

Site Address:	Eastern Angles Theatre Company		
Date:	Continuous Use	Ref No:	COVID – 19 2020



Tasks/Activities being assessed & location detail e.g. Filter changes Plantroom x Building x
<ol style="list-style-type: none"> <li>1. Primary Risk from COVID -19</li> <li>2. Risk Assessment for Staff</li> <li>2. Risk Assessment for Building: Office Everyday use</li> <li>3. Risk Assessment for Freelancers and Visitors</li> <li>4. Risk Assessment for Building: Theatre and Audience use</li> <li>5. Risk Assessment for Volunteers</li> </ol>

**1: RISK ASSESSMENT FOR EASTERN ANGLES THEATRE COMPANY**

- Where there is a HIGH RISK you *MUST* seek further advice and controls.
- Additional control measures *MUST* be detailed in final column for any score over 6

Ref Letter	WHAT IS THE HAZARD/ASPECT? <small>(i.e. High roof, electricity, hazardous waste etc.)</small>	WHAT IS THE RISK/IMPACT? <small>(i.e. Fall, electrocution, Contamination)</small>	WHAT ARE THE CURRENT CONTROLS? <small>(i.e. Training, procedures, spill kits, PPE)</small>	Risk Level  L4 x S5 = 20 = HIGH	Further Action necessary? What and by when?
<b>1. PRIMARY RISKS FROM COVID -19</b>					
1	Airborne/ Droplet Infection (e.g. through sneezing, coughing etc).	Risk of contracting COVID-19 through airborne droplet infection	Minimal numbers of employees in any one area  Distancing of employees from one another (min 2m)  PPE – wearing of masks if in proximity to other members of staff	8	Place Signage – reminders to cough or sneeze into your sleeve or a tissue and dispose of it immediately
2	Infection through person to person contact	Risk of contracting COVID-19 through contact with others	No immediate person to person contact (e.g. shaking hands)  Minimal numbers of employees in any one area  PPE – Gloves to be worn if there is a likelihood of accidental physical contact (e.g. customer service, cashier etc)	8	Risk has been managed to a currently acceptable level providing control measures are observed

3	Infection through person to object contact (e.g. door-handles, keypads etc)	Risk of contracting COVID-19 through cross infection due to multiple people encountering high-touch areas	<p>Regular disinfection regime for high-contact areas (e.g. door handles, computer equipment, keypads, kettles, washroom fittings etc)</p> <p>No sharing of desk / office equipment. No hot-desking (assigned desks only)</p> <p>Hand Sanitiser supplied at building entry point, with signage to encourage its use</p> <p>Personal hygiene – Display correct handwashing procedure, and the importance of personal hygiene as an effective control against COVID-19</p>	8	PPE – Consider wearing gloves if multiple contact with an item unavoidable (e.g. money, exterior door handles, keypads etc)
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## 2. RISK ASSESSMENT FOR STAFF

1	Requirement to Work / Number of employees on site	The more employees on site, the higher the potential risk of cross infection	<p>Any employees who can work from home have been told to continue until otherwise instructed</p> <p>Staggered shift patterns to minimise the number of people on site at any one time</p>	4	Risk is low providing control measures continue to be observed.
2	Travelling to and from work	Commuting using public transport raises the risk of infection	Employees are encouraged to avoid public transport where possible, and use a personal vehicle or cycle or walk where appropriate	4	If employees are unable to avoid public transport, consider paying for or contributing to taxi fares, or allocating work that can be undertaken remotely. Employees must wear masks on public transport.

