

Please use the risk matrix to calculate risk level

Consequence	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

17 - 25	Unacceptable
10 - 16	Tolerable
5 - 9	Adequate
1 - 4	Acceptable

Mitigation Strategy	Description
Prevention	What steps can The Bush take to prevent the hazardous event?
Reduction	How can The Bush reduce the impact should the hazardous event?
Transfer	Can The Bush transfer the responsibility for the risk to a third party?
Contingency	Identify the contingency actions to be taken if the hazardous event occurs
Acceptance	Accept that the hazardous event may occur and accept the consequences

Consequence	5	Catastrophic - Death or life changing Injury
	4	Major - More Than Three Days Absence
	3	Moderate - Up to 3 Days Absence
	2	Minor - Minor Injuries Needing First Aid
	1	Insignificant - No Injury

Likelihood	5	Very Likely - There is a 1 in 100 chance of the hazardous event happening
	4	Likely - There is a 1 in 1,000 chance of the hazardous event happening
	3	Fairly Likely - There is a 1 in 10,000 chance of the hazardous event happening
	2	Unlikely - There is a 1 in 100,000 chance of the hazardous event happening
	1	Very Unlikely - There is a 1 in a million chance of the hazardous event happening

Activity	Café/Bar and Foyer - Coronavirus Specific			Version 01 – Initial Assessment
Show	N/A			Version 02 – After Consultation
Venue	Bush Theatre	Last revision date	12/4/2021	Version 03 – After verification
Dept	All Departments	Next assessment due	12/6/2021	
Assessors Name	Angela Wachner	Position	General Manager	
Assessors Email	<a href="mailto:generalmanager@bushtheatre.co.uk">generalmanager@bushtheatre.co.uk</a>	Assessors Phone	020 8743 3584	



Notes: There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and travelling to and from work. People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in aerosol droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours outside of the body on surfaces which people have coughed on or touched with contaminated hands or other body part
- people can pick up the virus by breathing in the aerosol droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth

What do we mean by a close contact?

- a person who has had face-to-face contact (within one metre) for 1 minute
- a person who has been within 2 metres of someone for more than 15 minutes
- from 2 days before the person was symptomatic up to 10 days from onset of symptoms

#	Work Activity	Hazard, Hazardous Event and expected Consequences	People Affected	Number of people affected	Assessment of Risk			Risk Control Measures	Mitigation Strategy	Residual Risk			Description of Monitoring and frequency
					Likelihood Level	Consequence Level	Risk Level			Likelihood Level	Consequence Level	Risk Level	
1	Travel to and from the premises	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	1. Work from home where possible or avoid travelling at peak times 2. Wear a face covering with a minimum of three layers throughout journey following guidelines on correct usage <a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a> . Have a clean face covering for each journey to avoid contamination 3. Wash hands before and after journey using hand sanitiser of at least 70% if no hand washing facilities available 4. Try to keep a 2 metre distance from others where possible during your journey with a minimum of at least 1 metre 5. We encourage cycling or walking to work, bike racks are available at the front of the building or bikes can be stored on our staff terrace	Reduction	2	5	10	Regularly as new guidance is released

2	Entering and exiting the building	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<p>1. People will be allocated to a working group of maximum 6 people and will only be able to physically meet with these people until further guidance is given by the government</p> <p>2. Start times for working groups will be staggered to ensure distancing when entering the building and during break times</p> <p>3. For staff and visitors the entrance to the building will be through the box office doors only, a one way system will operate circling the bar and the staircase</p> <p>4. The red entrance door is automatic so will not need to be touched. Exiting the building will be via the blue front door which will be open at all times and exit only, avoid touching</p> <p>5. Wash your hands for 20 seconds or use sanitising gel (available at the Box Office) after entering the building and before touching any surfaces</p> <p>6. Maintain 2 metre distance at all time, if this is not possible a face covering should be worn</p> <p>7. A one-way system will be in place around the foyer, guidance markers will be on the floor</p>	Reduction	1	5	5	Regularly as new guidance is released
3	Moving around the building	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<p>1. Doors with fob access will need to be manually pushed or pulled open, avoid unnecessary use of these doors e.g. group any tasks that need to be done outside the main office to minimise journeys. Fob access will be removed wherever possible</p> <p>2. Wash or sanitise your hands after each time you open or close a door by touching it with your hands</p> <p>3. Maintain 2 metre distance at all time, if this is not possible a face covering should be worn</p> <p>4. Only one person will be able to use the lift at a time, we recommend using the stairs unless absolutely necessary, priority will be given to people who have access needs</p> <p>5. Signs will be placed throughout the building to remind people to keep their distance and wash their hands</p> <p>6. Staff will be expected to sign in using the QR code available at each entrance.</p>	Reduction	1	5	5	Regularly as new guidance is released

