



Burgess Hill Theatre Club

Theatre Restart Risk Assessment

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| Theatre | BHTC | Date of Assessment | 2020-08-19 |
| Activity | Recommencement of the theatre club following lockdown | Name of Assessor | Nicki Plank |

The COVID-19 pandemic in the UK has forced the closure of Theatres across the country. This assessment is intended to look at how the Theatre can best serve its customer base whilst keeping Members & Patrons (including, but not limited to...Cast, Crew, Front of House Staff, Workshop Juniors), audience, hirers and anyone else affected by the Theatre's activities, as safe as possible from the transmission of the virus. It is recognised that governmental advice is changing frequently and as such a **weekly review** of the assessment is required.

| Activity/ Task | Hazard/Risk | Persons at Risk | Controls in Place | Severity (1-5) | Likelihood (1-5) | Risk/ Priority | Additional Controls Required |
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| Re- occupation of the Theatre and Unit | Degradation of the building during lockdown Lack of key staff | All Members, Patrons, Staff, Audience, Hirers, Contractors | <ul style="list-style-type: none"> • Re-occupation checklist to be completed before individuals return. <i>Not required as regular checks of theatre made throughout lockdown and equipment such as boiler maintained.</i> • This checklist will also ensure the safety of the building. • Any issues with the building to be rectified prior to reoccupation. • Training and information may be required to give individuals the confidence that the risks are being controlled. • Shielded individuals not to be permitted into the Theatre and vulnerable people to be given extra consideration. | 4 | 2 | 8 | <ul style="list-style-type: none"> • Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible. • Control measures will be revised and updated regularly. |

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| <p>Working within Theatre, Unit rehearsals, workshops and opening to the public</p> | <p>Contact with persons suffering from coronavirus</p> | <p>All Members, Patrons, Staff, Audience, Hirers, Contractors</p> | <ul style="list-style-type: none"> • Social distancing to be maintained at all times, measure to include: <ul style="list-style-type: none"> ○ Individuals to work alone where possible ie: cleaning, box office. ○ Box Office – 1 in 1 out (household) policy for purchasing tickets at box office – sign to be displayed outside / on door. ○ Reorganisation / removal of seats to aid two metre distances. ○ Two metre markings for queuing areas, both internally and externally whilst maintaining safe walking routes. ○ Encourage online ticket / phone bookings ○ Having committee / backstage meetings remotely. ○ Rehearsing remotely where possible ○ Currently a maximum of 20 individuals to be in the building • Signs to be erected on the front door advising individuals not to enter if they have potential symptoms and to follow government guidelines. • Register to be completed with name, contact details, date and time of individuals attending an event at the theatre. • Hand sanitiser to be provided at all entry points (front door, kitchen). | <p>5</p> | <p>2</p> | <p>10</p> | <ul style="list-style-type: none"> • Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible. • Control measures will be revised and updated regularly. • Perspex screens could be installed at the box office, where appropriate, of sufficient height to protect the Box office staff. • Use tape instead to keep people distanced • Individuals to wear gloves / wash hands regularly when handling cash / cheques • Signage – at entry and within the theatre advising not to enter if have symptoms / maintain social distancing / wash hands regularly / wear a mask • Hirers of theatre to keep their own register with contact details. • If an individual tests positive for COVID 19 having visited the theatre in the last 5 days, they should advise the Club by emailing contact@burgesshilltheatreclub.com or the Hirer. • If an individual contacts the theatre / hirer to advise they have tested positive for COVID 19 it is the responsibility of the theatre or hirer |
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| | | | <ul style="list-style-type: none">• Unnecessary contact points to be avoided, such as hugs and handshakes.• Consider, where possible a one-way system within the Theatre to reduce congestion.• Individuals purchasing tickets to wear face coverings into the theatre box office• Individuals collecting children from workshops to wait outside theatre – socially distanced | | | | to provide contact details to the 'Test and Trace' officials or where appropriate contact individuals on the list and advise they should follow necessary government guidelines. |
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| <p>Working within Theatre, Unit, rehearsals, workshops and opening to the public</p> | <p>Members, Patrons and Staff spreading the virus to fellow cast, crew, workshop juniors and audiences</p> | <p>All Members, Patrons, Staff, Audience</p> | <ul style="list-style-type: none"> • Checks of individuals to be completed to include potential symptoms and whether members of their household have symptoms. • Basic infection controls should be followed as recommended by Government guidance: <ul style="list-style-type: none"> ○ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. ○ Put used tissues in the bin straight away. ○ Wash your hands with soap and hot water often – use hand sanitiser gel if soap and hot water are not available. ○ Try to avoid close contact with people who are unwell. ○ Clean and disinfect frequently touched objects and surfaces (including equipment). ○ Do not touch your eyes, nose or mouth if your hands are not clean • Reduce number of children in workshop by splitting group • PPE (Visors) to be worn by workshop leaders • Individuals must be self-sufficient and bring their own refreshments, snacks, etc | <p>5</p> | <p>2</p> | <p>10</p> | |
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| | | | <ul style="list-style-type: none"> • Ventilation: open doors / windows where possible to increase airflow in building • In circumstances where it is not possible to maintain a safe distance from others, individuals should at least try to avoid face-to-face contact by standing side-by-side or back-to-back with others • If the toilets are in use individuals must wait/queue outside the toilet area until it is safe to enter • Extra care should be taken of your personal possessions to avoid the risk of leaving them behind when you leave the theatre. Handling lost property increases the risk of contact and contamination. | | | | |
| Working within Theatre, Unit, rehearsals, workshops and opening to the public | Contact with contaminated surfaces | All Members, Patrons, Audience, Hirers | <ul style="list-style-type: none"> • Regular handwashing to take place • Use disposable cutlery / crockery where possible • Strict hygiene and cleansing routines must be followed for any cutlery, crockery, glasses, etc used (using hot soapy water) <ul style="list-style-type: none"> ◦ Surfaces to be cleaned regularly. ◦ Strict hygiene requirements including a single wear policy for uniforms, guidelines for cleaning clothing and measures for dealing with spoilt clothes. | 5 | 2 | 10 | <ul style="list-style-type: none"> • Front of House / Box Office to only wear clothes once before washing them. • Costumes to be handled by wearer only during a production, then left in the dressing room for 72 hours before being handled by another individual, washed / cleaned and returned to the Wardrobe. |