3	Travelling in the company Vans	Infection risk raised due to close contact with other and risk of cross infection.	Employees are encouraged to minimise the number of people using vans and to use social distancing within them and wear masks for the journey.	8	Hygiene touch point kit to be made to clean the vehicle touch points after each use.  Some staff may wish to wear gloves whilst using the van.
4	Arriving at/ departing from the workplace	Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact	Regular sanitisation/ disinfection of door-handles/ keypads etc  Staggered arrival times for staff to avoid too many people arriving at any one time  Hand sanitiser stations (preferably electronic, touch-free units) to be installed at all access/ egress points	8	Risk has been managed to a currently acceptable level providing control measures are observed.
5	Break Times	Break times are traditionally times for social congregation and interaction, raising the risk of infection	Staggered break times to avoid high numbers of staff using facilities  Staff encouraged to take breaks at their workstations, or use an outdoor area if available  Staff encouraged to bring food and drink from home tea and coffee making facilities to be removed from site.	8	Staff to make only drinks for themselves, not for other members of staff  Work facilities e.g. where needed equipment like kettles to be wiped and sanitised before and after every use  Purchase additional equipment for outdoor break times e.g. umbrellas, signage etc.
6	Staff Hygiene	Regular and thorough handwashing has been identified as an effective control against the spread of Coronavirus	Check cleaning regime of Serpentine Green and give clear direction to the public toilets.  Hand Sanitiser stations are installed throughout the building, especially in high-contact areas	8	Areas to have signage to instruct in correct hand sanitising technique and the importance of maintaining the practice.

7	Office / Desk Work	Office desks and other work areas (e.g., photocopier/ printer) can be high-contact areas	<p>No hot-desking (staff to use assigned workspaces only)</p> <p>No sharing of office equipment (e.g. pens, computer mice, keyboards etc.). Staff to be supplied with any equipment (e.g. staplers etc) required for their exclusive use.</p> <p>Personal office equipment to be wiped and disinfected at the beginning and end of every shift/ day.</p>	8	<p>When using shared office equipment (e.g. office printer/ shredder etc), wear gloves where possible, and disinfect after use.</p> <p>Where it is unavoidable for a member of staff to temporarily use a workstation, ensure it is disinfected after use using suitable disinfectant wipes</p>
8	Clinically Extremely Vulnerable Staff Members	Clinically Extremely Vulnerable people have a very high risk of severe effects from COVID-19	<p>Staff members designated as 'Clinically Extremely Vulnerable' are required to stay at home until notified by their GP that this is no longer required</p> <p>We have not been made aware that there are currently members of staff who would fall under this category</p>	2	Risk is low providing control measures continue to be observed.
9	Clinically Vulnerable Staff Members	Clinically Vulnerable People have a high risk of serious effects from COVID-19	<p>Staff members designated as 'Clinically Vulnerable' are assigned work that can be undertaken remotely where possible</p> <p>We have not been made aware that there are currently members of staff who would fall under this category</p>	2	Staff members categorised as Clinically Vulnerable will be individually risk assessed, and suitable controls implemented to ensure their safety.
10	Staff working from home – Mental Health Implications	Working from home decreases the risk of infection from COVID-19, but can result in isolation, depression, and other physical and mental health issues.	All members of staff working from home are included in online meetings and follow up meetings with their line managers.	8	All members of staff working from home should be contacted daily for work purposes, and to check on their welfare, and physical and mental wellbeing.

11	Staff returning from Furlough to the building	Working from and on furlough will cause anxiety and stress when staff are expected to return to the building.	All members of staff will receive a back to work plan  They will return in a staggered way first at ¼ time then ½ time and finally full time.	2	All members of staff will have meetings with their line managers to implement this as well as continuous check-ups after they have returned.
12	Staff working from home – DSE requirements	It is expected that working from home will continue into 2020. Lack of office equipment could lead to back problems.	All staff will be asked what they need to continue to work from home on their back to work forms.	6	Any necessary office equipment will need to be purchased.
13	Staff with specific requirements	Some staff members (due to disability or other characteristic) may have special access or other requirements	There are currently no staff with special requirements	2	Any employees requiring special consideration in the future will be risk assessed, and control measures specific to their requirements put in place
14	Staff members potentially infected with COVID-19	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation	All staff members who display potential symptoms of COVID-19 (or who share a household with someone who has symptoms) are required to stay at home and isolate for 14 days in line with government guidance  Staff temperature checks will be taken as and when required.	8	Handheld thermometers need to be purchased ready to use.

