

## Safety Risk Assessment Form

This form must be distributed to all persons named in the Owner column, where possible both as a hard copy and electronically

Reference:	COVID – 19 Bristol Old Vic Engagement and Participation										
Date:	08/07/2020	Assessor(s):	David Harraway (Production & Operations Director, PD) Lucy Hunt Engagement Director				Department/Area:		Operations		
Activity <i>Describe the activity and the ways in which it could pose a risk</i>	Hazards <i>e.g. personal injury, electric shock, people or objects falling from height, crushing</i>	Persons at risk	Risk before control measures			Controls <i>Describe controls used to reduce risk to a tolerable or preferably acceptable rating</i>	Residual Risk after control measures			Additional controls? <i>e.g. monitor and review, suggestions for future activities</i>	Owner <i>Person responsible for the controls</i>
			Severity	Likelihood	SxL		Severity	Likelihood	SxL		
Group sizes	Transference of virus	Staff and Participants	4	3	12	<ul style="list-style-type: none"> <li>- Workshop groups to be limited to 15 people</li> <li>- Break out groups to be limited to 4/5 participants and these groupings should be maintained for the whole session (2 hours or day)</li> </ul>	4	2	8		
Staff and Participants accessing building:  Touching surfaces, not socially distancing	Transference of virus	Staff and Participants	4	3	12	<ul style="list-style-type: none"> <li>- Office staff instructed to work from home where possible</li> <li>- Arrival times for groups staggered to aid social distancing</li> <li>- Sessional Staff and participants to use fixed routes in and out of building (shared in advance if sessions with participants)</li> <li>- Clear instruction to wash hands upon arrival at work</li> <li>- Hand sanitizer points are included at both main entrances to the building and in workshop spaces</li> <li>- Staff and participants clearly informed on areas of work</li> <li>- Access to individual areas limited to</li> </ul>	4	2	8	Monitor fortnightly	PD

						essential staff and managers				
						<ul style="list-style-type: none"> <li>- Lift access limited to one person per journey</li> <li>- Signage for staff and participants included in all non-public facing areas along route</li> </ul>				
Staff and participants moving around building:  Touching surfaces, not socially distancing	Transference of virus	Staff and participants	4	3	12	<ul style="list-style-type: none"> <li>- Staff and participants required to remain in workshop area where possible</li> <li>- Instructions on social distancing are given in all areas of staff and participant movement</li> <li>- Staircases demarked as up and down (fixed route for YP)</li> <li>- Staircase passing etiquette in force for when necessary, only pass on landings and please turn away</li> <li>- Dwelling within corridors and staircases is forbidden</li> <li>- Lift access limited to those with access needs and one person per journey</li> </ul>	4	2	8	Monitor fortnightly  PD, ED
Workshop space use (clore, rehearsal room, Coopers' Hall, Coopers' Loft, Stage, Studio)  Touching surfaces, not socially distancing	Transference of virus	Staff and participants	4	3	12	<ul style="list-style-type: none"> <li>- Clear instructions are posted in all workshop spaces, Please see General Safety Instructions</li> <li>- Cleaning instructions and RA to be distributed with contracts</li> <li>- Socially distancing to be maintained at all times where possible</li> <li>- Sitting face to face is to be avoided</li> <li>- Use of chairs avoided</li> <li>- 2m Grid in workshop space to be used where possible</li> <li>- Own water bottles used and retained</li> <li>- Only session leader and assistant to touch PA equipment and this must</li> </ul>	4	2	8	Monitor monthly  PD, OM

						<ul style="list-style-type: none"> <li>- be wiped down at the end of each session</li> <li>- Nothing to be left in space at the end of each session</li> <li>- Sanitser available for use on surfaces</li> <li>- Sanitising surface wipes available in all office areas</li> </ul>					
Use of Bathroom  Touching surfaces.	Transference of virus	All	4	3	12	<ul style="list-style-type: none"> <li>- Red tape to be used when under 16s are in the building</li> <li>- Clear signage limiting usage with reference to social distancing</li> <li>- Hands should be washed before and after use of bathroom</li> <li>- Sanitser available for use on surfaces</li> <li>- Where applicable, extract fan to be left on post use to change air in closet</li> <li>- Support younger participants to understand this- and remind them of rules every session</li> </ul>	4	2	8	Monitor fortnightly	PD, OM
Waiting for workshops	Transference of virus	Sessional staff and participants + families	4	3	12	<ul style="list-style-type: none"> <li>- Clear instructions to be shared with all participants, parents and carers</li> <li>- Participants and families to wait in the Rackhay for sessions to start. They will be advised to bring umbrellas and suitable clothing</li> <li>- Workshop assistants to take register and take whole group up at start of session</li> <li>- Sessions to have staggered start times to avoid more than 15 participants entering at any one time</li> <li>- Fixed routes in and out of workshop spaces to be used</li> <li>- Clear instructions for later comers</li> </ul>					

Workshop activities	Transference of virus	Staff and participants				<ul style="list-style-type: none"> <li>- Activity to be designed at 2m distanced where possible</li> <li>- No singing or wind instruments</li> <li>- No shouting</li> <li>- Use of chairs avoided</li> <li>- 2m Grid in workshop space to be used where possible</li> <li>- Use of props avoided and only personal props used where necessary</li> <li>- Use of scripts kept to a minimum and own copies retained</li> <li>- Workshop staff encouraged to share successful activities so that we build up a new repertoire</li> <li>-</li> </ul>					
Use of Green room	Transference of virus	Sessional staff	4	3	12	<ul style="list-style-type: none"> <li>- Social distancing to be observed at all times</li> <li>- 2 people max in greenroom</li> <li>- Masks should be worn</li> <li>- No meetings to take place in green room</li> <li>- Where possible breaks should be taken out doors</li> <li>- NO participants to use the green room</li> </ul>	4	2	8	Monitor monthly	PD
Touching surfaces, not socially distancing											
Food contamination (Low Risk)											

Risk Scoring Key		Severity		Likelihood	
	Fatality		5	Certain or imminent	5
	Major injury, disabling illness, major damage		4	Very likely	4
	Lost time injury, illness, damage		3	May happen	3

Minor injury, minor damage	2	Unlikely	2
Delay only	1	Very unlikely	1

Risk Rating Categories	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

Order of Control Measures	Most effective	Eliminate	Ask yourself if the activity needs to be carried out
		Substitute	Ask yourself if the same effect can be achieved with something less risky
		Reduce	Ask yourself if you can use less of something, or limit the time etc
		Isolate	Make sure that the risk is contained to the smallest possible area
		Enclose	Make sure that no-one can get to the hazard
		Other Engineering Controls	Emergency stop buttons, automated controls etc
		Safe System of Work	Carry out the work according to a specific step by step programme with training
		Training/Communication	Safety team can advise
		PPE	Use of ear defenders, hard hat, toetectors etc
	Least effective	Discipline and Enforcement	Telling people to be careful