor fan to remain on during operation  
 Use of signage to remind audience to maintain social distancing and sanitise hands when entering and leaving hall  
 Encourage the use of masks/face covering whilst in hall  
 For workshops and classes, hall to be divided into individual 2m squares marked on floor

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	1	2	3	Low
	2	2	4	Low
	2	3	6	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All visitors must wear face covering whilst using main hall/auditorium (medical exemptions will apply) unless consuming beverages in a seated position L.S. 29/09/2020**  
**Maximum number per group/bubble six persons, groups to remain separated by 2m L.S. 29/09/2020**  
**All persons to remain seated unless arriving or leaving hall L.S. 29/09/2020**

Assessed by	L Saltman	Position	Programme Co-ordinator	Signed	Lesley Saltman	Date	23/09/2020
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Signed on Behalf of The Management Committee	L C Brown	Print name	L C Brown	Date	23/09/2020
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	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality
<b>Risk Factor 0-6 Low</b> Risk factor above 6 Improve if possible		<b>Risk Factor 7-17</b> Medium Risk factor above 12 Further action required		<b>Risk Factor 18-36 High</b> Immediate action required		

Multiply Probability x Severity to obtain Risk Factor  
10/25

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	Department - FOH
<b>Assembly Rooms</b>		

<b>Activity</b>	The Use of the Café/Bar Seating Area
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<b>Description of operation</b>
The management of the café/bar seating area for visitors to wait for orders of beverages, as a holding area to ensure social distancing within the foyer and for the use of outside caterers, as required.
<b>Who is affected by this operation?</b>

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Caterers

Hirers/Promoters

<b>Description of hazards / risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Factor</b>	<b>Risk (before precautions have been taken)</b>
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Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

A maximum of three persons to occupy area at any one time  
 Use of footprint stickers to indicate 2m social distancing  
 Control of ingress and egress by use of a one-way system  
 Regular cleaning of all hard surfaces within reach before, during and following event  
 Encourage the use of face coverings within the area  
 Use signage to indicate one-way system and 2m social distancing  
 Only one table to be placed within area  
 Only two chairs to be provided exclusively for the use of the elderly, the disabled and pregnant women  
 Main doors to remain open while café/bar area is occupied  
 Area for exclusive use of outside caterers, as required with all controls applicable to caterers

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing	2	2	4	Low
Contact with contaminated surfaces	2	2	4	Low
Lack of ventilation to ensure exchange of air	2	2	4	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

**All visitors must be wearing face covering whilst using café/bar seating area (medical exemptions will apply)**  
**L.S. 29/09/2020**

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	LC Brown	<b>Print name</b>	LC Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low  Risk factor above 6  Improve if possible</b>	<b>Risk Factor 7-17  Medium  Risk factor above 12  Further action  required</b>	<b>Risk Factor 18-36 High  Immediate action  required</b>
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Multiply Probability x Severity to obtain Risk Factor  
11/25



Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department - FOH</b>
<b>Assembly Rooms</b>		

<b>Activity</b>	The Provision and Sale of Alcoholic & Non-Alcoholic Beverages
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**Description of operation**

The preparation, serving and sale of alcoholic and non-alcoholic beverages

Who is affected by this operation?

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

A table to be placed in front of counter to ensure 2m distancing between staff and customers

Use of footprint stickers to indicate 2m social distancing while queuing

Control of ingress and egress by use of a one-way system

Regular cleaning of all hard surfaces within reach before, during and following event

Encourage the use of face coverings within the area

Use signage to indicate one-way system and 2m social distancing

Only one customer to approach counter at a time

Staff to place beverages on counter and allow customers to pick items up themselves

The use of disposable, bio-degradable cardboard butterfly cups

Gloves to be worn by staff when handling payments

Main doors to remain open while café/bar area is occupied

One visitor from each group (bubble) to be nominated to order at bar

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing	2	2	4	Low
allowing transmission of aerosol particles or transfer of particles from clothing	2	3	6	Low
Contact with contaminated surfaces	2	2	4	Low
Lack of ventilation to ensure exchange of air				

#### Details of further action required

1) Re-assess the activity if an accident, near miss or change in operation takes place.