4	Generally while in the building	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<p>1. All staff will be trained in relevant safety procedures before a return to work is required</p> <p>4. Staff will be advised to clean hands regularly for 20 seconds using soap and water or to use sanitiser of minimum 70% alcohol if unavailable</p> <p>5. Staff members will be advised to avoid touching their faces and to catch coughs and sneezes in tissues, more bins will be available to ensure this can be done easily. Staff should bring their own tissues for use</p> <p>6. Staff will be instructed to maintain a 2 metre distance at all times where possible, when this is not possible distance can be reduced to a minimum of 1 metre if some of the following mitigations are implemented; behind screens, wearing face coverings, seated/stood back to back or side by side, be outside, time is limited to 15 minutes. Maximum three people behind the bar at any given time, with no cross-over or sharing of equipment unless absolutely necessary and then sharing equipment procedures should be followed</p> <p>7. Limit the amount of time you spend on activities with others and only undertake activities with others that cannot be performed effectively in another way, maximum 15 minutes unless mitigations or 2 metre distance in place.</p> <p>8. If a staff member goes off site during the day social distancing guidelines should continue to be followed</p> <p>9. All rooms to be well ventilated at all times, fans can be used as long as windows are open</p> <p>10. All areas of the building will have restricted use, the attic and library will be for external use only, the office for staff, the meeting room for tenants, the writers room for artists, workshop for technicians. Theatre and Studio will be off limits including dressing rooms except for community workshops until productions recommence. Toilets in this area will be used for community, workshop and office staff each of the three toilets will be allocated to a group</p> <p>11. Showers and changing rooms will not be available for use</p> <p>12. Visitors will be asked to supervise children at all times to ensure safe social distancing and minimal surface contact</p> <p>13. Use of radios will be encouraged rather than moving around the building when communication</p>	Prevention	1	5	5	Regularly as new guidance is released
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Food and drink service	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<150	4	5	20	<ol style="list-style-type: none"> <li>1. Service will be table based and staff will be required to maintain a 2 metre distance from customers unless both are wearing masks, orders will be made through an app and delivered to table</li> <li>2. All cutlery and condiments will be removed from customer access, and will only be provided by staff when needed. Sachets and packets will be used where appropriate where containers are used, they will be sanitised between each use</li> <li>3. Hand washing for 20 seconds using soap and water or to use santiser of minimum 70% alcohol if unavailable before handling plates or cutlery if needed by customers</li> <li>4. Signage will be in place to discourage customers from touching surfaces or leaning on counters</li> <li>5. All tables and chairs will be cleaned between usage as well as any equipment that is touched by the customer e.g. card machine or counter</li> <li>6. Payment will be by card only, contactless will be encouraged</li> <li>7. Screens will be in place at service points where customers may come to ask questions, however customers will be encouraged to make all orders from tables including takeaway</li> <li>8. No handheld menus will be available only menu boards and a-frames will be used</li> <li>9. Staff will be required to wear an apron or t-shirt that will be kept and washed onsite after each use</li> <li>10. All service staff will wear face shields when serving front of house</li> <li>11. Glass handling will be done with particular care to touch the lowest part of the glass, it is never to be handled by the rim</li> <li>12. Hands should be washed and sanitised before handling cleaned glasses and other tableware</li> <li>13. Clearing of tables will be performed by a designated staff member and there will be a dedicated space to clear to at least 2 metres from clean items</li> </ol>	Reduction	1	5	5	Regularly as new guidance is released
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6	Food preparation	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<150	4	5	20	<p>1. The kitchen will be well ventilated at all times</p> <p>2. Only two staff can be in the room at any given time and these should be consistent throughout the shift. If there is more than one shift a day, the kitchen must be cleaned and sanitised before the next team arrive</p> <p>3. Social distance of 2 metres should be maintained at all time and where this is not possible a minimum of 1 metre should be maintained with one fo more of the following mitigations, staff must work side by side or back to back.</p> <p>4. The floor will be marked to indicate apporpaite distancing</p> <p>5. A face ccovering should be worn whenever preparing food and gloves inline with food safety regulations</p> <p>6. Staff should spend as little time as possible working together in the kitchen</p> <p>7. Hand washing for 20 seconds using soap and water or to use santiser of minimum 70% alcohol if unavailable before handling any items in the kitchen</p> <p>8. All kitchen products will have been quarantined after delivery or sanitised if perishable, however care should be taken not to ensure cleanliness of utensils and hands so as not to contaminate these items</p>	Reduction	1	5	5	Regularly as new guidance is released
7	Using shared equipment	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	4	5	20	<p>1. Minimal equipment should be used at all time</p> <p>2. Sharing equipment is to be avoided wherever possible</p> <p>3. Where equipment needs to be shared the item will need to be sanitised before and after use</p> <p>4. Hands should be washed or sanitised before and after the use of any shared equipment</p>	Reduction	1	5	5	Regularly as new guidance is released

