

## Risk assessment: Events with an Audience.

Company name: Cranleigh Arts

Assessment carried out by: Clive Wouters

Date of next review: May 2021  
updated April 2021

Date assessment was carried out: 7th September 2020,

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Person-to-person virus transmission at Cranleigh Arts when entering, moving around, and leaving the building</b></p>	<p>1. Staff Technicians Performers</p>	<p>Building currently closed</p>	<ul style="list-style-type: none"> <li>- Performers arriving by car will have worn masks, had windows open and driver will have sanitised handles, seat belts</li> <li>- Stagger arrival and departure times</li> <li>- QR code to be used to check in, otherwise we require staff, volunteers or performers to sign in on Track and Trace sheet</li> </ul>	<p>Cranleigh Arts Team – staff and crew</p>	<p>1<sup>st</sup> November and for each recording</p>	

			<ul style="list-style-type: none"><li>- name, phone number, time in and out.</li><li>- Identify building enter and exit points</li><li>- Temperature check of staff and performers</li><li>- Hand sanitising on entry</li><li>- Face covering to be worn by all for the duration of their time in the building, exemptions asked to identify themselves before arrival</li><li>- <b>Jack Wagg</b> enter/exit through fire exit at back of building</li><li>- Limit numbers in the building. <b>Rule of 6</b> to be enforced</li><li>- Only performers and technical crew to mix and maintain social distance wherever possible.</li><li>- Masks worn.</li><li>- Performers to fit their own mikes.</li></ul>			
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			<ul style="list-style-type: none"> <li>- Posters around building reminding people of importance of handwashing</li> <li>- Cranleigh Arts team to wear masks and always maintain social distancing</li> <li>- Toilets are one in one out, clear signage</li> </ul>			
<p><b>Person-to-person virus transmission at Cranleigh Arts when entering, moving around, and leaving the building</b></p>	<p>2. Audience Volunteers</p>	<p>Building currently closed</p>	<ul style="list-style-type: none"> <li>- Stagger arrival and departure times</li> <li>- Identify building enter and exit points</li> <li>- Temperature check of staff and audience</li> <li>- QR code to be used to check in, otherwise we require public to sign in on Track and Trace sheet – name, phone number, time in and out.</li> <li>- One way system to control flow – floor marked if bottlenecks likely</li> </ul>	<p>Cranleigh Staff team and Front of House Manager</p>	<p>First recording with an audience and subsequently</p>	

			<ul style="list-style-type: none"><li>- Cranleigh Arts team to wear masks/visors and always maintain social distancing</li><li>- Volunteers to work in fixed teams</li><li>- <b>Jack Wagg</b> enter/exit through corridor – no access to balcony or backstage</li><li>- Limit numbers in the building – <b>rule of 6 to be adhered to from 17<sup>th</sup> May 2021</b></li><li>- Posters around building reminding people of importance of handwashing</li><li>- Toilets are “one in one out”, clear signage and all toilets made unisex</li><li>- Seat audience in accordance with gov’t guidance with 1m+ distance all round</li><li>- organise seating of audience by rows for entry and exit</li><li>- omit or minimise interval</li></ul>			
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<p><b>Surface to person transmission</b></p>	<p>1. Staff Technicians Performers</p>	<p>Building currently closed</p>	<ul style="list-style-type: none"> <li>- Cleaning regime to be carried out by contractors to be checked by Cranleigh Arts</li> <li>- Hand sanitiser provided at entrance and exit points.</li> <li>- Only performers to access dressing room, which should be cleaned before their arrival</li> <li>- Only technicians to access control box.</li> <li>- Posters around building reminding people of importance of handwashing</li> <li>- High touch points such as handles, light switches to be wiped beginning, middle and end of day – cleaning rota on display and initialled when completed.</li> <li>- All equipment to be wiped down before and after use.</li> <li>- Where possible leave internal doors open (not fire doors) to</li> </ul>	<p>Cranleigh Arts Team – staff and crew</p>	<p>1<sup>st</sup> November and for each recording</p>	
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			<p>reduce surface to person transmission</p> <ul style="list-style-type: none"> <li>- Jack Wagg cleaned following cleaning procedures and if possible, left for 72 hrs</li> <li>- Toilets backstage only to be used.</li> <li>- Scores and documents to be handled only by the person using them</li> <li>- Avoid sharing equipment, headsets, workspaces.</li> </ul> <p>Minimise hand to hand transfer by using drop points</p>			
<b>Surface to person transmission</b>	2. Audience Volunteers	Building closed	<ul style="list-style-type: none"> <li>- Cleaning regime to be carried out by contractors to be checked by Cranleigh Arts</li> <li>- Hand sanitiser provided at entrance and exit points.</li> <li>- Only Tea Bar volunteer to access Kitchen, which should be cleaned before their arrival</li> </ul>	Cranleigh Staff team and Front of House Manager	First recording with an audience and subsequently	

