



Current risk level	Description of Hazardous event	At Risk	Control Measures	Control Checks	Residual risk rating
	<p>Location</p> <p>Potential exposure to COVID-19 within public areas.</p>	<p>Staff / Visitors</p>	<ul style="list-style-type: none"> - All public facing staff to wear appropriate PPE. - Touch free sanitising stations located across public areas requesting all staff and public to utilise. - Public visitors strongly advised to wear masks at all time within building, only exemption for medical / accessibility reasons/whilst eating. - Signage clearly displayed in all public areas and on website detailing: <ol style="list-style-type: none"> 1. Expectations of visitors; Sanitising, the wearing of face coverings and distancing. 2. Description of COVID symptoms; explain that entry will be denied if displaying COVID symptoms. 3. HTT policies and protocols. 4. Recommended for all attendees to scan and record details using the NHS app or on paper recording slips. - Implementation of one-way routes 	<ul style="list-style-type: none"> - Daily Check by Covid Officer of signage, one way system barriers and sanitising stations and prior to opening foyers for performances by Duty Managers. - Ushers and duty managers to be trained in how to respond to and enforce social distancing measures throughout public areas. 	



			<p>throughout the building, with tension barriers where appropriate and floor signage clearly marking routes.</p> <ul style="list-style-type: none"> - Where possible doors to remain open, where not possible door handles / push plates to be replaced with anti bacterial handles. - Maximum occupancy levels agreed 40 maintained in both foyers, managed by FOH staff. - Group sizes kept in line with government guidelines. 		
	<p>Box Office</p> <p>Potential exposure to COVID-19 through visit in person to Box Office.</p>	<p>Staff / Visitors</p> <p>Risk of cross contamination and transmission/Infection through contaminated surfaces</p>	<ul style="list-style-type: none"> - Box office to reduce staff numbers within office. Ensuring 2m social distancing between all staff. - Perspex screening between box office and foyer areas. - One way system in place between entrance and counter with queue management system marked out by floor stickers. - Encouraging cashless and contactless payments. 	<ul style="list-style-type: none"> - Building Manager to ensure cleaning schedule is adhered to. - - Daily checks of signage and sanitising station at start of each day by assigned member of BO staff. 	



			<ul style="list-style-type: none"> - The use of E-Ticketing to reduce items passed between public and staff. - Public asked to sanitise hands on entry, staff to sanitise between each transaction. Card Machine to be sanitised between each transaction. - Perspex screens to be cleaned with anti bacterial cleaner at regular intervals. 		
	<p>Bars and Catering</p> <ul style="list-style-type: none"> - Potential exposure whilst using bars and catering facilities <p>*Supplemental to Shoot The Bull Risk Assessment.</p>	Staff / Visitors	<ul style="list-style-type: none"> - Bars to be open 1 hour before a performance. -- Just drinks served by bars. - All staff to sanitise between transactions. - Public asked to sanitise on entry. - Maximum occupancy for both foyers of 40 adhered to. - All chairs and tables to be cleaned with anti bacterial cleaner after each use. 	<ul style="list-style-type: none"> - Duty Manager to complete checks on cleaning routine. Checks of all signage and sanitising stations. - Ushers to enforce social distancing. 	



			<ul style="list-style-type: none"> - Signage on tables detailing new procedures for bars and catering. - customers recommended to sign into Test and Trace system gathering public details adhering to both GDPR and government guidelines. 		
	<p>Ice Cream and Merchandise Sales</p> <ul style="list-style-type: none"> - Potential exposure to COVID-19 	Staff / Visitors	<ul style="list-style-type: none"> -Ice cream and merchandise sales to be available on pre-order where possible. -Staff selling Ice Creams to wear appropriate face coverings. -Transactions to be completed by contactless where possible. -Staff member to sanitise hands and wipe down card machine between transactions. -one person per party recommended to be allowed to queue for ice creams and merchandise sales. -Queue system to be planned and clearly marked out to ensure social distancing adhered to. 	<p>Full training provided to staff.</p> <p>COVID officer to perform spot checks to ensure control measures are being adhered to.</p> <p>Duty Manager to ensure sanitising stations are refilled prior to public arriving at building.</p>	



			-Staff selling to have a removable Perspex screen to sell from.		
	<p>Performances</p> <p>- Potential exposure to COVID-19 within auditorium. Including access / egress and sitting within auditorium.</p>	Staff / Visitors	<p>- All public asked to sanitise on entry.</p> <p>- Public strongly advised to wear face coverings whilst within venue unless for a medical exemption.</p> <p>- Staff to wear face visors in public facing roles.</p> <p>- The use of e-tickets and contactless scanners to limit contact between staff and audience.</p> <p>- Auditorium ventilation to be assessed by engineers, new filters inserted, keep continually on to ensure a constant flow of fresh air through the auditorium.</p>	<p>- Duty Manager to undertake daily checks of all signage / sanitising stations.</p> <p>- Buildings Manager to daily check the ventilation system.</p> <p>- Public facing staff to be given training to assist with ensuring social distancing measures are adhered to.</p>	
	<p>Passenger Lift</p> <p>- Potential exposure whilst using passenger lift.</p>	Staff / Visitors	<p>- Lift to be available for accessibility purposes only.</p> <p>- use by one party at a time.</p> <p>- Lift touch points to be cleaned at regular intervals by Front of house team.</p> <p>- Hand sanitiser to be used before and after lift use.</p>	<p>- Housekeeping team to manage regular cleaning schedule supplemented by front of house team.</p> <p>- Duty Manager daily checks of all signage and sanitising stations.</p>	



