

ALMEIDA THEATRE

COVID -19 RISK ASSESSMENT FOR

The Almeida Theatre, Almeida Street, London N11TA

Introduction

Covid – 19 is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe, or fatal.

Covid – 19 symptoms include:

- A temperature of 37.8c and over
- Loss or a change in sense of smell or taste
- A new or continuous cough

Anyone displaying symptoms MUST NOT travel to work or visit the theatre and must self-isolate for 14 days and follow stay at home guidance.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

This Risk Assessment file has been produced in accordance with the UK Government legislation and guidelines to control the risk and reduce the spread of Covid -19 in the workplace as far as reasonably practicable. The impact of the COVID-19 pandemic continues, and it is our aim to continue to: -

- safeguard the health and safety of our employees, audiences, partners, and contractors
- maintain our business activity and core functions with the least amount of disruption
- reduce the effects of anxiety in relation to returning to the work
- provide a safe, clean and Covid secure building
- continue to monitor and react to changes in local and national guidelines in managing Covid 19 and its risks.

*A **hazard** is anything that may cause harm. In this Risk Assessment the Hazard is **Coronavirus** unless otherwise stated.*

*A **Risk** is the chance, high or low, of somebody being harmed by the **hazard**, and how serious the harm could be.*

This Risk assessment is an ongoing process and will be reviewed regularly and as government legislation and guidelines change.

Accompanying reference material:

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

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

The Association of British Theatre Technicians Guidance Note 101. COVID-19 Risk Assessments for Returning to work in Places of entertainment

The Association of British Theatre Technicians Guidance Note 102. COVID-19 Returning to Work Support Information

Definitions and Key

The **Likelihood** and **Severity** of the hazard or hazardous event happening has been divided into four categories; which have been colour coded in the table below – the resulting Risk Rating is used in the Risk Assessments that follow:

NEGLIGIBLE	LOW	MEDIUM	HIGH
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The final residual risk rating shows the result once all possible controls have been implemented.

High – Hazards must be controlled further to avoid death or injury.

Medium – Control of risks is tolerable but further action necessary.

Low – Control of hazards is acceptable and will require monitoring.

The risk rating has been drawn from the following table

	1. REMOTE	2. UNLIKELY	3. POSSIBLE	4. LIKELY	5. PROBABLE
1. MINOR	NEGLIGIBLE	NEGLIGIBLE	LOW	LOW	MEDIUM
2. SLIGHT	NEGLIGIBLE	LOW	MEDIUM	MEDIUM	HIGH
3. MODERATE	LOW	LOW	MEDIUM	HIGH	HIGH
4. SEVERE	LOW	MEDIUM	HIGH	HIGH	HIGH
5. VERY SEVERE	MEDIUM	HIGH	HIGH	HIGH	HIGH

Risk Assessment

Assessment of:	Staff, Contractors, Freelancers and Visitors exposure to, and the spread of Covid -19 Coronavirus, Almeida Theatre					Area: Theatre						
Assessed by	Dan Palmer - Senior Production Manager					Dates: 30 October 2020 onwards						
Approved by	Fiona Greenhill Operations Director (Covid 19 Compliance Officer)											
			Assessment Date:		30 October 2020							
Activity <i>Describe the activity and the ways in which it could pose a risk</i>	Hazard, Hazardous event and expected consequences	Persons at risk	Risk before control measures		Controls Measures				Residual Risk after control measures			Owner <i>Person responsible for the controls</i>
			Severity	Likelihood	SxL				Severity	Likelihood	SxL	
Travel to and from the theatre	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> Work from home where possible If you have symptoms of Covid-19 you MUST not travel to work under any circumstances. Contact your line manager or Operations Director and wait for a response. (see symptoms listed above) If you are cohabiting with someone displaying symptoms of Covid-19 or self-isolating you MUST not travel to work under any circumstances. Contact your line manager or Operations Director and wait for a response. Minimise travel and follow social distancing guidelines where possible. Avoid using public transport where possible, consider alternatives such as walking or cycling https://www.gov.uk/guidance/fix-your-bike-voucher-scheme-apply-for-a-voucher If you need to use public transport discuss with your line manager travelling during off peak hours. 	5	1	5	Covid 19 officers & Senior Management		

