

Brighton Open Air Theatre (BOAT) Covid 19 Risk Assessment 2021

Introduction/Background

The UK Government has advised that venues including Open Air Theatres may re-open from 17th May 2021. This Risk Assessment has been produced to provide guidance to staff, volunteers and visiting performers working at the venue, on actions to take to minimize the potential for any spread of the Covid 19 virus at BOAT.

This Risk Assessment has been prepared with reference to:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> and to

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

Risk Matrix

Description	Potential Hazard	Who is affected	Severity Rating x Likelihood = Risk with no controls S x L = R			Recommended Control Measures	Severity Rating x Likeliho od = Residua l Risk			Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Social Distancing (maintaining 1m physical distance within venue)	Proximity to others increases the risk of the transmission of the virus	Everyone	4	5	20	<ul style="list-style-type: none"> Distance between groups of audience on seating to be 1m and marked out with tape One gate Entry only the other Exit only Make sure start times and gaps between shows allow for distanced audience exit and entry Renew signs to remind people to keep a 1m distance Use floor markings/ tape to help define 1m spacing Leave alternate seating rows empty Groups attending may sit together in group approved by current Govt guidelines Indicate distancing for queues at gate and bar Stewards direct audience to the correct seating positions and advise on distancing measures Performers and staff to enter & exit via "Stage Door" gates 	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing (maintaining 1m physical distance for toilet visits)	Proximity to others increases the risk of the transmission of the virus	Everyone	4	4	16	<ul style="list-style-type: none"> Audience instructed to follow one-way route when going to and from the toilet Audience to use empty row to walk towards the toilet between the seats Audience to use Exit Gate to leave the venue to go to and from the toilet. Stewards to advise audience to be respectful of others when returning to their seat. 	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing Emergency Exits (maintaining 1m physical distance)	Proximity to others increases the risk of transmission of the virus in an emergency evacuation	Everyone	5	5	25	<ul style="list-style-type: none"> Do not block emergency exits Ensure fire assembly points have sufficient space for social distancing Priority is to evacuate people safely even if social distancing can't be maintained Review Fire Risk Assessment to take into account any changes in staffing or venue layout 	5	1	5	No further action required if all recommended control measures are implemented
Social Distancing Bar Area (maintaining 1m - physical distance)	Proximity to others increases the risk of the transmission of the virus	Everyone	4	4	16	<ul style="list-style-type: none"> Renew roped queue system for the bar Identify waiting points along the queue to maintain social distancing Maintain plastic guard on bar front Staff to stand back when customer approaches bar to collect drinks Card payment to be taken on card payment reader by volunteer positioned outside the bar when possible 	4	2	8	Check PPE and Staff Welfare section for additional recommendations
Social Distancing Hut: Office/ Changing Rooms/ Staff toilets (maintaining 1m - physical distance)	Proximity to others increases the risk of the transmission of the virus	Staff	4	5	20	<ul style="list-style-type: none"> Install signage outside office/ changing room areas reminding people to maintain social distance Sanitiser to be available in main room Use storage boxes with lids for staff/ volunteer belongings 	4	1	4	See PPE & Cleaning & Hygiene Sections
Social Distancing Performers (maintaining 1m - physical distance)	Proximity to others increases the risk of the transmission of the virus	Everyone	4	5	20	<ul style="list-style-type: none"> Performers to enter & exit via "Stage Door" gates Where possible artists should enter and leave the changing areas when audience are seated to reduce proximity to people queuing If more than one artist in the performance they must be from the same bubble as defined by government guidelines 1m line to be marked on stage for performers on the stage to reduce proximity to the audience 	4	1	4	No further action required if all recommended control measures are implemented

Social Distancing Deliveries Inbound and outbound goods (maintaining 1 m -physical distance)	Proximity to others increases the risk of the transmission of the virus	Staff, delivery drivers	4	4	16	<ul style="list-style-type: none"> Minimise deliveries to the premises during business hours After unpacking items wash hands for a minimum of 20 seconds with soap and water Staff to maintain 1m distance from drivers 	4	1	4	No further action required if all recommended control measures are implemented
High touch areas in the BOAT (Door handles etc.)	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to infection	Everyone	4	5	20	<ul style="list-style-type: none"> Regular sanitisation of door handles and other high touch points. Clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves Availability of hand sanitiser in Hut, inside and outside Bar, at ticket office station 	4	1	4	No further action required if all recommended control measures are implemented
Toilet facilities	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to infection	Everyone	5	5	25	<ul style="list-style-type: none"> There are two toilets in the HUT for staff and performer use Customers use the public toilets which are located at Dyke Road Cafe Toilet facilities used by staff/ performers should have regular enhanced cleaning (flush and handle, hand wash basin and taps, door handles) Single use disposable paper towels to be provided for hand drying Remove any reusable towels from the bathroom Waste bin with foot operated lid to be provided for disposal of paper towels 	5	1	5	No further action required if all recommended control measures are implemented
Waste Disposal	Build up of potentially contaminated waste, leading to transmission of COVID-19	Everyone	4	5	20	<ul style="list-style-type: none"> Waste bins with foot operated lid and lined with a clean bag to be provided for disposal of paper towels and waste generated through cleaning Waste bins to be emptied when full, or at the end of each working day and a clean bag placed in the bin Waste to be immediately placed into wheelie bin with lid outside the premises for collection Wash hands for minimum 20 seconds with soap and water after disposal of waste Gloves to be worn when handling waste 	4	1	4	No further action required if all recommended control measures are implemented
Handwashing	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to infection	Everyone	5	5	25	<ul style="list-style-type: none"> Frequent handwashing to take place Staff to wash or sanitise hands immediately on arrival at premises - signage to be installed reminding people around premises Staff to wash hands after cleaning, emptying bins Display hand wash procedure poster at hand wash locations Hands to be dried with disposable paper towels 	5	1	4	No further action required if all recommended control measures are implemented
Bar area	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	Everyone	4	5	20	<ul style="list-style-type: none"> Reduce number of staff in the bar area to one person per shift or two if from same bubble Sanitise bar counter and screen every 2 hours throughout the event Clean the bar area including mopping the floor at the end of each day Have a closed foot pedal bin for any tissues and empty this daily 	4	1	4	No further action required if all recommended control measures are implemented