Meetings/Workshops	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<p>1. Visitors will be advised to avoid unnecessary meetings and informed regarding safe distancing measures including meeting in groups of only two households (including bubble) inside or outside two households or up to 6 people from different households</p> <p>2. Workshops will also follow these group guidelines</p> <p>3. Sanitiser will be available throughout the building</p> <p>4. Meetings should occur in designated groups only, participants outside of group should attend virtually</p> <p>5. Maintain a 2 metre distance at all times where possible, when this is not possible distance can be reduced to a minimum of 1 metre if some of the following mitigations are implemented; behind screens, wearing face coverings, seated/stood back to back or side by side, outside, time limited to 15 minutes</p> <p>6. Paper notes should be avoided and no equipment shared</p> <p>7. Minimum 1 hour between meetings in any indoor meeting space allow the air to be refreshed</p> <p>8. Sanitiser will be available in all meeting spaces</p>	Reduction	2	5	10	Regularly as new guidance is released
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	Using toilet facilities	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<p>1. It is recommended that staff use the back of house toilets wherever possible except when workshops are occurring, information will be provided regarding the workshop schedule</p> <p>2. The toilet area will be well ventilated at all times</p> <p>3. Toilet seat lids will be left in the up position to limit the need for touching when cleaned at the beginning and throughout the day</p> <p>4. Thorough cleaning will be performed by cleaning contractors at the beginning of each day</p> <p>5. The Duty Manager will ensure the toilet room is cleaned and sanitised every eight hours (sinks, toilet roll holders, hand dryers, counter tops) and heavy touch points are sanitised hourly (doors, taps, soap dispenser, flush button, door locks, bin lids)</p> <p>a. reusable cloths will be used for cleaning and sanitising on a single use basis then washed at 60C (140F) with strong detergent</p> <p>b. reusable gloves will be used for cleaning and sanitising. Each Duty Manager should have their own reusable gloves, these should not be shared, and should be disinfected after each use using soapy water. Hands should be washed for at least 20 seconds with soap and water after use</p> <p>c. Where there are obvious signs of bodily fluid or coronavirus is suspected disposable cloths and gloves should be used with a disposable apron, goggles and a face mask. Cloths, gloves and apron should be biodegradable where possible. Disposable items will be double-bagged, then stored securely for 72 hours before being thrown away.</p> <p>d. Care will be taken to avoid creating splashes and spray when cleaning.</p> <p>6. A cleaning schedule will be visible in each toilet room</p> <p>7. Caution should be taken to maintain minimum 2 metre distance from others, the two central sinks in the left toilet room and the central sink in the right hand toilet room will be closed to facilitate this recommendation and every other cubicle in the left hand toilet room will be closed to minimise the number of people in the room at anyone time (maximum two in both). The open toilet will be changed every four hours and the others cleaned, sinks will not change to ensure two metre distance.</p>	Reduction	1	5	5	Regularly as new guidance is released
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10	Feeling unwell at work (not coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. The line manager should be informed immediately who will also tell the General Manager or Executive Director</p> <p>2. The staff member should go home immediately, avoiding other people and touching any surfaces as much as possible</p> <p>3. All heavily touched surfaces in the office to be sanitised as soon as possible, information regarding movement through building will be gathered and further cleaning done throughout the building - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>4. The staff member's working team to be informed and advised they may need to self-isolate</p> <p>5. Staff to stay at home until symptoms have improved</p> <p>6. Staff to consider getting a covid-19 test if available</p> <p>7. If coronavirus symptoms subsequently develop see guidance for "Feeling unwell at home (coronavirus symptoms)"</p>	Reduction	1	5	5	Regularly as new guidance is released
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Feeling unwell at work (coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	2	5	10	<p>1. The Duty Manager should be informed immediately who will also tell the General Manager or Executive Director, they will decide if the local health team need to be notified</p> <p>2. The staff member should go home immediately, avoiding other people and touching any surfaces as much as possible they must self-isolate for at least 10 days</p> <p>3. All heavily touched surfaces in the backstage area to be sanitised as soon as possible, information regarding movement through building will be gathered and further cleaning done throughout the building - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>4. The staff member's working team to be informed, there is no need to self-isolate unless advised by NHS track and trace, symptoms develop or they have a positive test result</p> <p>5. Extra precautions should be taken for both staff member and working group including frequent handwashing; avoiding touching eyes, nose and mouth with unwashed hands; covering coughs and sneezes</p> <p>6. Staff member should alert anyone they have had close contact with in the last 48 hours</p> <p>7. Staff member should get a coronavirus test as soon as possible - <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> and inform the GM as soon as possible of the outcome</p> <p>8. Staff member should request an isolation note</p> <p>9. If the staff member still has symptoms other than a cough or loss of sense of smell/taste after 10 days they must continue to self-isolate until they feel better</p>	Reduction	1	5	5	Regularly as new guidance is released