15	Staff Awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously	<p>All staff to be informed of the control measures as detailed in this Risk Assessment (either via website, email, or recorded letter)</p> <p>All staff members to be made aware that no negative opinions will be held if they are required to isolate due to suspected symptoms etc. Better to be safe than sorry!</p>	8	<p>Consider an online (zoom) re-induction, covering the company's controls, basic information on PPE and pandemic control measures.</p> <p>Ensure all staff can contact management with any questions they may have</p> <p>Put in place extra staff training where required (e.g. on new processes or equipment).</p> <p>Design and implement a COVID-19 information pack to be issued to all staff members.</p>
16	Symptoms presenting whilst at work	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation	<p>Staff who begin to present symptoms whilst at work are required to undertake a temperature check, isolate, and return home immediately and seek medical advice (using the NHS 111 Coronavirus Service)</p> <p>That person's work area etc is to be fully disinfected</p>	8	Risk has been managed to a currently acceptable level providing control measures are observed.
17	Ineffective Track and trace	Lack of trace and trace can lead to further outbreaks.	<p>Covid 19 log will be situated in both the Box Office and the main office of all venues.</p> <p>All staff will confirm their contact details are correct on return to work</p>	8	<p>Create a COVID -19 and place in buildings.</p> <p>Details will then be logged in a password protected file on excel.</p>

### 3. RISK ASSESSMENT FOR BUILDINGS: EVERYDAY AND OFFICE USE

1	Meetings	Potential for contact with several other staff members in (usually) proximity	Meetings to be undertaken remotely (e.g. online, telephone or video-call) where possible.	8	Consider whether a meeting is essential. Can communications be undertaken via telephone or email?
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			<p>Where the above is not possible, the green room / auditorium is to be arranged to allow a minimum of 2m between participants</p> <p>Meeting rooms to be ventilated naturally (via open windows) where possible. No desk or portable fans to be used</p> <p>Virtual meetings to be undertaken at own desks where possible</p>		<p>Ensure there is an adequate supply of disinfectant wipes for use where temporary use of a desk (hotdesking) is unavoidable.</p>
2	Delivery Processing	Potential for infection due to contact with delivery personnel or contaminated goods	<p>All delivered items (where appropriate) to be disinfected or sanitised upon delivery Staff members engaging with delivery drivers etc. to wear face masks and gloves</p> <p>No delivery personnel are required to enter the premises.</p> <p>Members of staff involved in processing mail / parcels should use gloves, and wash hands thoroughly afterwards</p>	4	<p>Risk is low providing control measures continue to be observed.</p>
3	Training	Potential for contact with several other staff members in (usually) proximity	<p>Staff Training to be undertaken remotely (e.g. e-learning) where possible</p> <p>There will be no on-site training undertaken in before Jan 2021</p>		<p>Risk is low providing control measures continue to be observed.</p>
4	Moving around the building	Potential for unnecessary contact whilst moving around the building	<p>Staff to limit movement around the building and use email and phones to communicate rather than face to face.</p> <p>Staff to pay attention to other personnel and always keep the minimum 2m distance .</p>	8	<p>Implement a one-way travel system where this is possible, to reduce the chance of staff members colliding in the corridors</p>

5	Premises (General)	A high standard of general hygiene and sanitisation has been identified as an effective control measure against the spread of infection	All hard surfaces (e.g. desks/ counter-tops), and especially those identified as high-contact areas to be disinfected at the end of each day or shift	8	Risk has been managed to a currently acceptable level providing control measures are observed.
6	Access/ Egress	Access/ egress points can be areas that involve a high degree of person-to-person and person-to- object contact	Regular disinfection of door handles/ keypads etc. Hand sanitiser stations installed at all access/ egress points All shared facilities to be subject to a recorded and checked cleaning regime.	8	Risk has been managed to a currently acceptable level providing control measures are observed.
8	Kitchen/ Break-room facilities	Kitchen and Break-room facilities are high-contact areas frequented by most staff during the day. General hygiene can also be a factor	Staff encouraged to bring food and drink from home rather than use work facilities All shared facilities to be subject to a recorded and checked cleaning regime Removal or kitchen facilities as handwashing is not possible. Work facilities e.g. kettles to be wiped and disinfected after use	8	Clearly mark (e.g. using a dot on the floor) where persons waiting to use the facilities should wait safely.



