# Ilkley Playhouse Covid-19 Risk Assessment (Backstage, Rehearsals, Performances and Events)

**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 coronavirus  Performers and crew interactions | Proximity to others increases the risk of transmission of the virus. | Actors,  Director,  Prompt,  backstage tech/crew  vulnerable groups, elderly, pregnant workers,  underlying health conditions. | 3 | 4 | H | **Maintenance of social distancing (1metre + physical distance)** Social Distancing signage installed in all areas including backstage, props table and dressing rooms. | Office  SM | 3 | 1 | M | |  | No further action required if all recommended control measures are implemented, especially on entry.  All to be reminded about handwashing and sanitising. Signage also reinforces messages. | |
| **Social Distancing rules** to be repeatedly explained and informed to all starting at first read through, to clarify and agree rules during rehearsals and performances and whilst on theatre premises. | Dir/  SM |  |
| **Cast + crew + director to be a bubble of** 6 or less with bubbles not mixing.  **Separate changing and waiting** areas for bubbles will be maintained with separate rehearsals.  **Directors** must adhere to social distancing in deciding their blocking (i.e., where actors stand on stage). **Actors must not be situated downstage i.e., near the audience).**  *No entrances or exits should be made through the auditorium in Wharfeside (applies to Wharfeside only not Wildman).*  **Singing or loud projection** will be strongly discouraged**. Actors speaking directly to the audience must stay 2 metres back from the front of the stage.** | dir |  |
| **Track and trace details** collected at first rehearsal by the SM. Cast and crew to be signed in by SM each night.  SM/Dir phone number given to all involved and they are the contact for informing of a positive test. | SM/  dir |  |
| **One way system backstage** to avoid contact **No crossing on the stairs.** **No visitors allowed** to any rehearsals, including backstage. **Masks to be worn when not acting**.  **Appropriate PPE provided for crew members**. | SM |  |
| Transmission of virus because of poor standards of hygiene leading to infection | Transmission of virus via surfaces | Cast  crew | 3 | 4 | H | **Sanitisers available in all areas**, especially on entry. Including dressing rooms, backstage, props room/table.  **Liquid soap** provided for handwashing. All to be reminded about handwashing and sanitising.  **Everyone to bring their own cups, drinks, and snacks** and take home after each meeting to clean at home. **No scripts or pencils to be shared.**  **Labelled place/container/bag for each cast and crew member to keep personal items (including coats).** **Any costumes whether from wardrobe or not to be stored separately using garment covers** (hanging rail.) **Only one person for each production to liaise with Wardrobe on behalf of cast**.. | SM | 3 | 3 | M | |  | No further action required if all recommended control measures are implemented. | |
| **Minimum props used**. Will need cleaning during/between rehearsals/performances and if possible, not shared. Any crockery/food used as props to be wrapped in clingfilm after cleaning/preparation. Food preferably provided by user. | SM |
| **Dedicated props area to be identified for Wildman productions during rehearsal and performance period**. Possibly sole use of Wildman kitchen if no space elsewhere. | SM |
| **Easily contaminated surfaces on/offstage to be identified and wiped down by cast/crew** members after use or left for minimum of 72 hours before being used again.  Wipes and anti bac spay provided by the office. | SM |
| **Provision of cleaning sprays/paper towel/ anti-bacterial wipes.**  **Organise use of fogging machine,** according to government guidelines, after each rehearsal/performance. | SM |

**Completed by: JP and JCW**

**Dated:13.10.20**

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| **Version No** | **Created** | **By** | **Version No** | **Updated** | **By** |
| 1 | 13.10.20 | Janet Park and Jay Cundell Walker | 2 | 1.11.2020 | Janet Park |
| 3 | 01.04.2021 | Justine Sowden revised and checked |  |  |  |