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12	Feeling unwell at home (not coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<ol style="list-style-type: none"> <li>1. The line manager should be informed immediately, who will also tell the General Manager or Executive Director</li> <li>2. The staff member should stay at home, avoiding other people as much as possible</li> <li>3. The staff member's working team to be informed and advised they may need self-isolate</li> <li>4. Staff to stay at home until symptoms have improved</li> <li>5. Staff to consider getting a COVID-19 test if available</li> <li>6. If coronavirus symptoms subsequently develop see guidance for 'Feeling unwell at home (coronavirus symptoms)'</li> </ol>	Reduction	1	5	5	Regularly as new guidance is released
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13	Feeling unwell at home (coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. The line manager should be informed immediately, who will also tell the General Manager or Executive Director they will decide if the local health team need to notified</p> <p>2. The staff member should self-isolate at home, avoiding other people as much as possible for at least 10 days from the onset of symptoms</p> <p>3. The staff member's working team to be informed, there is no need to self-isolate unless advised by NHS track and trace, symptoms develop or they have a positive test result</p> <p>4. Extra precautions should be taken for both staff member and working group including frequent handwashing; avoiding touching eyes, nose and mouth with unwashed hands; covering coughs and sneezes</p> <p>4. Staff member should alert anyone they have had close contact with in the last 48 hours</p> <p>5. Staff member should get a coronavirus test as soon as possible - <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> and inform the GM as soon as possible of the outcome</p> <p>6. Staff member should request an isolation note</p> <p>7. If the staff member still has symptoms other than a cough or loss of sense of smell/taste after 10 days they must continue to self-isolate until they feel better</p>	Reduction	1	5	5	Regularly as new guidance is released
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Coming into contact with a suspected Covid-19 Case	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. Avoid anyone that has coronavirus (COVID-19) symptoms, or has been advised by NHS Test &amp; Trace to self-isolate</p> <p>2. If a staff member has had contact or suspects they have had contact with someone who has COVID-19 symptoms either at work or at home they should inform the General Manager or Executive Director immediately</p> <p>3. The staff member should go home immediately or stay home, avoiding other people and touching any surfaces as much as possible</p> <p>3. All heavily touched surfaces in the office to be sanitised as soon as possible, information regarding movement through building will be gathered and further cleaning done throughout the building - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>4. The staff member's working team to be informed and advised they may need to self-isolate</p> <p>5. Staff to stay at home until information from the NHS Test &amp; Trace team is available, follow whatever advice is given</p> <p>6. Staff to consider getting a COVID-19 test if available</p> <p>7. If coronavirus symptoms subsequently develop see guidance for 'Feeling unwell at home (coronavirus symptoms)'</p>	Reduction	1	5	5	Regularly as new guidance is released
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15	Higher risk person	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. Those who are clinically extremely vulnerable, clinically vulnerable or at higher risk of contracting the virus e.g. people with a combination of the following risk factors - Black or Asian, over 40, born outside the UK or with an underlying health conditions, will be advised to work from home, if this is not possible alternative work may be offered that enables them to maintain a two metre distance</p> <p>2.The General Manager will conduct a risk assessment of all staff members to identify those that may be at higher risk</p> <p>3. If you are unsure of your status contact the General Manager</p> <p>4. If attending the workplace is necessary in order for a staff member to perform their job role, firstly the line manager will assess if these tasks can be reallocated temporarily or permanently</p> <p>5. Time at the workplace will be limited to what is needed to complete tasks</p> <p>6. Contact with others is to be kept to a minimum even within the staff members working group</p> <p>7. Public transport should be avoided, if this is not possible, peak times should be avoided</p>	Reduction	1	5	5	Regularly as new guidance is released
16	Person with suspected or confirmed Covid-19	Risk of Stigmatization	FOH Staff	<50	3	5	15	<p>1. Open conversations should be had with all staff members to help create an environment that does not stigmatise people that have developed symptoms or been in contact with someone that has the virus</p> <p>2. Maintenance of good mental health and wellbeing will be encouraged for all staff members, but particularly those that have contracted coronavirus - <a href="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">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</a></p> <p>3. Transparency around all suspected and confirmed cases will be essential</p>	Reduction	1	5	5	Regularly as new guidance is released