9	Workstation Layout	A poor layout of work areas can lead to social distancing being hard to maintain, and increase the risk of infection	Workers must be positioned a minimum of 2m from each other. Where workstations are closer than this, alternate workstations should be used	4	Where it is not possible for individuals to maintain a gap of at least 2m, physical barriers must be installed (e.g. Perspex screens).
10	Maintenance of Equipment	Improperly maintained COVID-19 safety equipment could result in an infected individual entering the premises, or hygiene levels to be compromised	All safety equipment to be subject to recorded checks  Any battery-powered items (e.g. thermometers / cordless hand sanitiser dispensers) to be regularly checked, and a ready supply of replacement batteries to be kept on hand.	4	Risk is low providing control measures continue to be observed.
11	Ventilation	Forced airflow (e.g. using fans/ heavy air conditioning) could contribute to the spread of droplets	Portable office fans (i.e. freestanding) should not be used  Natural ventilation preferred – i.e. open windows  The building already has very high ceilings allowing hot air to rise.	8	Further improvement could be made by investigating how to open previously sealed windows.
12	Emergency Evacuation	Potential for injury due to fire or other emergency event, as well as the heightened potential for cross infection due to inevitable contact with others during the evacuation	Current staffing levels on site is low, with all staff trained in correct procedures.	4	Emergency evacuation procedures are adequate.
13	First Aid Situations	Increased potential for infection due to necessity for person-to-person contact	Mouth-to-mouth discouraged, in favour of 'compression only' CPR.	8	Consider acquiring new equipment (such as resuscitation masks equipped with a safety valve, or

			PPE (such as aprons, gloves, and masks) to be kept with every First Aid Kit to protect First Aiders if required		mask & bag equipment) to be able to give rescue breaths safely
14	Improper use of PPE	Improper use of PPE negates its effectiveness, increasing the risk of infection	All personnel are to be trained in company requirements and the correct use of any PPE supplied.	4	Risk is low providing control measures continue to be observed.
15	Lack of PPE	A lack of PPE may mean that protocols cannot be followed correctly, increasing confusion, and a risk of infection	PPE will be supplied. In the event of this supply failing, secondary measures can be taken (e.g. further reducing staff numbers/ increasing distancing etc.)	4	Risk is low providing control measures continue to be observed.

#### 4. RISK ASSESSMENT FOR FREELANCERS AND OUTSIDE CONTRACTORS

1	Contractors (any external company or person entering the premises to undertake works)	Potentially infected contractors could increase the risk of infection, or contact could increase the risk of contractors becoming infected	<p>Only work deemed essential is to be undertaken by contractors whilst COVID-19 restrictions are in place (until guidance changes)</p> <p>Contractors to include their COVID-19 controls in documentation submitted during vetting</p> <p>Contractors to undergo a recorded temperature check prior upon entry</p>	8	<p>Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system</p> <p>Contractor induction to include COVID-19 controls and requirements.</p>
2	Actors / Directors / Designers, other Freelancers etc.	Potentially infected freelance staff could increase the risk of infection, or contact could increase the risk of contractors becoming infected	<p>Only work deemed essential is to be undertaken by freelancers whilst COVID-19 restrictions are in place (until guidance changes)</p> <p>Encourage online meetings rather than face to face ones.</p>	8	<p>Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system</p> <p>Freelancer induction to include COVID-19 controls and requirements.</p>

			Freelancers to undergo a recorded temperature check prior upon entry		Consider weekly COVID 19 tests for actors.
3	Awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously	<p>All freelancers and visitors to be informed of the control measures as detailed in this Risk Assessment (either via website, email, or recorded letter)</p> <p>All freelancers and visitors to be made aware that no negative opinions will be held if they are requiring to isolate due to suspected symptoms etc.</p>	8	<p>Consider an online (zoom) re-induction, covering the company's controls, basic information on PPE and pandemic control measures.</p> <p>Ensure all freelancers can contact management with any questions they may have</p> <p>Put in place extra staff training where required (e.g. on new processes or equipment).</p> <p>Design and implement a COVID-19 information pack to be issues to all freelancers</p>
4	Symptoms presenting whilst at work	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation	<p>Staff who begin to present symptoms whilst at work are required to undertake a temperature check, isolate, and return home immediately and seek medical advice (using the NHS 111 Coronavirus Service)</p> <p>That person's work area etc is to be fully disinfected</p>	8	Risk has been managed to a currently acceptable level providing control measures are observed.
5	Break Times	Break times are traditionally times for social congregation and interaction, raising the risk of infection	<p>Staggered break times to avoid high numbers of staff using facilities. i.e. Staff do not break at the same time as the cast.</p> <p>Freelancers encouraged to take breaks away from the auditorium or use an outdoor area if available</p>	8	Staff using work facilities to use one cup, which is to be washed after use and kept at their workstation

