

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 Rehearsal 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 - Clear instruction that anyone that has any relevant symptoms must not attend Bristol Old Vic - Contact details to be kept for all users of the building for the purpose of track and trace - An assessment of vulnerability will be made of all performers that may be asked to participate in rehearsals during social distancing - In all situations, inclusion should be continued where possible but only if safety measures are able to be adequately brought to bear - Clear self-isolation protocol in place for any persons testing positive for COVID 19 - No visitors backstage allowed 	4	2	8	Monitored by project	PD
Travel to the building	Transference of virus	Performers and Staff	5	3	15	<ul style="list-style-type: none"> - A consideration concerning safety to travel and means thereof will be 	4	1	5	Reviewed for all rehearsals	PD


Touching surfaces, not socially distancing						made. This may mean that either mitigating process is adhered to or adaption of scheduling made					
Accessing building: Touching surfaces, not socially distancing	Transference of virus	Performers and Staff	4	3	12	<ul style="list-style-type: none"> - All core staff instructed to work from home where possible - Arrival times for groups staggered to aid social distancing - 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 - 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 	4	2	8	Monitor weekly	PD
Group sizes	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	1	4	Monitor by project	PD
Movement around building: Touching surfaces,	Transference of virus	Staff and Performers	4	3	12	<ul style="list-style-type: none"> - All people using the building are required to remain in their designated work areas where possible - Full induction on social distancing is 	4	1	4	Monitor fortnightly	PD

not socially distancing						<ul style="list-style-type: none"> given to all professional users of the building - Staircases demarked as up and down to minimise passing - Staircase passing etiquette in force for when essential, only pass on landings and please turn away - Dwelling within corridors and staircases is forbidden - Lift access limited to those with access needs and one person per journey 					
Rehearsal Rooms use Touching surfaces, not socially distancing	Transference of virus	Staff and participants	4	3	12	<ul style="list-style-type: none"> - Clear instructions are posted in all Rehearsal Rooms. Please see General Safety Instructions - Safe working practice and RA to be distributed with contracts - Socially distancing of 2m to be maintained at all times - Any reduction of the 2m distance must be mitigated and documented - Sitting face to face is to be avoided unless mitigation is in place (i.e. distance) - 2m grid on floor to be used where possible - Own water bottles used and retained - Nothing to be left in space at the end of each session - Sanitising station in all working spaces, these contain hand sanitisers and disinfectant wipes 	4	2	8	Monitor monthly	PD, OM
Rehearsal activity specific	Transference of virus	Staff and participants	4	3	12	<ul style="list-style-type: none"> - All activity to be considered with social distancing as a guiding principal. - No singing or wind/ brass 	4	2	8	Monitor by project	PD

Touching surfaces, not socially distancing						instruments without mitigating process (separate method statement needed)					
						<ul style="list-style-type: none"> - No shouting towards any persons within 4m - 2m grid marked on floor to be used where possible - Use of props avoided and only personal props used were necessary - Use of paper scripts kept to a minimum, these must never be shared - 					
Use of Bathroom Touching surfaces.	Transference of virus	All	4	3	12	<ul style="list-style-type: none"> - Clear signage limiting usage with reference to social distancing - Hands should be washed before and after use of bathroom - Surface disinfectant available - Where applicable, extract fan to be left on post use to change air in closet - Foot plate door opening in use where possible 	4	1	4	Monitor fortnightly	PD, OM
Use of Green room Touching surfaces, not socially distancing Food contamination (Low Risk)	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

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