First Aid	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	4	5	20	<p>1. Remains crucial and we will continue to perform first aid at the Bush Theatre</p> <p>2. Stay 2 metres from casualty if at all possible while making the assessment, if this is not possible, a face covering should be worn by both the person performing first aid and the casualty (this may be a cloth placed over the person's mouth and nose)</p> <p>3. Hands should be washed and disposable gloves put on before attending the casualty</p> <p>4. Wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual</p> <p>5. While performing CPR, resuscitation breaths should not be given to adults. If a child requires CPR it is more likely that compressions will not work so a resuscitation face shield should be used</p> <p>6. Duty Manager on shift must be informed immediately, who will report to the Incidence Response Team as soon as possible who will make a decision regarding closure</p> <p>7. The response team may escalate the situation to the local authority if the person has been in contact with several people</p> <p>8. Surface sanitisation should be performed throughout the building if coronavirus is suspected, and government guidance followed <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>9. The Theatre may be closed if it is deemed that staff or visitors are at risk</p> <p>10. If assistance was given to someone that is suspected of having coronavirus, the first-aider should monitor their own symptoms for 14 days or until any advice is given by the NHS Test &amp; Trace team</p>	Reduction	2	5	10	Regularly as new guidance is released
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18	Breaks	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	4	5	20	<p>1. Breaks should be taken communally only with other people from a staff members working group and then only if absolutely necessary, breaks will be staggered to facilitate this or other rooms made available</p> <p>3. Spaces should be cleaned and sanitised before and after use by the individuals in the working group</p> <p>4. No items should be left in the break area</p> <p>5. Where possible time with group should be minimised to 15 minutes unless taken outside</p> <p>6. It is recommended that food brought from home does not need to be heated or require utensils, to minimise use of communal materials</p>	Reduction	1	5	5	Regularly as new guidance is released
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19	Receiving/returning deliveries	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. Departments should make every effort to minimise the amount and number of deliveries they receive including requesting to be removed from unnecessary subscription lists, request correspondence electronically and bundling items to be delivered</p> <p>2. Regular contractors will be allocated days to attend site or AM/PM slots to minimise contact. Contractors will be asked to sign in to our track and trace system by the Duty Manager</p> <p>3. Contractors/couriers will be asked to sanitise hands on entry</p> <p>4. Personal deliveries should be avoided</p> <p>5. The number of deliveries per week is to be kept to a minimum, larger orders less frequently where possible</p> <p>6. Where safe one staff member should unload and store the delivery, cordons should be placed if needed to facilitate safe social distancing during delivery</p> <p>7. Where possible stock will be stored separately for 72 hours</p> <p>8. Anything that needs to be decanted or used immediately will be sanitised and hands washed before and after</p> <p>9. All deliveries must come via the workshop entrance where possible, if deliveries need to come via front of house, this should be scheduled for outside operating hours or during quiet times</p>	Reduction	1	5	5	Regularly as new guidance is released