			Staff encouraged to bring food and drink from home rather than use work facilities		Staff to make only drinks for themselves, not for other members of staff  Work facilities e.g. kettles to be wiped and sanitised before and after every use
6	Travelling to and from work	Commuting using public transport raises the risk of infection	Freelancers are encouraged to avoid public transport where possible, and use a personal vehicle or cycle or walk where appropriate	8	If employees are unable to avoid public transport, they must wear a face mask and EATC should consider allocating work that can be undertaken remotely.
7	Track and trace	Lack of trace and trace can lead to further outbreaks.	Covid 19 log will be situated in both the Box Office and the main office of all venues.  These should be filled out by all visitors on arrival – non-negotiable,  Any freelancers who are with the company for a long time should also list their accommodation during their employment.  Contractors should list their company details.	8	Create a COVID -19 and place in buildings.  Details will then be logged in a password protected file on excel.
8	Accommodation of freelancers whilst employed	Accommodation in local 'digs' could lead to further infection	Communicate with 'digs' owners about EATC Covid Protocol to ensure they feel safe housing actors and freelancers  Help and advise dig providers on what they can do to stay safe.	8	Research possibilities of mass housing for upcoming shows to create a bubble for the actors. Through Air B & B or short term lets.
9	Shared communal areas i.e. dressing rooms	Proximity to each other and consistent use during a show could lead to infection.	Spread our dressing rooms to other areas of the building including the mezzanine to allow for social distancing.	12	Consider purchasing Perspex screens to divide changing room areas.

			Provide hand sanitising stations in the dressing room.		Provide personal lockers to kept personal items clean and safe.
10	Rehearsals	Close contact between actors and staff member can cause infection.	<p>Stage manager and technical team to be socially distanced during tech days and wear appropriate PPE when building sets and in close contact with other staff.</p> <p>Where possible place markers on the floor of the set to ensure actors stay at a good distance from one another</p> <p>Regular cleaning of shared props.</p> <p>Ensure any read through or research is done in a socially distanced way.</p> <p>Place rehearsals in a separate part of the centre and allow set building to take place gradually.</p>	10	<p>Consider placing actors in their own social bubble and housing them together alongside the director.</p> <p>Discourage visits to homes and encourage actors remaining in Ipswich.</p> <p>Look into continuous testing throughout the rehearsals and performance period.</p>
11	Performances from the actor's perspective	Close contact with the public may cause infection.	<p>Consider blocking off a toilet for actors to use which is not in use by the public or at the very least do not allow public in the toilets at the same time as the performers.</p> <p>Mark the set with socially distanced squares to ensure the actors do not come into close contact with each other.</p> <p>Ensure the set is a minimum of 2m from the front of the audience</p> <p>Regular cleaning of sets and costumes after each performance.</p>	8	<p>Investigate the viability of Perspex screens in front of the stage. Unlikely due to lighting problems.</p> <p>Look into continuous testing throughout the rehearsals and performance period.</p>

Do not allow actors on to the stage area until the audience is seated. For now, no preshow interaction.