**Beverages to be provided via table service only L.S. 29/09/2020**  
**All sale of beverages to cease at or prior to 10.00pm L.S. 29/09/2020**

Assessed by	L Saltman	Position	Programme Co-ordinator	Signed	Lesley Saltman	Date	23/09/2020
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Signed on Behalf of The Management Committee	L C Brown	Print name	L C Brown	Date	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor  
12/25

<b>COVID-19</b> <b>HEALTH &amp;</b> <b>SAFETY</b> <b>Risk</b> <b>Assessment</b>	<b>Department -</b> <b>Production</b>
<b>Venue</b> <b>Assembly Rooms</b>	

<b>Activity</b>	Production Management & Use of the Production Office
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**Description of operation**

Production/event management and meetings with artists, hirers and promoters

Who is affected by this operation?

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
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Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	3	4	12	Medium
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

Implement limit of two persons in office at any one time maintaining 2m distance  
Regular cleaning of all hard surfaces within reach  
Regular removal of clutter to reduce opportunity for virus to settle  
Masks to be worn by both parties when non-staff member/visitor in attendance  
Gloves to be worn by both parties when handling cash  
Velux skylight to remain open while office is occupied  
Door to remain open

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	2	2	4	Low
	3	2	6	Low
	2	2	4	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low Risk factor above 6 Improve if possible</b>	<b>Risk Factor 7-17 Medium Risk factor above 12 Further action required</b>	<b>Risk Factor 18-36 High Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>		<b>Department Production</b>
<b>Assembly Rooms</b>			

<b>Activity</b>	Accessing the Stage Door & Lower Ground Floor Facilities
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<b>Description of operation</b>
Ingress and Egress via outdoor alleyway to stage door, dressing room, meeting room, administration office and workshop/storage room.
<b>Who is affected by this operation?</b>

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	4	24	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces				

<b>Recommended precautions</b>
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No unauthorised personnel to be admitted, working personnel only, maximum of three at any one time  
 Use of footprint stickers to indicate 2m social distancing  
 Regular cleaning of all hard surfaces within reach of users including handrails and door handles, before, during and after use  
 Signage to indicate single file use and request those leaving facilities to wait in place until social distancing can be maintained

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing	2	2	4	Low
allowing transmission of aerosol particles or transfer of particles from clothing	3	2	6	Low
Contact with contaminated surfaces				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	LC Brown	<b>Print name</b>	LC Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action</b> <b>required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action</b> <b>required</b>
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Multiply Probability x Severity to obtain Risk Factor

14/25

<b>Venue</b>	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>		<b>Department - Production</b>
<b>Assembly Rooms</b>			
<b>Activity</b>		<b>Load-In/Load-Out</b>	

<b>Description of operation</b>
Working personnel moving sets & equipment into & out of venue and setting up/packing down prior to & following events
<b>Who is affected by this operation?</b>

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	3	4	12	Medium
Lack of ventilation to ensure exchange of air				

<b>Recommended precautions</b>
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2m distancing to be maintained where possible  
 Masks/face covering to be worn at all times during operation  
 Cleaning of equipment prior to set up and again prior to pack down.  
 Personnel to sanitise hands before, during and on completion of operation  
 Use of signage to instruct visiting crew and artists to follow guidelines  
 Stage door to remain open during operation  
 Extractor fan in hall to remain on for duration of operation

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing	2	2	4	Low
allowing transmission of aerosol particles or transfer of particles from clothing	2	3	6	Low
Contact with contaminated surfaces	2	2	4	Low
Lack of ventilation to ensure exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
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Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality
<b>Risk Factor 0-6 Low Risk factor above 6 Improve if possible</b>		<b>Risk Factor 7-17 Medium Risk factor above 12 Further action required</b>			<b>Risk Factor 18-36 High Immediate action required</b>	

Multiply Probability x Severity to obtain Risk Factor

15/25

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department - Production</b>
<b>Assembly Rooms</b>		
<b>Activity</b>		Operation of Sound & Lighting Equipment

**Description of operation**

The operation of sound and lighting equipment from front of house control box

Who is affected by this operation?

