

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:	06/01/2021	Assessor(s):	David Harraway (Production & Operations Director, PD) Jemma Edwards (Production Manager, PM)				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 - If an attendee develops symptoms, they must go home and isolate immediately. Re-entry to the building will only be permitted on submission of a negative test result. - All areas in use by the aforementioned attendee will be deep cleaned. - 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 	4	2	8	Monitored by project	PD, PM

						continued where possible but only if safety measures are able to be adequately brought to bear					
						<ul style="list-style-type: none"> - Clear self-isolation protocol in place for any persons testing positive for COVID 19 - No visitors backstage allowed - All attendance to the building must be agreed in advance 					
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 made. This may mean that either mitigating process is adhered to or adaption of scheduling made 	4	1	4	Reviewed for all rehearsals	PD
Touching surfaces, not socially distancing											
Accessing building:	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, PM
Touching surfaces, not socially distancing											

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, PM
Movement around building: Touching surfaces, not socially distancing	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 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 	4	1	4	Monitor fortnightly	PD
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 - Social 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) 	4	2	8	Monitor monthly	PD, OM, PM


						<ul style="list-style-type: none">- 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					
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.- Singing, shouting and physical activity increases the risk of transmission through small droplets and aerosols. If singing does take place, steps should be taken to reduce the risk of transmission, including limiting the number of people participating as far as possible and increasing distancing to 4m- 2m grid marked on floor to be used where possible- Use of props avoided and only personal props used where necessary- No shared equipment to be used where possible. Where equipment must be shared it should be cleaned between uses.- Microphones must be quarantined for 72 hours between uses by separate individuals- Equipment should be quarantined for 72 hours between prep and usage- Deliveries to the building should be	4	2	8	Monitor by project	PD, PM
Touching surfaces, not socially distancing											

						quarantined for 72 hours before collection by recipient. - Use of paper scripts kept to a minimum, these must never be shared - Control desk use limited to one person – cleaning and handwashing to apply.					
Use of Bathroom Touching surfaces.	Transference of virus	All	4	3	12	- 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	- No use of the green room unless arranged in advance - 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
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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  Least 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
		Discipline and Enforcement	Telling people to be careful