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						<ul style="list-style-type: none"> Always wear a face covering when travelling on public transport https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Wash hands thoroughly before travelling to the offices and on arrival. Use hand sanitiser with a minimum 60% alcohol content when handwashing facilities are unavailable. See guidelines on handwashing https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Keep 2m apart from others or 1m + as a minimum where 2m is not possible 				
Entering and exiting the building	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> The main double entrance to the theatre will be open. Staff exiting the theatre have right of way over those entering. When entering or exiting the building please maintain social distancing Hand sanitiser will be located at entrance and exit point of theatre On returning to work staff will be briefed and the working cohorts will be explained to each team to minimise contact across the organisation. 	5	1	5	Covid 19 officers & Senior Management
Dressing room and Laundry facilities	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> Dressing rooms should be dedicated to specific company members. Dressing rooms should be thoroughly cleaned after use and deep cleaned if there is a need to rotate the use between company members. PPE and cleaning facilities should be provided by the management teams and located in each dressing room. Costumes should be laundered between each use and covered individually in plastic covers after cleaning. Staff should create pick-up and drop-off collection points where possible, rather than passing equipment such as laundry and costumes hand-to-hand. Staff should avoid sharing equipment, for example maintaining a dedicated sewing machine for one user. 	5	1	5	Covid 19 officers & Senior Management

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Quick changes & Costume fittings	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> Staff should work to reduce cross-contamination risk where possible by: <ul style="list-style-type: none"> Sanitising and ventilating changing cubicles between use; Separating individual cast members' costumes in plastic bags; Hanging cast members' own clothes inside a clean plastic cover. Reducing the number of quick changes or increasing time between changes. Musicians should arrive at a performance venue or premises in the clothes they will wear for the performance. Management should organise cleaning hire costumes, tools or other equipment on arrival and before first use. If receiving deliveries in advance of when required, store in a clean location and clean before first use. Creating pick-up and drop-off collection points where possible, rather than passing equipment such as laundry and costumes hand-to-hand. Staff should wear face covering plus a visor and an apron for all quick changes and fittings Staff should wash hands between each fitting 	5	1	5	Covid 19 officers & Senior Management
Capacities and social distancing	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> Each room layout has been altered to ensure social distancing. Room capacities can be found on the J drive or within individual activity specific risk assessments. Some rooms are reduced further due to their complex nature, for example, the theatre and green room. Windows should remain open as much as possible to allow fresh air flow. The aircon at the theatre has been adjusted to be 100% fresh outside air intake with no re-circulation. Lock all rooms while not in use with clear system for identifying rooms that have been disinfected and is ready for use. 	5	1	5	Covid 19 officers & Senior Management
Working at Theatre	Exposure to, and the spread of COVID-19 causing serious and	All persons, employees, visitors, members of	5	4	20	<ul style="list-style-type: none"> All members of the company will have read and signed the Almeida Covid 19 prevention protocol. All staff will be fully briefed and trained in safe working procedures before returning to work. 	5	1	5	Covid 19 officers & Senior Management

	potentially fatal illness	the company and contractors 50+				<ul style="list-style-type: none"> • Staff are advised to wash their hands for a minimum of 20 seconds with suitable cleaning products at regular intervals and after leaving the theatre during work hours • Appropriate signage is displayed around the building containing up to date information about Covid-19 and prevention measures • Staff to maintain social distancing wherever possible. Where 2m is not possible 1m + with the use of face coverings is advised. • Group based activities should involve mitigation controls such as: taking place outside, avoid working face to face, wearing a face mask, or working behind screens where possible. • All rooms to be well ventilated where possible • All staff are encouraged to limit their movement around the building as much as possible. Use electronic forms of communication instead of face to face conversations. • Anyone who feels uncomfortable about returning to work or has questions about any of Covid-19 control measures in place should speak to their line manager or Operations Director so this can be addressed. • As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. • Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones. • All staff will be asked not to have any personal deliveries to the theatre 				ment
Working cohorts	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors	5	4	20	<ul style="list-style-type: none"> • As far as possible, where staff are split into teams or cohorts, fixing these teams so that where contact is unavoidable, this happens between the same people. • Working cohorts will be decided by the Covid management teams and line managers to best protect staff and to mitigate against the spread of infection. 	5	1	5	Covid 19 officers & Senior Management