	<p>Use of Public Toilets.</p> <ul style="list-style-type: none"> - Potential exposure to COVID-19 whilst using public toilets. 	Staff / Visitors	<p>At peak periods a member of FOH team to monitor occupancy levels</p> <ul style="list-style-type: none"> - Hand sanitiser to be used prior to using toilets, hands washed after. - Signage displaying correct hand washing procedure within toilets. - Regular deep cleaning of toilets throughout the day. - Use of paper towels for drying. All air dryers isolated and out of use. - Touch free soap and taps available. 	<ul style="list-style-type: none"> - Buildings Manager to ensure air dryers not available. - Building Manager to ensure touch free soap dispensers are available within public toilets. - Housekeeping team to manage regular cleaning schedule and keep a record/log of all cleans. - Duty Manager to daily check signage and sanitising stations. 	
	<p>First Aid and Emergency Evacuations</p> <p>Potential exposure to infected persons within workplace leading to developing COVID-19 symptoms</p>	Staff and visitors	<p>Ensure first aider is on site when staff and visitors are on site.</p> <ul style="list-style-type: none"> - First Aiders to have read up to date guidance. - First Aiders to wear full PPE when administering first aid. - Person receiving first aid to also wear PPE where possible. 		



			<ul style="list-style-type: none">- If someone develops COVID-19 symptoms whilst on site: -Front of House staff to be vigilant of visitors displaying COVID 19 symptoms and alert Duty Manager if witnessing symptoms. - Staff to wear PPE and approach from a safe distance (minimum of 2m) - Person displaying symptoms to be moved to isolation area. Within upper foyer. Isolation area deep cleaned every day, and immediately after use. - Assisted to leave site, ensuring all contact details are taken. - In an emergency evacuation public encouraged to socially distance on evacuation however one way system will not be in use if it is deemed to slow evacuation and normal evacuation procedures apply. At muster point public socially distancing to be enforced by FOH team .	
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	<p>Deliveries and Visitors</p> <ul style="list-style-type: none"> - Potential exposure of COVID 19 from visitors / deliveries. 	Staff / Visitors	<ul style="list-style-type: none"> -Visitors and deliveries to report to Box Office on arrival, observing one way and queue management system. -Visitors encouraged to use touch free sanitising point. -Box Office informed of any visitors to the building. -All visitors to provide contact details for test and trace. -Box Office to contact via phone relevant department. -Visitors asked to wear a mask whilst moving through the building. -Visitors asked to wait within foyer, socially distanced from public and staff. 	<ul style="list-style-type: none"> -COVID Officer to provide training to Box Office. -COVID Officer / Admin to perform daily checks of track and trace logs. -COVID Officer to daily check of signage. -Duty Manager to check 	
	<p>Insufficient and / or ineffective cleaning.</p> <p>Potential exposure to COVID 19 on surfaces.</p>	Staff / Visitors	<ul style="list-style-type: none"> -Full adapted cleaning schedules created for housekeeping team. -All staff to be given cleaning training and COSHH training to provide additional cleaning to public and staff areas. 	<ul style="list-style-type: none"> - COVID Officer to perform spot checks and check daily cleaning logs. - Full training provided to all staff. 	



			<ul style="list-style-type: none"> -Additional hours for cleaning staff when required alongside agency cleaning staff if needed. -Additional agency cleaning staff hired if a contracted member of housekeeping staff is unavailable due to illness / isolating or annual leave. -Each cleaning schedule to be logged and signed by member of Housekeeping Team. -Use of disinfectant foggers where appropriate to ensure whole rooms and areas are cleaned with anti-bacterial efficiently. -High touch points replaced with lower risk systems when possible, i.e. fob systems to replace key pads and anti-bacterial door handles. 	<ul style="list-style-type: none"> - Building Manager to manger all cleaning schedules. 	
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Additional Control Measures:
Please also read Staff Team Covid 19 Risk Assessment.



Initial Assessment Date:	4/8/2021	Review Date	01/09/2021
Version Update	4 – 04/08/2021		
Assessor:	Oliver Brown/Janthi Mills-Ward (Update)		

Risk Assessment Guidance

Likelihood:

- 1 Unlikely event will happen
- 2 Fairly likely event will happen
- 3 Likely event will happen

Risk:

Risk = likelihood x consequence

- 1 Minor injuries requiring first aid
- 2 Injury requiring further medical attention
- 3 Major injury including amputations / dislocations / death/





3	6	9
2	4	6
1	2	3

1-2	No Action No further action, ensure control measures are maintained and reviewed.
3-4	Action Look to improve
6-9	Stop Take immediate action