

CBSO Risk Assessments

Task/Activity	Indoor performance – CBSO Centre
Date Conducted	24/09//2020
Date Reviewed	
Assessors	Nicola Longhurst – CBSO Centre Manager
Signed	Stephen Maddock – Chief Executive

Activity/Hazard	Hazard Effect	Persons/Property at Risk	Existing Control Measures	Additional Control Measures Required	Notes & Supporting Materials / Risk Assessments
Infection with coronavirus leading to COVID-19	Spread of Covid 19 amongst orchestra and public during performance	Audience, performers and staff	<ul style="list-style-type: none"> Floor markings in place in all public areas. Floor markings in place in auditorium to ensure safe entry and exit with one way systems in place. Disposable tissues and lidded bins provided for public. Tissue waste double bagged and stored for minimum of 72 hours before going into general waste. Catch It – Bin It – Kill It posters displayed in the venue. PPE and hand gel available to all members of the public at entrance, on arrival to the venue. 	<ul style="list-style-type: none"> Produce hall plans with 2m, 1.5m and 1m distancing saved on hard drive. Implement temperature checking of audience on arrival using contactless thermometer, or similar. Pre-sales only to ensure audience details taken are recorded and held for a minimum of 21 days. Additional event support staff to ensure safety of staff and public. Signage to remind public to go straight home if symptoms develop <ul style="list-style-type: none"> new continuous cough high temperature (above 37.8°C) Loss of taste and smell. Signage regarding entry and exit systems available clearly on ground floor. Clear venue signage in place to notify public to maintain social distancing minimum of 2m wherever possible. Implement cleaners to be on site for full duration of event, to ensure all surfaces / handles / facilities are cleaned regularly throughout the day. 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>
Indoor performances	Spread of Covid 19	Audience	<ul style="list-style-type: none"> Floor markings in place in all public areas Reduce capacity and limit ticket sales to ensure social distancing can be maintained. Performance advertised with a 'no earlier than' arrival time. Access to venue via double entrance doors only Grouped seating pre-allocated based on sales report. Individual seats all unreserved. All tickets to be sold online and in advance only. 	<ul style="list-style-type: none"> Additional stewards/support staff Temperature checks on arrival to the venue. Reduced capacity based on stage plans produced. Recommend all support staff wear face masks and visors. No entry if temperature is over 37.8 degrees. Applies to single person or if in a group, all members of that group. All programme information in digital format. 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>

			<ul style="list-style-type: none"> No door sales or ticket collection available. Public to be issued with electronic and print at home only tickets, to be checked by event staff on the door. Pre-sales reports and customer details to be kept for 21 days. Audience to be directed straight to their seat on arrival. Performance to be limited to 1.5 hours max with no interval. No bar or refreshments available. Implement one way systems through common areas. Toilets available on arrival or departure where necessary. Socially distanced queuing points for toilets to be managed by a member of staff. Additional staff members to assist with ensuring these systems are adhered to where necessary. Masks to be worn at all times including inside the auditorium. Covid safe page on CBSO website 'Keeping you Safe' to include all relevant information regarding Covid safety measures in place in line with government guidelines. Link on website for audience members to access. cbso.co.uk/covid-safe 	<ul style="list-style-type: none"> Where queuing on pavement outside the building might be necessary, consider using physical barriers and aids. Ensure staff are available to assist with managing queues. Encourage audience and visitors to use hand gel on arrival to the venue. Written or spoken communication of the latest guidelines to both workers and visitors to be available inside and outside the venue, including clear guidance on social distancing and hygiene to people on arrival and throughout the site, premises or venue, for example, signage and visual aids. You should display posters or information setting out how audience members should behave at your venue to keep everyone safe and consider accessible ways of communicating information. Provide clear guidance on social distancing and hygiene to visitors before arrival by email when purchasing tickets, and via website. PPE and hand gel available to all members of the public at entrance, inside toilets and on arrival to the venue. Implement cleaners to be on site for full duration of event to ensure all surfaces / handles / facilities and auditorium are cleaned regularly throughout the day. The Natural Air Ventilation System has been reviewed by Airtech control and the main hall is full fresh air and full extract. The green saving thermal wheel, travelling between the supply and extract, will be turned off to ensure no risk of recirculated air. Maintaining good ventilation by opening doors and windows where possible. Ventilation is full fresh air with no circulated air. Ventilation system has been adjusted to run at 400 ppm with air change rate of 2.87 per hour. 	https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
Indoor performances	Spread of Covid 19	Staff	<ul style="list-style-type: none"> Ensure appropriate number of event staff are booked for each event to ensure the safety of staff and public Maintain social distancing as far as possible when checking tickets. 	<ul style="list-style-type: none"> Utilise additional staff where necessary Implement training for all staff before public events resume. Staff required to wear masks at all times. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts
Indoor performances	Spread of Covid 19	Performers	<ul style="list-style-type: none"> All stands and equipment to be sanitised before and after use. If players touch stands or equipment, hands must be sanitised. No desk sharing amongst string sections. Cello and bass slats moved by platform only and sanitised after use. Percussion instruments to be sanitised before and after use. Percussionists to wash hands frequently throughout the day. Players do not share pens, pads, tools or music. Each musician will bring their own copy of music. 	<ul style="list-style-type: none"> Ensure there is a minimum 30mins rehearsal break after 1.5 hours rehearsal. Pre-performance rehearsals to end 45 minutes before performance start time to allow audience access directly into the performance space from 30 minutes before. Maintain regular contact with players and support, as required Use of screens to be reviewed when larger scale performances resume. Keyboard to be cleaned at the start at each 	https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19

			<ul style="list-style-type: none"> • 2 metres distance for string players and 3 metres distance for woodwind/brass players in all settings outdoors. • Rehearsals and repertoire to be planned to fit in with 2 metre distancing rules and to follow any stage plans produced. • Colleagues provided with regular information and clear communication of changes to rules and practices • Workers do not share pens, pads, tools, etc. • Disinfectant wipes issued to each worker • PPE and hand gel available to all players on arrival to performance area. • Use of green room (Studio 1) for storage only. • Use of rooms on the first floor as break out spaces. • Players to arrive in concert dress on the concert day. • No dressing room facilities available. • Floor markings used to ensure safe social distancing is maintained in green rooms. • Green rooms used as dressing room spaces only, not warm up space. • Maintain regular communication with players and support, as required. 	<p>performance and the same player to be allocated to same instrument throughout and wiped down by player at the end.</p> <ul style="list-style-type: none"> • Woodwind and Brass only: All players to clean up any residue on floor after rehearsal. Wipes and gloves will be provided. • All players remain in the same allocated seat or area throughout the pre-concert rehearsal and the performance. • Percussion to be provided and cleaned and instruments to be organised so they are only played by one person. • Where more that one ensemble is performing in the same concert, each ensemble will be responsible for moving their chairs and stands on and off stage. • Public transport is advised against and the schedule has been arranged to avoid the busiest times for travel. If public transport is unavoidable, a face covering must be worn as per government guidance from 15 June. We will provide these. • Implement cleaners to be on site for full duration of event, to ensure all surfaces / handles / facilities and auditorium are cleaned regularly throughout the day. • Ventilation is full fresh air with no circulated air. • Ventilation system has been adjusted to run at 400 ppm with air change rate of 2.87 per hour. 	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>
First Aid, Fire and Emergency	Managing emergencies during Covid-19	Orchestra, public and staff	<ul style="list-style-type: none"> • Appropriate number of trained first aiders and fire marshals on duty at any one time. • In the event of an emergency people do not have to social distance if it would be unsafe. • People involved in the provision of First Aid to immediately wash hands and sanitise afterwards. • Duty Manager to evacuate building and public as per building guidelines. 	<ul style="list-style-type: none"> • Check guidance for updates daily and review controls. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. • Event staff to wear masks and gloves when attending to a member of the public requiring First Aid provision. 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>
Application and enforcement of policy		Orchestra and staff	<ul style="list-style-type: none"> • The Duty Manager in on duty during any activity is responsible for general H&S on the day and will report any H&S concerns to the Director of Operations and CBSO Centre Manager 	<ul style="list-style-type: none"> • Check guidance for updates daily and review controls. • H&S committee to continue to meet regularly (once a month or more regularly as required). 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p>

BRIEFING NOTES

It is the responsibility of the designated staff member to ensure that appropriate Risk Assessments are held and acted upon for their departmental activity.

All assessments should be carried out with a second member of staff.

Risk Assessments should be reviewed annually unless otherwise stated.

Risk Assessments should be sought in advance from contractors, clients etc as and when required.

All relevant personnel need to be made aware of all Risk Assessments and associated Health & Safety policy/procedures.

Any potentially high risk activity must be brought to the attention of the Health & Safety representative for discussion with the Health & Safety Committee.

Severity and likelihood is rated over and above any reasonable everyday activity e.g. pouring tea/coffee is a normal everyday activity and thus we should expect a regular adult to be able to do this safely and in consideration of others and equipment.