

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 Performance Risk Assessment										
Date:	10/07/2020	Assessor(s):	David Harraway (Production & Operations Director, PD)				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			
Overview	Transference of virus	All users of the Theatre	4	3	12	<ul style="list-style-type: none"> COVID 19 officer appointed to monitor assessments, policies and users Contact details to be kept for all users of the building for the purpose of track and trace Clear self-isolation protocol in place for any persons testing positive for COVID 19 Clear instruction that no one with any symptoms of COVID 19 are to travel to or attend the theatre No visitors backstage allowed 	4	2	8	Monitor weekly	PD
Accessing building: Touching tainted surfaces, not socially distancing	Transference of virus	Performers and Staff	4	3	12	<ul style="list-style-type: none"> Performers to use fixed routes in and out of building (shared in advance where possible) Clear instruction to wash hands upon arrival at work Hand sanitizer points are included at both main entrances to the building and in rehearsal rooms Staff and participants clearly informed on areas of work 	4	2	8	Monitor weekly	PD


						<ul style="list-style-type: none"> - Access to individual areas limited to essential staff and managers - Lift access limited to one person per journey - Signage for staff and participants included in all non-public facing areas along route 					
Group sizes Not social distancing	Transference of virus	Staff and Performers	4	3	12	<ul style="list-style-type: none"> - Performing companies to be limited to smallest possible number - Call times managed to keep room numbers at absolute minimum - Call times managed to avoid any waiting in groups for sessions to begin/end 	4	2	8	Monitor by project	PD
Use of dressing rooms Touching tainted surfaces, not socially distancing	Transference of virus	Staff and performers	4	3	12	<ul style="list-style-type: none"> - Dressing rooms are allocated to individuals only - Additional space to be allocated if meetings are necessary - Own water bottles used and retained - Sanitising station in all working spaces, these contain hand sanitisers and disinfectant wipes - No personal visitors to be admitted 	4	1	4	Monitor by project	PD, OM
Stage management and non-performer show staff Touching tainted surfaces, not socially distancing	Transference of virus	Staff and participants	4	3	12	<ul style="list-style-type: none"> - Social distancing of 2m to be observed whenever practically possible - Any activity needing to break the 2m distance must be mitigated by PPE, for example, visors and gloves - Performance to be designed to allow maximum performer self sufficiency - Costume changes to be minimal and dresser input to removed where possible. A Dresser specific method statement will be completed if this activity is needed 	4	1	4	Monitor by project	PD

						<ul style="list-style-type: none"> - The use of show properties will be avoided barring personal items for individuals - Any show properties being set by production staff will be done so in sterile gloves 					
Performance	Transference of virus	Performers, show staff and public	4	3	12	<ul style="list-style-type: none"> - Social distancing of 2m to be observed whenever practically possible - Public to remain a minimum of 2m from all performers at all times - Any spoken word that uses vocal projection from an elevated position will require a minimum 2.5m distance to be observed between public and the performers corresponding position measured as if both at same level. This is calculated by way of horizontal line drawn at ground level - Any activity needing to break the 2m distance between performers and show staff must be mitigated by PPE, for example, visors and gloves - Performance to be designed to allow maximum performer self sufficiency - Live singing will be avoided in the first instance. Any inclusion will require a separate method statement and assessment - Any use of woodwind or brass instruments will be avoided in the first instance. Any inclusion will require a separate method statement and assessment 	4	1	4	Monitor by project	PD
Touching tainted surfaces, not socially distancing											

Use of Green room	Transference of virus	Sessional staff	4	3	12	<ul style="list-style-type: none"> - Social distancing of 2m to be observed at all times - Maximum 2 x people to access greenroom at any one time - No meetings to take place in green room - Where possible breaks should be taken out doors 	4	1	4	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