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		50+								
The use of equipment tools and workstations.	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> Where possible work equipment should not to be shared with others. If this is unavoidable then clean thoroughly before and after use. Suitable cleaning products to be located next to shared equipment Personal items should be kept to a minimum. Bags, coats, work boots etc are to be stored at your work station and not on communal racks Staff are advised to wash their hands for a minimum of 20 seconds with suitable cleaning products at regular intervals and after leaving the offices during work hours. 	5	1	5	Covid 19 officers & Senior Management
Face coverings and gloves	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> Face coverings are intended to protect others from the spread of infection not the wearer. Face coverings are to be worn when social distancing cannot be adhered to. The use of face coverings and gloves do not mitigate social distancing and good personal hygiene. Some people are exempt from wearing face coverings so please be mindful and respectful of these circumstances When wearing a face covering avoid touching the face or the inside of the face covering as this could contaminate it Disposable face coverings are to be discarded properly when they become damp or handled frequently. Cloth face coverings should be washed regularly and made of suitable material. 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 Gloves should be worn for activities that identify the need for hand protection. These activities will be outlined in a separate Risk assessment for the specific task as determined by the risk assessor. Hands should be washed before wearing gloves and gloves are to be disposed of safely. 	5	1	5	Covid 19 officers & Senior Management

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Breaks and using the green room	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> • Staff are encouraged to keep the use of the green room to a minimum. • The green room should be used to prepare food/drinks only • Staff breaks to be staggered to avoid any overcrowding in the green room at the theatre. • The green room will have floor markers to maintain social distancing especially at pinch points like the counter top and by the water machine • Staff using the green room must clean down surfaces after use (suitable cleaning products will be on hand in the green room) • Communal equipment like: fridges, kettles and water machines are to be wiped clean before and after each use. • All communal items such as plates, cups and cutlery will be removed from the green room to avoid transmission of the virus. Staff and company members will need to bring their own eating and drinking utensils from home and wash these up themselves. Paper cups will be provided for visitors and workshop groups. • The dishwasher will not be in use • The Almeida will take into consideration the environmental impact of using disposable items instead of washable multi use items. Single use plastics should still be avoided where possible. • Water jugs will not be provided for meetings • Communal biscuits and fruit will no longer be provided 	5	1	5	Covid 19 officers & Senior Management
Toilet facilities	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> • Staff should avoid queueing for the toilets where possible. • Signage will be displayed in the toilets and dressing rooms to promote good handwashing techniques and increased frequency. • Anti-bacterial hand soap dispensers and hand sanitiser dispensers will be filled daily • Hand towel dispensers and toilet paper will be filled daily and monitored by designated staff • Waste bins to be emptied during the day 	5	1	5	Covid 19 officers & Senior Management

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Cleaning	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> Any issues or concerns about cleanliness at the theatre to be reported immediately to Front of House Manager or your line manager All staff are responsible for cleaning their work stations and tools All staff should play an active role in maintaining a clean and safe environment to work in. 	5	1	5	Covid 19 officers & Senior Management
First Aid	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> First Aid should be carried out with key principles of the primary survey: Danger, Response, Airway, Breathing, and Circulation. The first aider MUST always protect themselves from harm, in this instance the transmission of coronavirus. More information can be found at: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm All First Aiders at the Almeida will be briefed about their personal safety before the building reopens. 	5	1	5	Covid 19 officers & Senior Management
High risk or vulnerable people	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, employees, visitors, members of the company and contractors 50+	5	5	25	<ul style="list-style-type: none"> High risk or vulnerable people to be identified and provided with extra support where necessary. Clinically extremely vulnerable individuals should work from home. Clinically vulnerable individuals who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home. If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they must spend time within 2m of others, the line manager with the Covid Compliance Officer should carefully assess whether this involves an acceptable level of risk. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. People who need to continue working from home throughout the phased return to the office will be monitored and made to feel 	5	1	5	Covid 19 officers & Senior Management