## 5. RISK ASSESSMENT: BUILDING : THEATRE AND AUDIENCE USE

1	Audiences Arriving at/ departing from the theatre	Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<p>Regular sanitisation/ disinfection of door-handles/ keypads etc</p> <p>Staggered arrival times for audiences to avoid too many people arriving at any one time</p> <p>Hand sanitiser stations (preferably electronic, touch-free units) to be installed at all access/ egress points</p> <p>Additional FOH area for people to gather in prior to entry to the auditorium.</p>	8	Risk has been managed to a currently acceptable level providing control measures are observed.
2	Intervals	Intervals are traditionally times for social congregation and interaction, raising the risk of infection	<p>Audiences encouraged to take breaks in a separate room or use an outdoor area if available</p> <p>EATC FOH staff to bring food and drink orders to their tables rather than use the bar area.</p>	8	Look at whether intervals can be shortened or removed completely and the effects it could have on Bar income.
3	Audience Hygiene	Regular and thorough handwashing has been identified as an effective control against the spread of Coronavirus	Ensure Serpentine Green are enforcing an efficient cleaning regime. All washroom fitting (e.g. taps, flushes etc) are to be included as part of a recorded cleaning regime	8	All washrooms to have signage to instruct in correct handwashing technique and the importance of maintaining the practice.

			<p>Hand Sanitiser stations are installed throughout the building, especially in high-contact areas</p> <p>Touch points clean regularly after ingoing, interval, and end of show.</p>		
4	Symptoms presenting whilst attending a show	Infected audience members present in the workplace will hugely increase the risk of the disease spreading within the organisation	<p>Audiences who begin to present symptoms whilst at the theatre are required to undertake a temperature check, isolate, and return home immediately and seek medical advice (using the NHS 111 Coronavirus Service)</p> <p>The theatre and touch points are cleaned immediately.</p> <p>A follow up phone call is made to confirm whether it was a positive or negative test result to allow the track and trace process to begin.</p>	4	Risk has been managed to a currently acceptable level providing control measures are observed.
5	Audience information about attending when potentially infected with COVID-19	Infected audience members present in the theatre will hugely increase the risk of the disease spreading within the organisation	<p>All audience members who display potential symptoms of COVID-19 are required to stay at home and isolate for 14 days in line with government guidance. This will be highlighted at ticket purchase.</p> <p>Flexibility will be allowed, and people can change the dates of their tickets if they cannot attend due to quarantine.</p> <p>Audience temperature checks will be taken as they enter the building.</p> <p>Preshow emails will be sent to highlight the new Covid 19 protocol and expectations when attending the theatre.</p>	4	Handheld thermometers need to be purchased ready to use.

7	Emergency Evacuation	Potential for injury due to fire or other emergency event, as well as the heightened potential for cross infection due to inevitable contact with others during the evacuation	All staff are trained in correct procedures, amendment can be made to the speech to include social distancing however threat by fire supersedes cross infection.	4	Emergency evacuation procedures are adequate.
8	First Aid Situations	Increased potential for infection due to necessity for person-to-person contact	Mouth-to-mouth discouraged, in favour of 'compression only' CPR.  PPE (such as aprons, gloves, and masks) to be kept with every First Aid Kit to protect First Aiders if required	8	Consider acquiring new equipment (such as resuscitation masks equipped with a safety valve, or mask & bag equipment) to be able to give rescue breaths safely
9	Hygiene of seating and auditorium space	Seating and tables will act as possible infection touch points for audience members.	Ensure a cleaning rota in-between shows to wipe down tables and touch points.  Stop the lighting desk doubling up as a staff desk to ensure the staff member remains safe from cross infection.  Ensure there is at least a 1m distance between the stage and the front row of the stage.  Ensure all seating is socially distanced to allow family bubbles to attend.  Enforce a mask wearing policy dependant of Government guidance.	8	Consider investing in an Auditorium disinfectant bomb.  Consider investing in Perspex screens to separate out audience members.



