

ROYAL MANOR THEATRE – COVID-19 RISK ASSESSMENT



Risk assessments should be reviewed regularly - after accidents, near misses and when significant changes in personnel or work practice occur.

Activity/Operation: General operation of Royal Manor Theatre for performances during COVID-19 Pandemic

A. COVID-19 – GENERAL ASSESSMENT			In	Mi	Mo	Ma	Ca	Who is affected by this operation?	
		VU	1	2	3	4	5	Staff members members	Yes
U	2	4	6	8	10	Contractors	Yes		
Location: Royal Manor Theatre (including lower hall and auditorium)		FL	3	6	9	12	15	Public	Yes
		L	4	8	12	16	20	Young people	Yes
		VL	5	10	15	20	25	Pregnant Women	Yes
Likelihood:	1 Very Unlikely	2 Unlikely		3 Fairly Likely		4 Likely		5 Very Likely	
Severity:	1 Insignificant	2 Minor		3 Moderate		4 Major		5 Catastrophic	
Risk Score LOW Improve if possible		Risk Score MEDIUM Further action required				Risk Score HIGH Immediate action required			

Description of Activity:

Even now, COVID-19 is still a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Exposure to, and spread of, the virus is the hazard in this Risk Assessment - which concerns the current COVID-19 situation in theatre workspaces.

The COVID-19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands - and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If the virus is passed from one person to another, while many survive infection, some may die from the disease. It is therefore regarded as a high hazard. At particular risk are persons identified as clinically vulnerable or extremely clinically vulnerable.

This Risk Assessment focusses on general control measures and precautions that must be observed across all areas of the Royal Manor Theatre. To ensure currency - it is vital to keep up to date with UK Government advice to workplaces in this fast-changing situation. All official medical (and other) advice MUST be followed – in order not to influence the spread of the disease by the actions of staff members, contractors, rehearsal/production venue representatives, official visitors or members of the public.

By consulting and involving people in the steps we are taking to manage the risk of coronavirus in the workplace we can:

- Explain the changes we are planning to work safely
- Make sure changes will work and hear members' ideas
- Continue to operate the business safely during the pandemic
- Share the results of this risk assessment with our members. We will publish the assessment on our website



Hazard	Possible Effects/ Harm	Likelihood	Severity	Risk factor	Risk rating prior to control measures being taken	Recommended control measures	Further action required/ review timescale	Revised likelihood	Revised Severity	Revised Risk Factor	Revised Risk Rating
<p>Spread of COVID-19 Coronavirus via person-to-person or common surfaces / items and equipment transmission</p> <p>High density of public / multiple households in one building.</p>	<p>Potential serious illness / potential fatality – staff members, visitors, cleaners, contractors, vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact with you in relation to the theatre</p>	4	5	20	HIGH	<p>General Precautions</p> <p>Symptoms of COVID-19</p> <ul style="list-style-type: none"> If you experience a fever of over 37.8°C, loss of sense of taste or smell, a new continuous cough - or display any other symptoms associated with COVID-19 you should not attend or enter the Theatre under any circumstances. If you become unwell with a new, continuous cough, high temperature, loss or change to your sense of smell or taste – it is expected that you remain at home and immediately advise your line manager and follow the official stay at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance The theatre Chairman will maintain regular remote contact with staff members who are isolating. If advised that a member of staff members or a visitor has developed COVID-19 and were recently in the, the Theatre Covid Officers will contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken (see also NHS Test and Trace section below) If someone in your household displays symptoms of COVID-19 it is expected that a self-isolation period of 14 days be adhered to. If after this period, no symptoms have become apparent, a return to work is permitted If someone you live with is self-isolating due to illness, or begins to show symptoms – you are not to travel to work under any circumstances <p>Health Questionnaire</p> <p>A written declaration will be obtained from all staff members members / subcontractors and visitors to the Theatre at entry declaring that:</p> <ul style="list-style-type: none"> That they are not suffering from any COVID-19 symptoms and have not had any symptoms within the previous 7 days They have not (as far as they are aware) been in contact with anyone with COVID-19 symptoms within the previous 14 days That they are not ‘shielded’ or defined as clinically vulnerable or extremely vulnerable, which might make them particularly vulnerable to COVID-19 They have not been contacted by NHS Test and Trace and asked to isolate or get tested. <p>Working from Home</p> <ul style="list-style-type: none"> An assessment of roles and the potential to work from home is undertaken and working from home encouraged where possible. Although, given the nature of the Royal Manor Theatre being such a small organisation, home working is unlikely. 	<p>Monitor regularly – update this RA monthly until further notice. (RMT Committee)</p> <p>Conducted at the time of appointment/ attendance</p> <p>Practicality limited</p>	1	4	4	MEDIUM