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

Number of persons in control box to be restricted to one, wherever possible  
 Masks/face covering to be worn if two persons in control box  
 Regular cleaning of hard surfaces including access ladder before and after use  
 Personnel to sanitise hands before, during and on completion of operation  
 Use of signage to instruct personnel to follow guidelines  
 Doors to remain open during operation  
 Extractor fan in hall to remain on for duration of operation

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing	2	2	4	Low
allowing transmission of aerosol particles or transfer of particles from clothing	2	3	6	Low
Contact with contaminated surfaces	2	2	4	Low
Lack of ventilation to ensure exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

**Face coverings to be worn in control box whenever visitors are on the premises L.S. 29/09/2020**  
**Technicians to avoid contact (mingling) with the public whilst on the premises L.S. 29/09/2020**

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
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Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality
Risk Factor 0-6 Low Risk factor above 6 Improve if possible		Risk Factor 7-17 Medium Risk factor above 12 Further action required		Risk Factor 18-36 High Immediate action required		

Multiply Probability x Severity to obtain Risk Factor

16/25

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	Department – Production		
Assembly Rooms				
Activity	The Storage & Maintenance of Equipment, Sets & Decor			
<b>Description of operation</b>				
The use of workshop/storage facility for the storage and maintenance of equipment, fittings, sets and decor				
Who is affected by this operation?				
Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> Public – Inc Disabled <input type="checkbox"/> Pregnant Women <input type="checkbox"/> Others - Visiting Crew/Contractors <input checked="" type="checkbox"/>				
<b>Description of hazards / risks</b>	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)

Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

Maximum of two persons in room at any one time maintaining 2m distance  
 When more than a single person present, masks to be worn by both parties for duration of operation  
 Regular cleaning of hard surfaces before, during and following operation  
 Personnel to sanitise hands before, during and on completion of operation  
 Door to remain open when workshop is occupied by more than one person  
 Clutter to be cleared regularly to minimise exposed hard surfaces

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing	2	2	4	Low
allowing transmission of aerosol particles or transfer of particles from clothing	2	2	4	Low
Contact with contaminated surfaces	2	2	4	Low
Lack of ventilation to ensure exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low Risk factor above 6 Improve if possible</b>	<b>Risk Factor 7-17 Medium Risk factor above 12 Further action required</b>	<b>Risk Factor 18-36 High Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	Department – Production
<b>Assembly Rooms</b>		
Activity	The Use of The Artists Dressing Room	

**Description of operation**

The provision and use of the artists dressing room

Who is affected by this operation?

Staff ✓ Students Public – Inc Disabled Pregnant Women ✓ Others - Visiting Crew/Promoters ✓

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing	6	5	30	High
allowing transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

No access to any persons other than artists, promoters and artists own crew when occupied  
Dressing and make-up stations to be positioned 2m apart  
Regular cleaning of hard surfaces before and following operation  
The provision of hand sanitiser for exclusive use of artists and their parties  
Signage to be used to indicate the maintenance of social distancing and use of hand sanitiser  
Internal door to remain ajar whilst room is occupied

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	2	2	4	Low
	2	2	4	Low
	3	2	6	Low

Details of further action required
1) Re-assess the activity if an accident, near miss or change in operation takes place.

Assessed by	L Saltman	Position	Programme Co-ordinator	Signed	Lesley Saltman	Date	23/09/2020
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Signed on Behalf of The Management Committee	LC Brown	Print name	LC Brown	Date	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor  
18/25



Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>			<b>Department - Production</b>	
<b>Assembly Rooms</b>					
<b>Activity</b>			The Use of the Stage		
<b>Description of operation</b>					
The use of the stage for performance, instruction and lectures					
<b>Who is affected by this operation?</b>					
Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public – Inc Disabled <input checked="" type="checkbox"/> Pregnant Women <input checked="" type="checkbox"/> Others – Artists <input checked="" type="checkbox"/>					
<b>Hirers/Promoters</b> <input checked="" type="checkbox"/> <b>Description of hazards / risks</b>					
<b>Likelihood</b>	<b>Severity</b>		<b>Risk Factor</b>		<b>Risk (before precautions have been taken)</b>
Lack of social distancing allowing transmission of aerosol particles or transfer of particles from clothing Contact with contaminated surfaces Lack of ventilation to ensure exchange of air	6	5	30	High	
	6	5	30	High	
	6	5	30	High	
<b>Recommended precautions</b>					