10	Ventilation	Forced airflow (e.g. using fans/ heavy air conditioning) could contribute to the spread of droplets	<p>Portable office fans (i.e. freestanding) should not be used</p> <p>Natural ventilation preferred – i.e. open windows</p>	8	Further improvement could be made by investigating how to open previously sealed windows or introduce other mechanical systems.
11	Number of audience members	Larger capacity will not allow for social distancing to be followed	Half capacity in accordance with government guidelines.	4	Risk has been managed to a currently acceptable level providing control measures are observed.
12	Bar (If in use)	Use of the bar area and service may case the spread of Covid – 19 amongst staff and the audiences.	<p><b>CLOSE UNDERCROFT BAR UNTIL FURTHER NOTICE. – Current plan.</b></p> <p><b>If EATC re open the bar:</b></p> <p>Staff / Volunteers to practise excellent Hygiene</p> <p>PPE – all staff serving and prepping to wear PPE included face shields whilst serving and gloves whilst prepping.</p> <p>Close the bar area down and serve tables with an order system using Spektrix or an app.</p> <p>Zoning of areas behind the bar and allocation of roles. E.g. one person operating the till.</p> <p>Removal of staff fridge away from the main audience bar to avoid cross contamination.</p> <p>Make the bar a cashless one to ensure no staff are handling cash.</p>	8	<p>Consider updating the bar area to allow for greater hygiene to be enforced. E.g. building a metal work top.</p> <p>Invest in a dishwasher to allow quicker and more efficient cleaning of cups and mugs.</p>

			<p>Perspex barriers to be installed at the till once the bar is back in service along with queue methods.</p> <p>Enhanced cleaning especially around touch points such as PDQ machines and handles.</p>		
13	Hires	Additional users in the space could lead to further infection	<p>All hirers must sign in and out of the Covid-19 log</p> <p>All hirers must adhere to a Hires Covid 19 code of conduct and rule breaks may result in the shutting of a show and cancellation of hire.</p> <p>All hirers must provide EATC with a competent risk assessment about Covid 19, no hire will take place without one.</p> <p>Request that Hirers limit the capacity of their tech team whilst creating the set and rigging as well as limiting their cast size.</p> <p>Reduce audience capacity.</p> <p>All hirers must use EATC box office to ensure an efficient track and trace system.</p>	8	<p>Create a Covid-19 log, Code of Conduct.</p> <p>Communicate with Hirers about these new rules.</p>
14	Inaccessible communication for those who are D/deaf, HoH, neurodiverse or differently abled.	Use of PPE may block communication channels and adaptations to space may confuse some audiences.	<p>Clearly communicate with social media and digital content the new adaptations to make audiences safe. Using captions and BSL interpreter where possible.</p> <p>Embed these ideas in to building and social stories available online.</p>	4	Seek further advise from members of the D/deaf community about how the guidelines can be adapted to help them.

			<p>Make badges for the D/deaf or HoH community to communicate when they need staff to change seats.</p> <p>Where possible ask staff to wear clear visor instead of face coverings to ensure lip reading can still take place.</p>		
15	Track and trace	Lack of trace and trace can lead to further outbreaks.	<p>For hirers: Covid 19 log will be situated in both the Box Office and the main office of all venues.</p> <p>We will no longer allow hirers to book the space without using EATC Box Office.</p> <p>Any Audience members must give contact detail whilst booking their tickets to enable track and trace. This will be stored on Spektrix.</p>	8	<p>Create a COVID -19 log and place in buildings. Details will then be logged in a password protected file on excel.</p> <p>Create script for Box Office to effectively communicate why details are need.</p>
<b>5. Risk Assessment Volunteers</b>					
1	Volunteers Returning to the building	There may be anxiety and stress when volunteers are expected to return to the building.	All members of volunteer staff will receive a Covid – 19 protocol information sheets about returning to the building.	4	Consider an online (zoom) re-induction, covering the company's controls, basic information on PPE and pandemic control measures.
2	Volunteers in the 'At Risk Categories'	Clinically Vulnerable People have a high risk of serious effects from COVID-19	<p>Volunteers designated as 'Clinically Vulnerable' are assigned work that can be undertaken remotely or as little contact with the public as possible.</p> <p>Theatre Manager to find out which members of the volunteer team fall into this category.</p>	4	Volunteers categorised as Clinically Vulnerable will be individually risk assessed, and suitable controls implemented to ensure their safety.