					<p>Personal Hygiene</p> <ul style="list-style-type: none">• Adequate hand washing facilities with soap and comfortably hot water to be in place throughout the Theatre.• Stringent hand washing to take place for at least 20 seconds on each occasion – at regular intervals and after contact with commonly touched surfaces• Guidance on suitable hand washing placed in all hand washing stations.• Staff members to be encouraged to protect the skin by applying emollient cream regularly: https://www.nhs.uk/conditions/emollients/• Hand sanitisers with minimum 60% alcohol content to be available in any area where hand washing facilities are not readily available, including all entry points to the theatre.• Staff members to be instructed to avoid touching their eyes, noses or mouths. Tissues should be used for coughs and sneezes and these must be disposed of responsibly after use. <p>Social Distancing</p> <ul style="list-style-type: none">• One-way system in use throughout all public areas to ensure social distancing maintained• Auditorium seating re-configured and limited (on box office software) to ensure 1m+ spacing between household groups.• Take steps to review schedules including start and finish times/patterns, working from home/video conferencing etc. to reduce number of staff members on site at any one time and staggered arrival where possible.• Ensure active reduction in the number of persons in any work area e.g. rehearsal space - to comply with the 2-metre gap recommended by Public Health England in so far as is reasonably practicable: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people• Staff members allocated into fixed working teams to minimise the risk of transmission.• When staff members and contractors (boiler engineers, decorators, carpet-fitters etc.) must work together – ensure social distancing is maintained in so far as is as reasonably practicable• Video conferencing to be used instead of face-to-face meetings where practicable e.g. staff members meetings and production meetings.• Ensure sufficient rest breaks for staff members – as COVID-19 protective measures are likely to be physically and mentally taxing• Social distancing must also be adhered to in break rooms / Green Rooms and smoking areas• Public to be kept separate from as many staff members as possible to avoid transmission					<p>No hot water available in public toilets or Green Room toilets.</p> <p>Bin lids to be removed from toilet bins. Bins to be lined with plastic liner for ease of removal and disposal.</p>				
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Training

All Theatre staff members and those engaged for productions at the theatre will be issued with a copy of the theatre's Covid Recovery Plan. In addition, staff members will undergo a familiarisation induction session - to explain the measures put in place regarding preventing the transmission of the virus both across the building and specific measures by role.

Public Information

Members and audiences alike, will be encouraged to follow guidance at all times. Signage, posters and point of sale advice will be published and made visible, to reaffirm the need to adhere to specific rules.
<https://coronavirusresources.phe.gov.uk/>

Instruction given by Chairman in person or via on-line meeting.



Travelling to and from the theatre

- There may be times when there is a risk of infection due to over-crowding on public transport. In these situations, members are encouraged to travel by other means i.e. drive, cycle, walk - in so far as is reasonably practicable

Vulnerable & Clinically Extremely Vulnerable Staff members members

- Identify members who may be **clinically vulnerable** or **extremely clinically vulnerable**. Extremely clinically vulnerable are staff members members / potential staff members members who may have weakened immune systems e.g. are over 70, are pregnant, have special needs or have pre-existing medical conditions as defined on the gov.uk website.
- by their GP to tell them they are extremely clinically vulnerable
- Staff members members / prospective staff members members who have been identified as extremely clinically vulnerable will require a separate and individual risk assessment.

If a prospective staff member is classified as extremely clinically vulnerable, this must be made clear to the theatre safety office, prior to the point of contract through the health declaration on the starter form – so that the theatre is aware and can take any possible and practical steps. If a person has had, or someone in their family has had COVID-19, this should also be communicated at this time.

Drivers

- Persons should not share vehicles or cabs - where suitable social distancing cannot be achieved. Should vehicle sharing be necessary, wear a face covering and clean all touchpoints on the vehicle prior to use.

Cleaning Regime

An enhanced cleaning regime with suitable biocidal anti-viral disinfectant sprays and cleaning agents will required across the building, including:

- Use of 'Foggers' to sterilise the auditorium and public areas prior to each performance

Use of foggers under review, as ventilation limited.



- Increased cleaning of all common touch points (handrails, light switches, door handles and locks, tabletops, chip and pin machines) using appropriate materials and methods.
- All staff members responsible for cleaning down workstations, phones, equipment etc before and after each session/event.
- Where possible tools and PPE will be assigned to individuals or fixed teams. Where not possible they must be cleaned with anti-viral / anti-bacterial biocidal cleaners before and after each use.
- Ensure cleaning products are used of appropriate strength to kill the virus
- Amend cleaning checklists to ensure all areas are being frequently cleaned
- Ensure cleaning staff members have adequate protection – as they are being sent to places where the virus may have been left on surfaces
- Ensure cleaning cloths and mop heads are laundered adequately (i.e. daily) or disposed of safely and responsibly
- Split teams to ensure no risk of cross transmission between public and front of house areas with backstage.
- Double bagging of waste that contains tissues, make-up wipes or hand towels etc.

Ventilation

Due to the closed nature of our auditorium, ventilation is difficult at best. Opening the doors during a performance is not practical. However:

- Green Room fire exit to be opened upon use of Green Room and closed when the last person leaves that room.
- Front door, double hall doors and side entrance to building to be opened, so as to create a 'thru-flow' of air whilst using lower hall.

Personal Protective Equipment (PPE)

Staff members members to be made aware that the use of PPE does not mean that other control measures such as social distancing or hand washing/sanitising may be ignored.

Physical barriers

Where possible at all point of sale locations staff members and public will be separated with Perspex screens to ensure social distancing and minimise the risk of transmission.

Face Coverings

- All staff members, workers, contractors, audiences and visitors over the age 11 must wear a suitable face covering whilst on the premises in accordance with UK law – which **must not** be worn more than one day without washing. The theatre will provide all staff members members with suitable face coverings if members or audience do not provide their own.

Play readings, castings and other lower hall events must be ventilated, in-line with government rules.

Face coverings to be worn indoors when not eating or drinking.



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| | | | | | <ul style="list-style-type: none">Where staff members roles require engagement with the public that is not at a point of sale location (i.e. FOH, general assistance) then clear visors or faceshields must be worn in addition to face coverings in line with government guidance on close contact roles. | | | | | |
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Wearing of Gloves

- Wearing gloves unnecessarily can lead to further spread of the virus
- Staff members will be instructed on how to remove gloves carefully to reduce contamination - and how to dispose of them safely – if needed at all
- Hands should be washed before putting on gloves and after removing them

Equality

The Royal Manor Theatre has a legal obligation under the Equality Act 2010 to ensure the decisions made in response to COVID-19 do not directly or indirectly discriminate against staff members members with protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex or sexual orientation

- Ensure an equality action plan is produced, or an existing plan augmented – to facilitate quick and positive responses to new challenges presented by COVID-19
- Set up working options in a way that does not disadvantage workers with different protected characteristics, such as those in particular age groups, disabled staff members members, women or pregnant workers, where possible
- Ensure people selected for home working, reduced hours or furlough are chosen based on business requirements and not on a particular protected characteristic
- Consider ways disabled people can work from home, either in their current or a different role, or work their usual shifts, through making reasonable adjustments. Where possible, it is best practice to consider what the staff members member wants to do.

The theatre also has an obligation to ensure that government guidelines are adhered to, and that rules are followed.

Access

In accordance with the Equality Act 2010, the Theatre will ensure that access arrangements in response to COVID-19 do not directly or indirectly disadvantage staff members, subcontractors and official visitors’ safe access to, and egress from, the premises

- Access arrangements for staff members, subcontractors or official visitors with disabilities to be reviewed to ensure they are COVID Secure – to include scrutiny of modified access/egress points and routes, entry queueing systems and emergency response plans

NHS Test and Trace Service

The NHS Test and Trace service will help identify, contain and control COVID-19 and reduce the spread of the virus

All attendees must 'Check-in' via the QR Code on the app.



					<ul style="list-style-type: none">• Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or within 2 metres for more than 15 minutes• People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus• If those in isolation develop symptoms, they can book a test at nhs.uk/coronavirus or by calling 119• If they test positive, they must continue to stay at home for 7 days or until their symptoms have passed• If they test negative, they must complete the 14-day isolation period• Members of their household will not have to stay at home unless the person identified becomes symptomatic, at which point they must also self-isolate for 14 days to avoid unknowingly spreading the virus• The Theatre has an outbreak control plan and will store the contact details of all persons present in the building in line with government guidelines to assist Test and Trace as required. <p>These control measures may be over-ridden, and a task aborted at any time – should UK Government advice change. This decision will be made by the Theatre Committee - and may involve consultation with Public Health England.</p>					
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Assessed by:	Mike Deadman	Position:	Theatre Vice Chairman	Signed:	<i>Mike Deadman</i>	Date:	24/4/21
Reviewed by:		Position:				Date:	