Pre-event Information to audience	Possible transmission of the virus from/ to infected audience	Everyone	5	5	25	<ul style="list-style-type: none"> Audience are instructed not to come to BOAT if they or anyone in their household are displaying symptoms of COVID-19 (High temperature, fever, new continuous dry cough, loss of taste or smell) Ticket holders are sent an email 24 hours ahead of show informing of changes to business operating procedures; Risk assessment carried out, change in programming, social distancing measures, staff wearing PPE etc Email to include actions for audience: wearing masks, social distancing, hygiene measures etc 	5	1	5	No further action required if all recommended control measures are implemented
Vulnerable people	High risk of illness for individuals who are classified as clinically vulnerable attending premises	High risk individuals	5	5	25	<ul style="list-style-type: none"> Where a customer is identified as extremely clinically vulnerable they should check the latest Government advice on whether or not they should attend. BOAT can not be responsible for individual advice of this nature other than advising on measures being taken at the venue 	5	1	5	Monitor advice regarding vulnerable people and revise as necessary
Lack of staff & Performer awareness	Lack of awareness and training resulting in staff and/ or customer infection	Staff/Performers	5	5	25	<ul style="list-style-type: none"> Send all recommendations from risk assessment and key actions to all staff Ensure all staff know and understand their responsibilities Provide training on use of PPE, cleaning procedures etc. to ensure they are carried out correctly 	5	1	5	Review risk assessment and subsequent recommendations/key actions as and when government guidance changes
Staff Covid 19 Symptoms at home	Illness & Risk of spreading infection to others	Everyone	4	4	16	<ul style="list-style-type: none"> If any staff/volunteers/performers experience any Covid 19 symptoms they should immediately inform the Duty Manager, not come to BOAT, book a COVID-19 Test & self isolate in accordance with government advice 	4	1	4	No further action required if all recommended control measures are implemented
Staff Covid 19 Symptoms at BOAT	Illness & Risk of spreading infection to others	Everyone	5	5	25	<ul style="list-style-type: none"> If a member of staff develops Covid 19 symptoms while at BOAT, they should: <ol style="list-style-type: none"> 1) Inform Duty Manager 2) Return home immediately 3) Book a COVID-19 Test 4) They must then follow the Govt guidance and not return to BOAT until their period of self-isolation has been completed 	5	1	5	No further action required if all recommended control measures are implemented
Responding to confirmed cases of COVID-19	Business resilience	Everyone	5	5	25	<ul style="list-style-type: none"> If a member of staff or audience informs the Duty Manager that they have been diagnosed with COVID-19 then the Duty Manager should notify the Operations Manager who should contact NHS Track and Trace for further advice. 	5	2	10	Follow NHS Track & Trace advice
Cash Handling	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to infection	Everyone	4	4	16	<ul style="list-style-type: none"> Where possible transactions should be cashless using card/contactless systems Hands should be sanitised after each transaction if handling cash at the bar 	5	1	5	No further action required if all recommended control measures are implemented
Masks/ Face Shields/ For audience	Airborne transmission of the virus can result in infection	Everyone	4	5	20	<ul style="list-style-type: none"> Audience are requested to bring a mask to wear in queues and when moving around the BOAT but not when seated 	4	2	8	Must be implemented alongside other measures

Masks/ Face Shields for staff	Airborne transmission of the virus can result in infection	Everyone	4	5	20	<ul style="list-style-type: none"> Recommend that staff use face coverings and/ or face shields when they are in close proximity to customers e.g on front desk entrance, seating customers and at bar area Disposable Masks to be available to staff if needed 	4	2	8	Must be implemented alongside other measures
Gloves For staff	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	Everyone	4	5	20	<ul style="list-style-type: none"> Gloves should be used when emptying rubbish and cleaning high touch areas to reduce spread of infection to person cleaning Do not touch face when wearing gloves Gloves are provided to staff/volunteers by BOAT 	4	1	4	Must be implemented alongside other measures

		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequences	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	2 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate