# Ilkley Playhouse Covid 19 Risk Assessment for Front of House

**Severity (S) Likelihood (L) Risk Factor (R) S + L= R**

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| 1 Negligible - all in a day's work | 1 Improbable | <4 Risk may need to be controlled LOW |
| 2 Minor - minor injury with short term effect | 2 Remote – unlikely | 4-6 Risk must be controlled MEDIUM |
| 3 Severe - major injury/disability (reportable) | 3 Possible - may or could well occur | 7-9 Hazard must be controlled HIGH |
| 4 Extreme – fatal | 4 Probable - expected to occur, several times | >9 Hazard must be avoided VERY HIGH |

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| **Hazard** | **Hazard Description** | **People at risk** | **Initial Assessment** | | | **Control Measures** | **Residual Risk** | | | **Action/Comments** |
| **S** | **L** | **R** |  | **S** | **L** | **R** |  | |
| Spread of Covid -19 Coronavirusvia airborne + surface transmission | Proximity to others increases the risk of transmission of the virus.  Virus particles on surfaces etc increase the risk of surface transmission of the virus | FOH and bar volunteers Audience  Box office staff | 3 | 4 | H | **Social Distancing rules** to be explained to all according to government’s latest guidelines.  **Social Distancing signage** to be installed at key points throughout the building. **Numbers of people** reduced to allow for more space.  **Layout and movement** to be considered and designed to allow for distancing.  Everyone will be required to **sanitise hands** on entry and **to wear masks** around the building and in the **Wildman Studio.** Signage to emphasise this will be prominently displayed**.**  **Limit the number of people entering/exiting/occupying** the venue at any one time according to current government guidance.  **Audience numbers to be capped at 30-35 in the Wildman studio tbc** and adjusted according to gov. guidance. i.e., rule of 6 seated in pairs.  Create **limited one-way systems to and from Wildman Studio, bar, and washroom areas.**  Signage to guide **socially distanced queuing outside and inside** the building when necessary.  Allow **more time for organized entry and exit at performances. Seat from 7pm onwards.**  **All tickets must be booked in advance and brought to the theatre by customers as e-tickets, on phones, or printouts. No physical tickets** to be handed out**. No late entry.**  **Track and trace info collected at time of online booking or QR code app or via visitor book.** | 3 | 2 | M | No further action required if all recommended control measures are implemented.  Playhouse Manager and duty HMs to implement and monitor. | |

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| Cross infection with Covid-19 of volunteers and customers during entrance, performance and exit  procedures | Proximity to others increases the risk of transmission of the virus.  Virus particles on surfaces etc increase the risk of surface transmission of the virus | FOH and bar  Volunteers  Audience | 3 | 4 | H | **The Stage door entrance will be used for entry.**  **Seating will commence at 19.00 and the Stage Door will be closed at 19.30 and late comers will not be admitted.**  Wildman Audience numbers to be shown by HM to their **seats.**  **Maximum size of group to be restricted to 6 people. Seated in a pair.**  **Seating in rows, seating** will be allocated to ensure social distancing of at least 1m plus or 2m between seats.  Seated in a pair with front and behind each occupied seat left empty. The front row will be kept empty. Only a maximum of 30-35 seats will be available if seats are in row TBC.  **(If seating at tables, tables spaced will be at least 1m plus from the nearest other table).**  **Maximum size of group at table to be restricted to 6 people** from no more than one household/bubble or adjusted according to latest government guidelines).  **Audience to remain at their seats/ tables** and not to mix with other groups to comply with the “rule of 6”  **No hot drinks available.**  **Bar drink orders will be taken and delivered by bar volunteers’ row by row (or table by table)** and brought on a tray to each group before performance and at the interval**. Please see risk assessment for operation of the bar (prepared by Jonty Hawkes).**  People needing to use **the washroom** at the interval must use the appropriate one-way system there and back and keep socially distanced.  The **Wildman door will remain open throughout the performance to provide ventilation. The Fire Escape door will remain open before the show and during the interval for ventilation.**  **The Fire Escape door street side (and possibly both street side & back tbc) will remain open before the show and during the interval for ventilation.**  **Fire doors to be kept closed during the performance.**  **Our Air Con system may be in use and will be operated by Tech Team. TBC**  **Audience to keep all personal items with them,** there will be nowhere to leave coats, umbrellas etc.  At the **end of the performance the audience will be asked to wait until they are directed by the FOH Manager to leave the building**. **This will be via the Wildman Fire Exit on to Weston Road**. seating in rows, exit from performances controlled on a row-by-row system.  (If using tables, using table numbers and starting from the table nearest to the Fire Exit).  **The bar will be closed after the interval**. | 3 | 2 | M | No further action required if all recommended control measures are implemented.  Playhouse Manager and Duty HMs to implement and monitor. |

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| Cross infection of customers and volunteers with Covid – 19 via airborne or surface transmission  In the bar area, Including movement to and from the bar area.  Cross infection  via contact with objects | | Proximity to others increases the risk of airborne transmission of the virus.  Virus particles on surfaces etc., increase the risk of surface transmission of the virus | FOH and bar volunteers  Audience | 3 | | | 4 | | H | | *This risk assessment is for seating/table service in the Wildman. There would be 1 person behind the bar preparing the drinks & 2 people taking orders in the Wildman & delivering drinks to the customers. There will be instructions for bar volunteers to follow and instructions sent to audience to explain what is expected of them.*  **Bar services before performance and at interval**  Waiters and bar server to wear **face covering or visor.**  Hand sanitisers will be placed at the entrance to the Wildman and on the bar.  There will be three bar volunteers for each event.  Waiters and drink ‘preparer’ to disinfect hands regularly and to keep hands away from face.  **Head of Bar to confirm:**  Customer to write their own order on the pad and pass to waiter (arm’s length)  Price list, Order pad & 1 pen (to be used by just 1 person). Recommend customers use own pen?  Drinks to be prepared at telephone side of bar and once ready tray moved to other end of bar for waiter to collect and leave additional orders.  Tray to be placed on tray keeping max social distance and waiter to stand back while customers retrieve glasses.  All interval drinks must be prebooked before the show commences. The interval will be up to 30 mins long as needed.  **Contactless payments** **encouraged** when possible and wipe down Sum-up machine/hands after non-contactless payments.  Either no cash or no change and waiter to disinfect hands, wear gloves or wash hands after cash handling (cash to be put in glass?)  Waiters do not touch full glasses; offer tray and customers remove glasses from tray.  NO volunteer to put their hands ‘over’ the glasses.  Wipe down trays after each use.  Bar volunteers to be instructed to wash-up all glasses thoroughly.  **The bar will close after the interval.** | | 3  3  3  3  3  3  3  3 | | 2  1  1  2  1  2  2  2 | | M | | No further action required if all recommended control measures are implemented.  Duty HMs to supervise and monitor | |
| Cross infection with Covid-19 of customers during washroom visits | | Proximity to others increases the risk of airborne transmission of the virus.  Virus particles on surfaces etc increase the risk of surface transmission of the virus | FOH and bar volunteers  Audience | 3 | | | 4 | | H | | There will be a **two in two out policy in the washrooms**. Prominent signs displayed to this effect and **FOH Managers/volunteers to monitor**.  Washrooms must be **checked at the beginning and end of interval/ performances by FOH Manager.**  **Access to and from the washrooms** will be by clearly marked one-way systems from the Wildman Studio.  The washrooms will be accessible for **emergency use only** whilst the auditorium is being seated or emptied.  Prominent signs will remind of the importance of hand washing and keeping distance.  Members of the cast will be asked to use backstage washrooms and not the ground floor washrooms. | | 3 | | 2 | | M | | No further action required if all recommended control measures are implemented.  Duty HMs to supervise and monitor | |
| Cross infection with Covid-19 from contaminated surfaces through inadequate cleaning | | Virus particles on surfaces etc. increases the risk of transmission of the virus. | FOH and bar volunteers  Audience | 3 | | | 4 | | H | | **FOH and Bar volunteers to arrive by 18.15 at the latest to ensure that the theatre is clean and ready to open by 19:00**.  **All surfaces** likely to be touched by volunteers and/or customers must be wiped down with anti- bacterial cleaner. This must include **door handles and light switches.**  **Hand sanitiser stations and cleaning wipes** will be available in Front of House areas.  The theatre has been deep cleaned and **antibacterial fogged** prior to Audience returning to watch performances.  During performance runs the Auditorium space will be fogged each week.  The washrooms will be given a thorough clean each day before performance.  Washrooms must be **checked at the beginning and end of interval/ performances by FOH Manager.**  Checks made to ensure **Hand sanitiser and soap supplies have been maintained.**  **Bins to be emptied daily** before and after performances**.** | | 3 | | 1 | | M | | No further action required if all recommended control measures are implemented.  Duty HMs to supervise and monitor | |
| Illness or injury resulting from emergency evacuation procedures | Entrapment in the event of need for emergency evacuation. Proximity to others increases the risk of transmission of the virus. | | Cast Crew  FOH and bar volunteers  Audience | | 3 | 4 | | H | | **Emergency Exits are not to be blocked,**  **During the performances, both Fire Escapes remain dedicated fire escape routes.**  Social distancing should be maintained at the Fire Assembly point.  **Priority is given to evacuate people safely even if social distancing cannot be maintained.** | | 3 | | 2 | | M | | No further action required if all recommended control measures are implemented.  Duty HMs to supervise and monitor. | |

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| Covid 19 symptoms | Possible transmission of virus. | Cast Crew  FOH and bar volunteers Audience  Staff | 3 | 4 | H | Any volunteer, staff or customer showing Covid 19 symptoms will not be allowed access and advised to go home along with their bubble and seek medical advice. | 3 | 2 | M | No further action required if all recommended control measures  are implemented. |

**Completed** **by:**

Justine Sowden, Theatre Manager

**Checked and approved by:**

Rosie Bond

Janet Park

**Dated: TO INSERT**

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| Version No | Created | By | Version No | Updated | By |
| 1 | 29.09.2020 | Justine Sowden | 2 | 31.10.2020 | Janet Park |
| 3 | 01.04.2021 | Justine Sowden revised and updated | 4 | 19.04.2021 | Rosie Bond checked |