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| | | | | | | | <ul style="list-style-type: none"> Hiring equipment / costumes will not be available at the present time. |
| Working within Theatre, Unit, rehearsals, workshops and opening to the public | Contact with contaminated materials | All Members, Patrons, Audience, Hirers | <ul style="list-style-type: none"> Individuals to dispose of their own waste straight into unlidded bins. Post can be handled, but hands must be washed afterwards. Removal of unnecessary materials such as promotional materials. Deep clean to be completed prior to opening and regularly there after. Contact points to be cleaned frequently Crockery, glasses, cutlery, etc to be thoroughly sanitised after each use Tea towels to be taken away at the end of a session to wash and return, by whoever is using the theatre (eg: organiser of a social, director, etc) Stocks to be kept up for: <ul style="list-style-type: none"> Hand soap Hand sanitiser Cleaning Products Paper towels Bin bags Liners in little toilet bins Gloves Individuals to bring their own face covering and gloves where necessary | 5 | 2 | 10 | <ul style="list-style-type: none"> Hirers should provide their own equipment (crockery, cutlery, tea towels, etc). Hirers to provide their own cleaning products, anti, bac, gloves, etc. Hirers to clean up after themselves, including: <ul style="list-style-type: none"> Kitchen area Toilets, taps Door handles & other contact points Sweep / vacuum & mop floor Remove used hand towels from toilet and dispose of with their waste Remove waste from theatre |

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| | | | <ul style="list-style-type: none"> • Measures will be put in place to control exposure to cleaning chemicals. • Waste to be placed in a lined bin, once full the liner will be tied and disposed of, immediately followed by hand washing. • Hirers to be requested to dispose of their own waste. • All waste to be removed from the theatre at the end of each day. | | | | |
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| Signed by assessor | | Date | |
| Signed by Manager | | Date | |

Risk/Priority Indicator Key

| Severity (Consequence) |
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| 1. Negligible (delay only) |
| 2. Slight (minor injury / damage / interruption) |
| 3. Moderate (lost time injury, illness, damage, lost business) |
| 4. High (major injury / damage, lost time business interruption, disablement) |
| 5. Very High (fatality / business closure) |

| Likelihood |
|-------------------------------|
| 1. Improbable / very unlikely |
| 2. Unlikely |
| 3. Even chance / may happen |
| 4. Likely |
| 5. Almost certain / imminent |

| RISK / PRIORITY INICATOR MATRIX | | | | | | |
|--|---|-------------------------------|----|----|----|----|
| LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | SEVERITY (CONSEQUENCE) | | | | |

| Summary | | Suggested Timeframe |
|----------------|--------|----------------------------|
| 12-25 | High | As soon as possible |
| 6-11 | Medium | Within next 3-6 months |
| 1-5 | Low | Whenever viable to do so |