			<ul style="list-style-type: none"><li>- Only technicians to access control box.</li><li>- Posters around building reminding people of importance of handwashing</li><li>- High touch points such as handles, light switches to be wiped beginning, middle and end of day – cleaning rota on display and initialled when completed.</li><li>- Where possible leave internal doors open (not fire doors) to reduce surface to person transmission</li><li>- Jack Wagg cleaned following cleaning procedures and if possible, left for 72 hrs</li><li>- Toilets clear “one in one out” system.</li><li>- All toilets made unisex</li><li>- Online ticketing and contactless payment to be used.</li></ul>			
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			<ul style="list-style-type: none"> <li>- No touch check of tickets. No programmes.</li> <li>- Refreshment sales to be managed Non-touch.</li> </ul>			
<b>Contracting or spreading coronavirus by not social distancing</b>	1. Staff Technicians Performers	Building closed	<ul style="list-style-type: none"> <li>- Technicians in control box to wear masks if not able to socially distance</li> <li>- Performers to maintain social distance on stage unless already part of a “bubble”</li> <li>- Side by side performance 2m apart or use of screen if required</li> <li>- Records to be kept for NHS Track and Trace of who has had close contact with whom while working</li> </ul>	Cranleigh Arts Team – staff and crew	1 <sup>st</sup> November and for each recording	
<b>Contracting or spreading coronavirus by not social distancing</b>	2. Audience Volunteers	Building closed	<ul style="list-style-type: none"> <li>- Stagger arrival and entry times</li> <li>- use marker tape on the floor, one-way systems and avoid queues</li> <li>- move to e-tickets</li> </ul>	Cranleigh Staff team and Front of House Manager	First recording with an audience and subsequently	



			<ul style="list-style-type: none"><li>- seat audience in household groups with 1m+ distance all round</li><li>- organise entry and seating of audience on row by row basis.</li><li>- Unavailable seats to have signage on.</li><li>- Maintain strict Front of house and backstage zones.</li><li>- Minimise contact between FOH and Backstage staff. Use sanitised radios for communication</li><li>- Records kept of customers details and seating plans to assist NHS Track and Trace</li><li>- Clear display of NHS Covid App QR code for people to check in</li><li>- FOH Teams: Records to be kept for NHS Track and Trace of who has had close contact with whom while working.</li><li>- DM to do a short reminder of rules surrounding face</li></ul>			
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			coverings, social distancing, toilets and drinks orders before performance begins.			
<b>Poor workplace ventilation leading to risks of coronavirus spreading</b>	1. Staff Technicians Performers	Building Closed	Fresh air is the preferred way of ventilating workplace so opening windows and doors (that are not fire doors) can help. Use air conditioning system	Venue and Facilities Coordinator	1 <sup>st</sup> November and for each recording	
<b>Poor workplace ventilation leading to risks of coronavirus spreading</b>	2. Audience Volunteers	Building closed	Fresh air is the preferred way of ventilating workplace so opening windows and doors (that are not fire doors) can help. Use air conditioning system	Venue and Facilities Coordinator	First recording with an audience and subsequently	
<b>Someone arrives with coronavirus symptoms or exhibits symptoms while at the Centre; or has a family member with symptoms</b>	Anyone who has had contact with the person	Building closed	<ul style="list-style-type: none"> <li>- Ask staff and audience to self certificate they have no symptoms or are living with anyone with symptoms</li> <li>- Check temperature on arrival</li> <li>- Isolate person and remove from premises as soon as possible.</li> </ul> All people who have been	Duty Manager	First recording with an audience and subsequently	

			<p>within 1m+ of the person to be notified.</p> <ul style="list-style-type: none"> <li>- Request person to notify us if Covid later diagnosed.</li> <li>- Refer to NHS Track and Trace if appropriate</li> <li>- Deep clean building or close for 72 hours</li> </ul>			
<p><b>Increased risk of infection and complications for vulnerable workers/ public</b></p>	<p>Vulnerable staff, volunteers, performers, audience</p>	<p>Building closed</p>	<p>Discuss with employees/volunteers/performers what their personal risks are and identify what you need to do in each case or if they should not attend Cranleigh Arts at the present time.</p> <ul style="list-style-type: none"> <li>- Identify how and where someone in one of these categories will work in line with current government guidance or if they should not attend</li> <li>- If they are coming into the building identify how you will</li> </ul>	<p>Cranleigh Arts Team</p>	<p>Ongoing</p>	

			protect them through social distancing and hygiene procedures - Provide PPE if needed			
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)