Performers/speakers to remain 1m+ apart throughout  
 A maximum number of 6 on stage at any one time  
 Performers to face front and avoid facing each other  
 Performers to remain a minimum of 3m from audience  
 Singers to perform at low volume  
 No performance on wind or brass instruments  
 Performers to provide own microphones wherever possible  
 Venue's microphones to be used only with washable foam covers  
 Microphone foam covers to be changed between acts  
 Microphone foam covers to be laundered at 60°C between events  
 Performers to approach and leave stage via stage door only  
 Performers to avoid contact with audience and front of house staff  
 Use of signage to indicate distancing and direction  
 Regular cleaning of hard surfaces including directly prior to and following an event  
 Performers/users to sanitise hands prior to entering stage and directly upon exiting  
 Stage crew to wear face coverings and gloves when assisting artists during performance  
 Extractor fan to remain on whilst stage is occupied  
 Doors to remain open for duration of performance/activity

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing allowing	2	2	4	Low
transmission of aerosol particles or	2	2	4	Low
transfer of particles from clothing	2	2	4	Low
Contact with contaminated surfaces				
Lack of ventilation to ensure				
exchange of air				

**Details of further action required**

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.  
**All performances to begin prior to 10.00pm L.S. 29/09/2020**  
**All performers to wear face covering when transferring between dressing room and stage L.S. 29/09/2020**  
**Stage technicians to remain in bubble with artists avoiding contact with the public L.S. 29/09/2020**

Assessed by	L Saltman	Position	Programme Co-ordinator	Signed	Lesley Saltman	Date	23/09/2020
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Signed on Behalf of The Management Committee	L C Brown	Print name	L C Brown	Date	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department - Administration</b>
<b>Assembly Rooms</b>		

Activity	Administration
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**Description of operation**

Office based administration

Who is affected by this operation?

Staff  Students  Public – Inc Disabled  Pregnant Women  Others – Artists

Hirers/Promoters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Lack of social distancing allowing	6	5	30	High
transmission of aerosol particles or	6	5	30	High
transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces				
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

Implement limit of three persons in office at any one time maintaining 2m distance  
 No access to any persons other than staff, management committee and volunteers  
 Regular cleaning of all hard surfaces within reach  
 Regular removal of clutter to reduce opportunity for virus to settle  
 Door to remain ajar when office in use  
 Hand sanitiser to be available in office at all times with signage to prompt usage

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Lack of social distancing allowing	2	2	4	Low
transmission of aerosol particles or	3	2	6	Low
transfer of particles from clothing	2	3	6	Low
Contact with contaminated surfaces				
Lack of ventilation to ensure				
exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
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<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality
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<b>Risk Factor 0-6 Low Risk factor above 6 Improve if possible</b>	<b>Risk Factor 7-17 Medium Risk factor above 12 Further action required</b>	<b>Risk Factor 18-36 High Immediate action required</b>
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Multiply Probability x Severity to obtain Risk Factor

20/25

<b>Venue</b>	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>	<b>Department – House Keeping</b>
<b>Assembly Rooms</b>		
<b>Activity</b>	The Use of the Walk-In Cleaning Cupboard	

<b>Description of operation</b>
The use of walk-in cleaning cupboard for the purposes of housekeeping
<b>Who is affected by this operation?</b>

Staff \ Students Public – Inc Disabled Pregnant Women \ Others – Artists

Hirers/Promoters

<b>Description of hazards / risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Factor</b>	<b>Risk (before precautions have been taken)</b>
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Lack of social distancing allowing	6	5	30	High
transmission of aerosol particles or transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces	6	5	30	High
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

No more than one person in cleaning cupboard at any one time  
Regular cleaning of hard surfaces (daily)  
Personnel to wash/sanitise hands before and on completion of housekeeping operations  
Gloves to be worn for the duration of all cleaning tasks  
Door to remain open during operation  
All reusable cleaning cloths to be soaked in Milton's sterilising fluid after each use  
Mop heads to be soaked in Milton's sterilising fluid daily