						connected to other employees				
Mental Health	Exposure to, and the spread of COVID-19 resulting in poor mental health	All persons, employees, visitors, members of the company and contractors 50+	5	4	20	<ul style="list-style-type: none"> • Employees to be kept informed and supported by line managers and other employees throughout this time of Covid-19 • Company members to be kept informed and supported by the Producer and Company Stage Manager • Line managers to monitor and maintain good communication with their staff • All staff to be made aware of the various support available to help manage mental health issues • Rest areas such as the green room will be out of use so alternative forms of social interactions and downtime will be made available 	5	1	1	Covid 19 officers & Senior Management

Assessment of:	The risk of public exposure to, and the spread of Covid -19 Coronavirus while visiting the Almeida Theatre to watch performances					Area: Theatre				
Assessed by	Dan Palmer - Senior Production Manager					Dates: October 2020 onwards				
Approved by	Fiona Greenhill Operations Director (Covid 19 Compliance Officer)									
			Assessment Date:	22 nd October 2020						
Activity <i>Describe the activity and the ways in which it could pose a risk</i>	Hazard, Hazardous event and expected consequences	Persons at risk	Risk before control measures			Controls Measures	Residual Risk after control measures			Owner <i>Person responsible for the controls</i>
			Severity	Likelihood	SxL		Severity	Likelihood	SxL	
General cleanliness of the Almeida Theatre	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractors 100+	5	4	20	<ul style="list-style-type: none"> The Almeida theatre has been deep cleaned and antibacterial fogged prior to Audience returning to watch performances. Daily cleaning of the whole building will take place alongside touch point cleaning throughout the working day. During performance runs the Auditorium space will be fogged very week. Surface and touchpoint cleaning will take place between matinee and evening performances. Hand sanitiser stations and cleaning wipes will be available in workspaces and Front Of House areas. Cleaning rotas will be set up and staff will be actively reminded of their responsibility in cleaning up their own work areas after use. 	5	1	5	Covid 19 officers & Senior Management

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Audience watching Performances	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractors 100+	5	4	20	<ul style="list-style-type: none"> The Almeida will be open with a reduced capacity with a socially distanced auditorium. As per ABTT guidelines the performers will always be at least 2m away from audience members. Performers will be socially distancing where possible when onstage and will wear face coverings when not onstage. Hand sanitiser stations will be provided in the auditorium and foyer areas for public use. Audience members will be made aware of the symptoms of Covid 19 and will be asked not to attend if they are showing any symptoms. Audience will be asked to sign into NHS track and trace on arrival. All members of staff and all Audience members will be required to wear face coverings for the duration of their time inside the theatre and wider building whilst performances take place. Ushers will be actively encouraged to monitor the audience to make sure face coverings are being worn. All tickets will be sold in pre-set bubble sizes, ranging from 1-4 people. Everyone in a bubble must be from the same household or support bubble. 	5	1	5	Covid 19 officers & Senior Management
Audience Entering and Exiting the building	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractors 100+	5	4	20	<ul style="list-style-type: none"> The Almeida will be open with a reduced capacity with a socially distanced auditorium. Audience members will be asked to consider how they arrive at the theatre and encouraged to travel outside where possible. Audience members will be made aware of the symptoms of Covid 19 and will be asked not to attend if they are showing any symptoms. Audience will be asked to sign into NHS track and trace on arrival. On Arrival audience members will have their temperatures scanned by an automated heat sensor. Any member of the public showing symptom or fever will be asked to leave along with their bubble. Audience members will be shown straight to their seats and asked not to leave their seats unless they are visiting the toilets or going outside. Seats have been removed and there is a minimum of 1m between each seat. 	5	1	5	Covid 19 officers & Senior Management

