

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:	12/05/2021	Assessor(s):	David Harraway (Production & Operations Director, PD) Jemma Edwards (Production Manager, PM)				Department/Area:	Production			
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 and committee 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 - Any staff or company members with household members isolating will also be asked to refrain from accessing the building until the isolation period is complete. - Return to work should be confirmed with managers before individuals access the building. - 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"> - Temperature checking enforced for entry to the building. Fixed routes in place. - 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 - Masks to be worn on moving around the building unless exempt. - 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 in FOH lift and two persons per journey in BOH lift. - Signage for staff and participants included in all non-public facing areas along route. - Lateral flow test at home process in place with staff strongly encouraged to test weekly with the first being on day one in the building. 	4	2	8	Monitor weekly	PD
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 - Bubbles to be bought into play if distancing can't be achieved - Groups to remain consistent where possible. i.e. workshop leaders not 	4	2	8	Monitor by project	PD

						taking multiple sessions without distancing					
Use of dressing rooms	Transference of virus	Staff and performers	4	3	12	<ul style="list-style-type: none"> - Dressing rooms are allocated to individuals only or those in household groups or bubbles - 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 - Enhanced cleaning deployed 	4	1	4	Monitor by project	PD, OM
Touching tainted surfaces, not socially distancing											
Stage management and non-performer show staff	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. Physical barriers to be used where possible. - Any activity needing to break the 2m distance must be mitigated by PPE, for example, visors and gloves. Fixed teams should be used where possible to limit multiple cross overs. - Seats held off sale around operating positions to allow for safe social distancing from the public. Screen to be in place when using lighting control. - Sanitizer and wipes to be available at operating positions and prompt desk. Desks to be wiped following individual's usage. - Comms headsets to be assigned and labelled to individuals. In the case of temporary staff use, these will be quarantined for 72 hours following 	4	1	4	Monitor by project	PD
Touching tainted surfaces, not socially distancing											

						<ul style="list-style-type: none"> last use. Company's to bring their own where possible. - Performance to be designed to allow maximum performer self sufficiency - Costume changes to be minimal and dresser input to be removed where possible. A Dresser specific method statement will be completed if this activity is needed. Own makeup used. - 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 always remain a minimum of 2m from all performers – front of acting space placement to be considered. - 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 	4	1	4	Monitor by project	PD
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, unless in households or bubbles. - No meetings to take place in green room 	4	1	4	Monitor monthly	PD
Touching tainted surfaces, not socially distancing											
Touching surfaces, not socially distancing											
Food contamination											

Risk Scoring Key	Severity	Likelihood
	Fatality	5
	Major injury, disabling illness, major damage	4
	Lost time injury, illness, damage	3
	Minor injury, minor damage	2
	Delay only	1

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
		Discipline and Enforcement	Telling people to be careful
		Least effective	