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing allowing	1	2	3	Low
transmission of aerosol particles or	2	2	4	Low
transfer of particles from clothing	2	2	4	Low
Contact with contaminated surfaces				
Lack of ventilation to ensure				
exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality



<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action</b> <b>required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action</b> <b>required</b>
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Multiply Probability x Severity to obtain Risk Factor

21/25

<b>COVID-19</b> <b>HEALTH &amp;</b> <b>SAFETY</b> <b>Risk</b> <b>Assessment</b>	<b>Department –</b> <b>Housekeeping</b>
<b>Venue</b>  <b>Assembly</b> <b>Rooms</b>	<b>Activity</b>  The Collection, Storage & Disposal of Potentially Contaminated Waste

**Description of operation**

The Collection, storage and disposal of single use face coverings, disposable gloves, cleaning cloths, wipes & tissues

Who is affected by this operation?

Staff  Students  Public – Inc Disabled  Pregnant Women  Others - Visiting Working Personnel

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Contact with contaminated materials	5	6	30	High
The storage of contaminated materials	5	5	25	High
The disposal of contaminated materials	5	5	25	High

**Recommended precautions**

The provision and use of separate labelled, waste bins with lids  
 Separate waste bins to be placed in hall/auditorium, foyer, toilets, green room and meeting room  
 Regular sanitisation of waste bins (daily)  
 Signage to be used to instruct staff and visitors to use labelled bins for disposal of potentially contaminated materials  
 The contents of separate bins to be double bagged and stored in secure location  
 Waste disposal contractors to be engaged to make separate Covid-safe collection of potentially contaminated materials

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
Contact with contaminated materials	2	4	6\	Low
The storage of contaminated materials	2	2	4	Low
The disposal of contaminated materials	2	2	4	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	LC Brown	<b>Print name</b>	LC Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
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Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality
Risk Factor 0-6 Low Risk factor above 6 Improve if possible		Risk Factor 7-17 Medium Risk factor above 12 Further action required		Risk Factor 18-36 High Immediate action required		

Multiply Probability x Severity to obtain Risk Factor

22/25

Venue	<b>COVID-19 HEALTH &amp; SAFETY Risk Assessment</b>		<b>Department – All Departments</b>	
Assembly Rooms				
Activity		Staff Changing and storage of PPE – (Green Room)		
<b>Description of operation</b>				
The provision and use of staff changing area and storage of PPE				
Who is affected by this operation?				
Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> Public <input type="checkbox"/> Pregnant Women <input type="checkbox"/> Others <input type="checkbox"/>				
<b>Description of hazards / risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Factor</b>	<b>Risk (before precautions have been taken)</b>

Lack of social distancing allowing	6	5	30	High
transmission of aerosol particles or	6	5	30	High
transfer of particles from clothing	6	5	30	High
Contact with contaminated surfaces				
Lack of ventilation to ensure exchange of air				

**Recommended precautions**

No access to changing area to persons other than staff and volunteers  
 No more than four persons to occupy changing area at any one time  
 Ensure regular cleaning of hard surfaces (daily)  
 Personnel to wash/sanitise hands prior to handling PPE and directly after removal of PPE  
 Signage to be used to remind personnel to follow guidelines  
 All staff including volunteers to be issued with own set of PPE (a visor, a mask and a high-vis tabard)  
 PPE to be stored on individually named hangers, issued to individuals for exclusive usage  
 Hangers to be spread along dress-rails to avoid contact  
 Individuals to launder/clean own PPE between shifts  
 Door to remain open during operation

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
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Lack of social distancing allowing	2	2	4	Low
transmission of aerosol particles or	2	2	4	Low
transfer of particles from clothing	2	2	4	Low
Contact with contaminated surfaces				
Lack of ventilation to ensure				
exchange of air				

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> Multiple fatality

<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>	<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action</b> <b>required</b>	<b>Risk Factor 18-36 High</b> <b>Immediate action</b> <b>required</b>
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Multiply Probability x Severity to obtain Risk Factor  
23/25

