



Burgess Hill Theatre Club

Theatre Covid-19 Risk Assessment

Theatre	BHTC	Date of Assessment	2021-08-15
Activity	Recommencement of the theatre club following lockdown	Name of Assessor	Nicki Plank

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. This assessment will be dynamically reassessed as required to adhere to government guidelines.

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
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 and vulnerable people to be given extra consideration. 	3	2	6	<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.

<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 and encouraged where possible, 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 distancing. ○ Encourage online ticket / phone bookings ○ Having committee / backstage meetings remotely if required ○ Rehearsing remotely where necessary and if possible • Signs to be erected on the front door advising individuals not to enter if they have potential symptoms and to follow government guidelines. • BHTC will request individuals register with contact details when attending an event at the theatre, or use QRQ code to check in. • Hand sanitiser to be provided at all entry points (front door, kitchen). • Individuals to be requested to avoid unnecessary contact such as hugs and handshakes. 	<p>3</p>	<p>2</p>	<p>6</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. • Individuals to wear gloves / wash hands regularly when handling cash / cheques • To consider Credit card payments • 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 to provide contact details to the
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			<ul style="list-style-type: none">• Consider, where possible a one-way system within the Theatre to reduce congestion• Individuals purchasing tickets to be requested to wear face coverings into the theatre box office• Individuals collecting children from workshops to wait outside theatre• Audience to be requested to remain seated as much as possible• Waiter / table service to be provided where possible				<p>'Test and Trace' officials or where appropriate contact individuals on the list and advise they should follow necessary government guidelines.</p> <ul style="list-style-type: none">• Update Ticketsource with information regarding social distancing, face coverings and requesting not to attend if they or their household have symptoms.
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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 touched objects and surfaces (including equipment) as necessary. ○ Do not touch your eyes, nose or mouth if your hands are not clean • Reduce number of children in workshop by splitting group if necessary • Workshop leaders are advised to wear PPE (face coverings) • Consideration to be given around refreshments 	<p>3</p>	<p>2</p>	<p>6</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. 				<ul style="list-style-type: none"> • Consider extended interval times if required
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 • Consider using 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. 	3	2	6	<ul style="list-style-type: none"> • Costumes where possible should be left in the dressing room for 72 hours before being returned to the Wardrobe. • Individual consideration to be given to hiring equipment and costumes
Working within Theatre, Unit, rehearsals,	Contact with contaminated materials	All Members, Patrons, Audience, Hirers	<ul style="list-style-type: none"> • Individuals to dispose of their own waste straight into unlidged bins. • Post can be handled, but hands must be washed afterwards. 	3	2	6	<ul style="list-style-type: none"> • Hirers may be required to provide their own equipment (crockery, cutlery, tea towels, etc).

workshops and opening to the public			<ul style="list-style-type: none"> • Removal of unnecessary materials such as promotional materials. • Deep clean to be completed prior to opening and cleaned regularly thereafter. • 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 • 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 as necessary, followed by hand washing. 			<ul style="list-style-type: none"> • 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 floor ○ Remove used hand towels from toilet and dispose of with their waste ○ Remove their waste from theatre
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			<ul style="list-style-type: none">• Hirers to be requested to dispose of their own waste.				
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Signed by assessor		Date	
Signed by Manager		Date	

Risk/Priority Indicator Key

Severity (Consequence)
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