3	Volunteer Awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously	<p>All volunteers to be informed of the control measures as detailed in this Risk Assessment (either via website, email, or recorded letter)</p> <p>All volunteers to be made aware that no negative opinions will be held if they are requiring to isolate due to suspected symptoms etc. Better to be safe than sorry!</p>	8	<p>Ensure all volunteers can contact management with any questions they may have</p> <p>Put in place extra volunteer training where required (e.g. on new processes or equipment).</p> <p>Design and implement a COVID-19 information pack to be issued to all Volunteers.</p>
4	Volunteers members potentially infected with COVID-19	Infected volunteers present in the workplace will hugely increase the risk of the disease spreading within the organisation	<p>All Volunteers who display potential symptoms of COVID-19 are required to stay at home and isolate for 14 days in line with government guidance</p> <p>Volunteer temperature checks will be taken as and when required.</p>	8	Handheld thermometers need to be purchased ready to use.
5	Emergency Evacuation	Potential for injury due to fire or other emergency event, as well as the heightened potential for cross infection due to inevitable contact with others during the evacuation	Reduced audience capacity will help with crowd control whilst evacuating all volunteers are trained in correct procedures.	4	Emergency evacuation procedures are adequate.

6	Symptoms presenting whilst at work	Infected volunteers present in the theatre will hugely increase the risk of the disease spreading within the organisation	Volunteers who begin to present symptoms whilst at work are required to undertake a temperature check, isolate, and return home immediately and seek medical advice (using the NHS 111 Coronavirus Service)  That person's work area or any area they worked within is to be fully disinfected	4	Risk has been managed to a currently acceptable level providing control measures are observed.
7	Track and trace	Lack of trace and trace can lead to further outbreaks.	Covid 19 log will be situated in both the Box Office and the main office of all venues.  These should be filled out by all volunteers on arrival.	8	Create a COVID -19 log and place in buildings.  Details will then be logged in a password protected file on excel.

<b>Assessment by</b> Eastern Angles (Print)	Jess Baker	<b>Sign</b>		<b>Date</b>	3/9/20	If consultant company stamp

**3: RISK LEVEL ANALYSIS**

Calculate score 1-5 for likelihood (L) & 1-5 for severity (S). Multiply these to get the risk level rating (RL).

LIKELIHOOD		X	SEVERITY
1	<u>Low –</u> Controls are in place to ensure the task/activity is safe and the environment is protected.	1	<u>Low risk/no impact -</u> Minor discomfort/impact or insignificant consequence.
2	<u>Low/Medium-</u> Some additional measures may be required to make the task/activity safe and protect the environment.	2	<u>Low/Medium risk/impact-</u> First aid /Hospital day case or minimal environmental consequence.

**(GUIDE ONLY)**  
**RISK LEVEL RATING**

5	5	10	15	20	25
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LIKELIHOOD

<b>3</b>	<u>Medium –</u> Additional controls are necessary to make the task/activity safe and protect the environment.	<b>3</b>	<u>Medium risk/impact-</u> Badly harmed (incapacitated for 3 day + , WRULD etc, ) or moderate environmental consequence. Moderate 3rd party interest / enforceable standard.
<b>4</b>	<u>Medium/High –</u> Formal and documented controls are required to protect individuals and the environment.	<b>4</b>	<u>Medium/High risk/impact-</u> Severely harmed/Maimed (Paralysis/Blinded/Badly burned/Loss of limbs etc) Uncontrolled environmental release/significant 3rd party interest/risk of prosecution.
<b>5</b>	<u>High/imminent –</u> Formal and documented controls are required to protect individuals and the environment. Further action is necessary to mitigate unacceptable risk/impact.	<b>5</b>	<u>Unacceptable high risk/impact –</u> Death or chronic illness (i.e. Electrocutation / Asbestos related illness/Dangerous Occurrence) Severe/Chronic/large quantity environmental release/ 3rd party instruction/ High risk of prosecution.

  

<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**SEVERITY**

*KEY TO RISK LEVEL:*

HIGH = 20-25 – Unacceptable / High RISK / IMPACT  
 MEDIUM = 8 – 16 Medium to High RISK / IMPACT  
 LOW = 1- 6 Low to Medium RISK/IMPACT

Do not attempt this work: seek advice from QHSE Manager  
 Additional control measures should be sought to reduce the risk before proceeding.  
 Adequate control measures may be in place: proceed with caution.