<b>Venue</b>	<b>COVID-19</b> <b>HEALTH &amp;</b> <b>SAFETY</b> <b>Risk</b> <b>Assessment</b>	<b>Department – All</b> <b>Departments</b>	
<b>Assembly Rooms</b>			
<b>Activity</b>	Staff/Volunteer Covid-19 Health & Safety Training and Operation		
<b>Description of operation</b>			
The training of staff and volunteers in the operation of Covid-19 health & safety controls, protocols and procedures and implementation of measures for the safety of staff and visitors			
<b>Who is affected by this operation?</b>			
Staff \ Students Public – Inc Disabled \ Pregnant Women \ Others – Hirers Promoters/Contractors \ <b>Description of hazards / risks</b>			
<b>Likelihood</b>	<b>Severity</b>	<b>Risk Factor</b>	<b>Risk (before precautions have been taken)</b>

The lack of training in correct methods of control	6	5	30	High
The incorrect use of PPE	6	5	30	High
The incorrect disposal of single use masks, cleaning cloths, gloves, wipes	6	5	30	High
Not enough staff to cover events in regard to Covid-19 controls	3	4	12	Medium
Lack of ongoing training and appraisal Staff working with Covid-19 symptoms	3	6	18	High
<b>Recommended precautions</b>				

Training in correct methods of cleaning, use of cleaning chemicals (CCOSH) and housekeeping  
 Training in personal hygiene including frequent washing/sanitising of hands and avoiding touching face  
 Training in care and cleansing of PPE  
 Training in crowd management and social distancing  
 Training in the disposal of single use face coverings, cleaning cloths, gloves and wipes  
 PPE to be worn at all times when visitors are present  
 Ensure sufficient, trained staff and volunteers are present to operate safely  
 Ensure regular refresher training and appraisal of performance is implemented  
 Staff to report any symptoms as soon as they present and wherever possible, prior to next shift  
 Staff to be removed from venue immediately if symptoms develop whilst on duty

<b>Description of hazards / risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Factor</b>	<b>Risk (after precautions have been taken)</b>
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The lack of training in correct methods of control	2	2	4	Low
The incorrect use of PPE	3	2	6	Low
The incorrect disposal of single use masks, cleaning cloths, gloves, wipes	3	2	6	Low
Not enough staff to cover events in regard to Covid-19 controls	2	2	4	Low
Lack of ongoing training and appraisal Staff working with Covid-19 symptoms	3	2	6	Low
	2	3	6	Low

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	L Saltman	<b>Position</b>	Programme Co-ordinator	<b>Signed</b>	Lesley Saltman	<b>Date</b>	23/09/2020
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<b>Signed on Behalf of The Management Committee</b>	L C Brown	<b>Print name</b>	L C Brown	<b>Date</b>	23/09/2020
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<b>Likelihood</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
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Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality
<b>Risk Factor 0-6 Low</b> <b>Risk factor above 6</b> <b>Improve if possible</b>		<b>Risk Factor 7-17</b> <b>Medium</b> <b>Risk factor above 12</b> <b>Further action required</b>		<b>Risk Factor 18-36 High</b> <b>Immediate action required</b>		

Multiply Probability x Severity to obtain Risk Factor  
24/25

## Appendix

### Covid-19 Social Distancing Venue Capacity

Main Hall – Table & Chairs Set Up.....	40
Main Hall – Workshop Set Up.....	30
Stage..... .....	6
Main Hall Entrance Lobby.....	1
Foyer..... .....	3
Box Office/Reception Area.....	1
Production Office.....	2
Administration Office.....	3

Steps from Courtyard to Main Entrance.....	2
Staircase from Main Entrance to Foyer.....	2
Staircase from Reception Area to Lower Ground Floor/ Toilets.....	1
Toilets Male or Female.....	1
Artists Dressing Room.....	5
Staff Changing Room.....	5
Alleyway Access to Lower Ground Floor.....	3
Café/Bar - Seating Area.....	3
Café/Bar - Kitchen. .....	1
Café/Bar - Servery.....	1

