

Reference	Performances										
Date	27/7/2021	Assessor(s):	Samuel Dyer - Theatre Manager							Department / Area:	Covid-19
Activity	Hazards	Persons at Risk	Risk before control measures			Controls	Risk after control measures			Owner	
			Severity	Likelihood	Severity x Likelihood		Severity	Likelihood	Severity x Likelihood		
Travel to and from the premises	Contracting or spreading Covid-19 through contact with an infected item or person	All Persons	5	4	20	Doors open one hour before performance time to allow guests to arrive at staggered times. Communication email will be sent to all guests a few days before the show to communicate measures in place and what to expect on arrival. We will encourage them to wash hands before and after journey using hand sanitiser or soap.	5	1	5	House Manager (Performances) Activity Leader (Rehearsals & Workshops)	
Entering and exiting the building	Contracting or spreading Covid-19 through contact with an infected item or person	All Persons	5	4	20	The main entrance is typically a one - way entrance or exit as all persons will be arriving for an event / activity at the start, and leaving at the end. Two doors are used to allow for 'crowd control'. Both doors will be pinned open at the start/end of the event to allow groups of guests to leave. Door staff will highlight the NHS Test and Trace QR Code (or sign in sheet), and ask guests to wash their hands on entry using the hand sanitiser at the entrance. Door staff will ask guests to wear face coverings while moving around in the venue (unless exempt).	5	1	5	House Manager & FOH Team (Performances) Activity Leader (Rehearsals & Workshops)	
Food and Drink Service	Contracting or spreading Covid-19 through contact with an infected item or person	All Persons	5	4	20	All payments will be via Contact-less Card / Apple/Android Pay, or Chip/Pin. Cash will not be accepted. Encourage pre-order drinks to avoid time at the bar. Socially distant queueing system in place to order refreshments. Guests may bring their own bottles of water to the venue.	5	0	0	House Manager	
Using the toilet facilities	Contracting or spreading Covid-19 through contact with an infected item or person	All Persons	5	4	20	Social distancing for queuing in place. Steward to manage in/out of toilets ensuring only one person (or household) is in the ladies toilet corridor at any one time. Limited number of persons in the toilet facilities at any one time. Toilets are cleaned after/before every hire - or more regularly during longer hirers. Contract cleaning in place who provide specific cleaning for COVID requirements.	5	1	5	Operations Manager	

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Feeling unwell at work / (not coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	Staff	5	3	15	House Manager must be informed immediately. The person must go home immediately avoiding other people and touching any surfaces as much as possible. Areas where this person has been in contact will be sanitised as soon as possible and diversions will be in place to avoid other people accessing possible contaminated areas.	5	1	5	House Manager (Performances) Activity Leader (Rehearsals & Workshops)	
Feeling unwell in venue (coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	All Persons	5	2	10	House Manager must be informed immediately. The person and their household (if guests) must go home immediately avoiding other people and touching any surfaces as much as possible. Areas where this person has been in contact will be sanitised as soon as possible and diversions will be in place to avoid other people accessing possible contaminated areas. Staff members working team to be informed and advised to self-isolate until further information is available. Staff member should alert anyone they have had close contact with (less than 2m) in the last 48 hours Staff member should get a coronavirus test as soon as possible - https://www.nhs.uk/conditions/coronavirus-covid-19/testing-andtracing/ Staff member will need to self-isolate for 7 days or until they have received a negative covid-19 test Staff member's working group will need to self isolate for 14 days or until a negative covid-19 test result is received. If the test is positive the staff member will need to self-isolate for 7 days and all of their working group for 14 days except if they develop symptoms themselves. If the staff member still has symptoms other than cough or loss of sense of smell/taste after seven days they must continue to self-isolate until they feel better.	5	1	5	House Manager (Performances) Activity Leader (Rehearsals & Workshops)	

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Feeling unwell at home (not coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	All Persons	5	3	15	The Theatre Manager or Operations Manager should be informed immediately The staff member should stay at home, avoiding other people as much as possible The staff member's working team to be informed and advised they may need self-isolate Staff to stay at home until symptoms have improved Staff to consider getting a covid-19 test if available If coronavirus symptoms subsequently develop see guidance for Feeling unwell at work (coronavirus symptoms)	5	1	5	House Manager / Operations Manager / Theatre Manager	
Feeling unwell at home (coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	All Persons	5	3	15	The Theatre Manager or Operations Manager should be informed immediately The staff member should stay at home, avoiding other people as much as possible The staff member's working team to informed and advised to self-isolate until further information is available Staff member should alert anyone they have had close contact with (less than 2m) in the last 48 hours Staff member should get a coronavirus test as soon as possible - https://www.nhs.uk/conditions/coronavirus-covid-19/testing-andtracing/ Staff member will need to self-isolate for 7 days or until they have received a negative covid-19 test Staff member's working group will need to self isolate for 14 days or until a negative covid-19 test result is received If the test is positive the staff member will need to self-isolate for 7 days and all of their working group for 14 days except if they develop symptoms themselves If the staff member still has symptoms other than cough or loss of sense of smell/taste after seven days they must continue to self-isolate until they feel better	5	1	5	House Manager / Operations Manager / Theatre Manager	