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General	Lack of information, incorrect information or misunderstanding guidance	All Staff, Audiences, Visitors	<50	4	5	20	<p>1. Risk assessments and guidance will be based on official governmental guidance and will be updated regularly</p> <p>2. Risk assessments and guidance will be shared with staff regularly including verbally and in writing</p> <p>3. Any misinformation will be addressed directly with staff and visitors</p> <p>4. Senior management to review all outward facing communications (e.g. on customer website, social media and signage) to ensure messages are consistent, clear and reflect the values of the organisation</p> <p>5. An assessment will be made of who need to be onsite and who can continue to work from home, taking into consideration travel to work, housing circumstances and any increased risk factors, minimising the number of people onsite to those that are essential.</p> <p>6. The minimum number of people needed to operate the business safely will be scheduled on any given day.</p> <p>7. Face-face communication by managers will be avoided as much as possible, communications will be via email or on the staff board</p>	Reduction	1	5	5	Regularly as new guidance is released
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21	General	Inability to effectively social distance	All Staff, Audiences, Visitors	<50	3	5	15	<p>1. Tables and chairs will be reconfigured to allow a minimum 2 metre distance between seated people or 1 metre where mitigation such as screens or back to back seating is possible</p> <p>2. Maximum number of visitors will be allocated to each closed or partitioned area of the building to ensure social distancing is always possible</p> <p>3. A one way entrance and flow system will be implemented with markings on the floor and signage at each entrance indicating whether it is an entrance or an exit</p> <p>4. All queueing will be contained to the terrace to ensure the safety of those queueing</p> <p>5. Entrance will be prohibited if the Duty Manager deems there are too many people in the venue to be seated safely at a safe social distance</p> <p>6. Customers will be informed that police and local authorities have the power to enforce social distancing and may ask customers to disperse or issue a fixed penalty or further action. Customers should be prepared to remove face coverings safely if required for the purposes of identification</p>	Reduction	1	5	5	Regularly as new guidance is released
22	General	Risk of contracting Coronavirus from contaminated surfaces	All Staff, Audiences, Visitors	<50	3	5	15	<p>1. All high touch points will be sanitised hourly or more frequently if needed through use</p> <p>2. All areas that have had group activities will be sanitised and aired for an at least an hour before other groups enter the space</p> <p>3. Sanitiser will be available throughout the building in addition to the handwashing facilities available in toilet rooms</p> <p>4. Bins will be available to ensure the safe disposal of tissues</p> <p>5. Signage will be placed throughout the building instructing visitors to avoid unnecessary touching of any surfaces</p>	Reduction	1	5	5	Regularly as new guidance is released

23	General	Use of PPE	All Staff, Contractors	<50	3	5	15	<p>1. The role of PPE in providing additional protection from COVID 19 is extremely limited in non-healthcare settings, and there is no recommendation for use of medical grade face mask, however the use of a face covering is recommended as a mitigation if social distancing cannot be ensured such as when moving around the building, working closely or for longer periods with others and when coming into contact with people not from your working group</p> <p>2. All PPE that would normally be used to do a role safely and effectively will be maintained</p>	Reduction	1	5	5	Regularly as new guidance is released
24	General	Spread of new variant	All Staff, Audiences, Visitors	<150	3	5	15	<p>1. People from affected postcodes will be identified</p> <p>2. Staff or company from these postcodes will be asked to work from home wherever possible</p> <p>3. If they cannot work from home they will be asked to complete a Lateral Flow Test before entering the building</p>	Reduction	1	5	5	Regularly as new guidance is released

Prevention  
Reduction  
Transfer  
Contingency  
Acceptance

Office Staff  
Technical Staff  
FOH Staff  
Performers  
All Staff  
Visitors  
Audiences  
Tech, FOH, Audience, Performers  
All Staff, Audiences, Visitors  
Contractors  
All staff & volunteers  
All Staff, Contractors