						<ul style="list-style-type: none"> • All members of staff and all Audience members will be required to wear face coverings for the duration of their time inside the theatre and wider building whilst performances take place. • All tickets will be issued as e-tickets, which can be printed at home or shown on a digital device on arrival. • All tickets will be sold in pre-set bubble sizes, ranging from 1-4 people. Everyone in a bubble must be from the same household or support bubble • Tickets will be booked in advance either on the website or over the phone. Sales for a performance will close 2 hours before the performance starts. • There will be no box office sales at the theatre. • There will be increased Front of House staff capacity, these staff will be in cohorts and responsible for specific parts of the Auditorium. • No merchandise or programs will be on sale. • When the performances finish audience members will be asked to leave by ushers. This will be staggered to avoid queuing and congestion. • There will be clear exits and entrances marked out in the public spaces as well as routes of travel. 				
Use of the public toilets	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractors 100+	5	4	20	<ul style="list-style-type: none"> • The Almeida toilets will be cleaned daily and touch points will be cleaned between performances. • Clearly marked capacities will be shown on the toilet entrances • A member of the Front of Houseteam will be stationed to monitor the toilet cue and capacity to maintain social distancing. • Members of the company will be asked to use the backstage toilets and not use the public toilets. • The building will be deep cleaned once a month on top of daily full cleaning. 	5	1	5	Covid 19 officers & Senior Management

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Audience consuming food & drink	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractors 100+	5	4	20	<ul style="list-style-type: none"> The Almeida will continually update its food and drink policy in line with government guidelines. The Almeida will not be able to take orders at the bar. Audience members will be able to order drinks in advance online . Drinks will be served via 'seat service' Excess cups/cutlery will be cleared by FOH staff immediately and put straight into dish washers or washed in the bar sinks. All staff serving drinks will be wearing full PPE including a face covering Hand sanitiser stations will be provided in the auditorium and foyer areas for public use. 	5	1	5	Covid 19 officers & Senior Management
Backstage operations	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractors 100+	5	4	20	<ul style="list-style-type: none"> Face coverings will be required at all time by non-performing staff working backstage Consideration will be given to increasing space and light levels backstage to allow for effective social distancing Where possible, the frequency and amount of scene changes and costume changes will be reduced and companies will be encouraged to keep performers onstage for as long as possible to cut down on backstage traffic. PPE, Hand sanitiser and wet wipes will be provided backstage at various points to help clean props down and reduce transmission. There will be no visitors or non-show staff permitted backstage at any point. The Almeida will make available extra radios and headsets or earpieces, dedicating a member of each team to be responsible for them for the duration of the production, and making sure these are appropriately cleaned if not single use Staff working backstage will be asked not to travel front of house whilst there are audience members in the building. 	5	1	5	Covid 19 officers & Senior Management
Quick changes & Costume fittings	Exposure to, and the spread of COVID-19 causing serious and	All persons, Audience members, employees,	5	4	20	<ul style="list-style-type: none"> Staff should work to reduce cross-contamination risk where possible by: <ul style="list-style-type: none"> Sanitising and ventilating changing cubicles between use; Separating individual cast members' costumes in plastic bag; 	5	1	5	Covid 19 officers & Senior Management

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	potentially fatal illness	visitors, members of the company and contractors 100+				<ul style="list-style-type: none"> • Hanging cast members' own clothes inside a clean plastic cover. • Reducing the number of quick changes or increasing time between changes. • Musicians should arrive at a performance venue or premises in the clothes they will wear for the performance. • Management should organise cleaning hire costumes, tools or other equipment on arrival and before first use. • If receiving deliveries in advance of when required, store in a clean location and clean before first use. • Creating pick-up and drop-off collection points where possible, rather than passing equipment such as laundry and costumes hand-to-hand. 				ment
Dressing room and Laundry facilities	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractors 100+	5	4	20	<ul style="list-style-type: none"> • Dressing rooms should be dedicated to specific company members. • Dressing rooms should be thoroughly cleaned after use and deep cleaned if there is a need to rotate the use between company members. • PPE and cleaning facilities should be provided by the management teams and located in each dressing room. • Costumes should be laundered between each use and covering individually in plastic covers after cleaning. • Staff should create pick-up and drop-off collection points where possible, rather than passing equipment such as laundry and costumes hand-to-hand. • Staff should avoid sharing equipment, for example maintaining a dedicated sewing machine for one user. 	5	1	5	Covid 19 officers & Senior Management