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Coming into contact with a suspected Covid19 Case	Contracting or spreading Covid-19 through contact with an infected item or person	Staff	5	3	15	<p>Avoid anyone that has coronavirus (COVID-19) symptoms, or has been advised by NHS Test & Trace to self-isolate</p> <p>If a staff member has had contact or suspects they have had contacted with someone who has symptoms inform House Manager immediately</p> <p>The staff member should go home immediately, avoiding other people and touching any surfaces as much as possible</p> <p>All heavily touched surfaces in the office to be sanitised as soon as possible, information regarding movement through building will be gathered and further cleaning done throughout the building - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid19-decontamination-in-non-healthcare-settings</p> <p>The staff member's working team to informed and advised they may need to self-isolate</p> <p>Staff to stay at home until information from the NHS Test & Trace team is available, follow whatever advice is given</p> <p>Staff to consider getting a covid-19 test if available</p> <p>If coronavirus symptoms subsequently develop see guidance for Feeling unwell at work (coronavirus symptoms)</p>	5	1	5	House Manager (Performances) Activity Leader (Rehearsals & Workshops)	
Higher Risk Person	Contracting or spreading Covid-19 through contact with an infected item or person	All persons	5	3	15	<p>Those who are clinically extremely vulnerable, clinically vulnerable or at higher risk of contracting the virus e.g. people with a combination of the following risk factors - Black or Asian, over 40, obese, born outside the UK or with an underlying health conditions, will be advised to work from home, if this is not possible alternative work may be offered that enables them to maintain a two metre distance</p> <p>The Manager will conduct a risk assessment of all staff members to identify those that may be at higher risk. If you are unsure of your status contact the General Manager</p> <p>Time at the workplace will be limited to what is needed to complete tasks. Contact with others is to be kept to a minimum even within the staff members working group.</p> <p>Guests who are at higher risk should make their own assessment whether to take part in visiting the venue. These guests can make themselves known to the house manager and ask for an early entry to the auditorium to minimise their exposure in the foyer area. Subject to availability of the event seating we can offer a 'ticket swap' for their household if there is an area of the auditorium that is less populated. The disabled toilet will be designated to vulnerable people as well as for disabled persons.</p>	5	1	5	House Manager Operations Manager Theatre Manager Activity Leader (Rehearsals & Workshops)	

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Person with suspected or confirmed Covid-19	Contracting or spreading Covid-19 through contact with an infected item or person	Staff	5	3	15	Open conversations should be had with all staff members to help create an environment that does not stigmatise people that have developed symptoms or been in contact with someone that has the virus. Maintenance of good mental health and wellbeing will be encouraged for all staff members, but particularly those that have contracted coronavirus - https://www.gov.uk/government/publications/covid-19-guidancefor-the-public-on-mental-health-andwellbeing/guidance-for-the-public-on-the-mentalhealth-and-wellbeing-aspects-of-coronavirus-covid-19 Transparency around all suspected and confirmed cases will be essential	5	1	5	House Manager Theatre Manager Operations Manager	
First Aid	Contracting or spreading Covid-19 through contact with an infected item or person	Staff	5	4	20	Remains crucial and we will continue to perform first aid at the Henrician Theatre. Stay 2 metres from casualty if at all possible while making the assessment, if this is not possible, a face covering should be worn by both the person performing first aid and the casualty (this may be a cloth placed over the person's mouth and nose) Hands should be washed and disposable gloves put on before attending the casualty Wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual While performing CPR, resuscitation breaths should not be given to adults. If a child requires CPR it is more likely that compressions will not work so a resuscitation face shield should be used Duty Manager on shift must be informed immediately, who will report to the Incidence Response Team as soon as possible who will make a decision regarding closure The response team may escalate the situation to the local authority if the person has been in contact with several people Surface sanitisation should be performed throughout the building if coronavirus is suspected, and government guidance followed https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid19-decontamination-in-non-healthcare-settings The Theatre may be closed if it is deemed that staff or visitors are at risk If assistance was given to someone that is suspected of having coronavirus, the first-aider should monitor their own symptoms for 14 days or until any advice is given by the NHS Test & Trace team	5	2	10	House Manager Operations Manager Theatre Manager Activity Leader (Rehearsals & Workshops)	

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General	Lack of information, incorrect information or misunderstanding guidance	All Persons	5	4	20	Risk assessments and guidance will be based on official governmental guidance and will be updated regularly Risk assessments and guidance will be shared with staff regularly including verbally and in writing Any misinformation will be addressed directly with staff and visitors Senior management to review all outward facing communications (e.g. on customer website, social media and signage) to ensure messages are consistent, clear and reflect the values of the organisation An assessment will be made of who need to be onsite and who can continue to work from home, taking into consideration travel to work, housing circumstances and any increased risk factors, minimising the number of people onsite to those that are essential. Face-face communication by managers will be avoided as much as possible, communications will be via email or on the staff board	5	1	5	House Manager Operations Manager Theatre Manager Activity Leader (Rehearsals & Workshops)		

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General	Inability to effectively social distance	All Persons	5	3	15	<p>Tables and chairs will be reconfigured to allow a minimum 2 metre distance between seated people or 1 metre where mitigation such as screens, face coverings or back to back seating is possible.</p> <p>Maximum number of visitors will be allocated to each closed or partitioned area of the building to ensure social distancing is always possible</p> <p>All queueing will be in place for usage of toilets and the bar, if necessary for the activity taking place</p> <p>Entrance will be prohibited if the House Manager deems there are too many people in the venue to be seated safely at a safe social distance</p> <p>Customers will be informed that police and local authorities have the power to enforce social distancing and may ask customers to disperse or issue a fixed penalty or further action. Customers should be prepared to remove face coverings safely if required for the purposes of identification</p>	5	1	5	House Manager

Risk Scoring Key	Severity	Likelihood
Fatality	5	Certain or Imminent
Major injury, disabling illness, major damage	4	Very Likely
Lost time injury, illness, damage	3	May Happen
Minor injury, minor damage	2	Unlikely
Delay only	1	Very Unlikely

Risk Rating Categories	Score	Action
10 to 25	Unacceptable	Do not proceed; seek immediate guidance from the safety team
6 to 9	Tolerable	Proceed with caution but seek to reduce risk further if possible
1 to 5	Acceptable	Proceed