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| **Risk Assessment** |
| **Risk Assessment for the activity of**required | Stage Technicians Society (StageSoc) | **Date**required | 03/09/2020 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative**required | John Hawk | Annex Officer | **N/A** |
| **Qualified/Experienced Individual\***required | Dr. Oliver Trojak | Senior Member of StageSoc | StageSoc Member for ten yearsASP Member, EFAW & PAT certerfied, Safety Course Provider |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☐ *Read the latest Government updates and guidelines*

☐ *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☐ *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☐ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

☐ *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☐*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☐ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☐ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

| **Hazard** | **Consequence** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Transmission of COVID-19 via hand contact with other people and surfaces | Spread of COVID-19 | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***5*** | ***3*** | ***15*** | * Ensure band/cast/crew are aware of the nearest hand washing facilities, and encourage their use
* Ensure access to hand sanitiser, and encourage its use (where handwashing is not available): when entering/exciting the annex, before/after using equipment used by others, and before/after eating.
 | ***2*** | ***3*** | ***6*** |  |
| Use of common spaces and high traffic areas | Spread of COVID-19 | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***5*** | ***3*** | ***15*** | * Identify areas where people will congregate (I.E. the foyer), and choke points where social distancing measures cannot be followed (I.E. narrow corridors, storage areas) and implement control measures, such as one-way systems and priority passing systems.
* Where an individual has a mobility impairment which would make following the one-way systems difficult, they must be given the right of way, and will be allowed to travel as is necessary for them, adhering to the social distancing rules, unless assistance is required.
* When an individual requires assistance, direct contact should be avoided where possible, and the provided hand washing/sanitising facilities should be used as soon as possible.
* Assess each room in the annex to determine the maximum number of society members and audience allowed in the space at any one time, to ensure social distancing measures may take place.
* Prop open doors where it is safe to do so, to reduce unnecessary contact with doors, and to improve ventilation
 | ***3*** | ***3*** | ***9*** | *The laid-out measures do not cover the case of an emergency evacuation of the premises. However, in such a scenario, the immediate danger poses more of a threat, and so the established evacuation methods must be followed, with people remaining as distanced as possible once clear of the danger.* |
| Living and/or travelling together | Spread of COVID-19 between different separation ‘bubbles’ | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***5*** | ***3*** | ***12*** | * Separate households must remain distanced from each other while travelling, either by taking separate modes of transport, or by avoiding traveling all together.
* When traveling together is necessary, people from different households must remain separated when possible. Where not possible, PPE (such as face masks) must be worn.
 | ***3*** | ***3*** | ***9*** | *The fabric seating in the annex cannot be sanitised sufficiently, so alternative measures may need to be put in place to prevent people touching the seats. This may include seat covers which can be adequately sanitised, or leaving the audience seats down so that they do not need to touch the seats directly.* |
| Transmission of virus from contaminated surfaces | Spread of COVID-19, especially to other uses of the space who are unconnected with the society (before and after the society use) | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***5*** | ***3*** | ***15*** | * Clean work surfaces and equipment before and after use (per person) with alcohol base sanitiser.
* Encourage individuals to bring personal PPE, but where that is not available ensure reusable PPE is sanitised with alcohol based disinfectant spray/wipes thoroughly before and after use.
* Where possible, reduce the number of people using any one piece of equipment during the day
* Wipe down hard surfaces (such as lecture benches) and often touched surfaces (such as door handles) with alcohol base disinfectant before audience enter and after the audience leave.
 | ***3*** | ***3*** | ***9*** |  |
| A performance | Spread of COVID-19 between crew, cast and the audience | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***5*** | ***5*** | ***25*** | * Only have one person operating any equipment (such as the lighting control console or sound mixing desk) at any one time.
* Require the crew to be assigned before the show week, and provide a rota so only the pre-approved crew members may be present in the annex at the specified time.
* Unless an acceptable medical reason is given, face masks will be made mandatory for anyone present in the annex (besides performers on stage).
* Mark off rows/seats to ensure audience members are at least 2 distance from the actors, the crew, and other audience members not part of their ‘bubble’.
* During the interval, require the audience to wait outside the foyer to maintain social distancing, unless the weather is deemed too bad, when the technical director(s) for the show may decide to let them stay seated.
* Place 2m markers on the ground for the audience to queue when entering the auditorium
* When the audience is required to enter or leave, they will be required to do so one row at a time. This will be directed by a member of the crew.
* Reduce the size of the band/increase the size of the band pit, such that there are 2m of space between each band member (or 1m with robust mitigations methods, such as screens, in accordance to the UK government guidelines). In addition, band will be required to wear masks, and no wind instruments will be allowed, unless it is deemed that sufficient safeguards have been put in place as outlined by the DCMS commissioned studies.
* Require any societies performing in the Annex to perform their own risk assessment for their performance, and have it submitted to StageSoc to be approved, as they would for any additional hazards in any performance.
 | ***2*** | ***5*** | ***10*** |  |
| People that are clinically extremely vulnerable |  Severe illness if infected. | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***5*** | ***5*** | ***25*** | * Advise society members to disclose if they fall into the "at risk" category so that extra care can be taken when it comes to interactions
* Discuss with each individual (using remote communication such as instant messaging or calls), the best way to accommodate them and their specific risks.
* Audience members who fall into the “at risk” category, and would like reasonable measures to be put in place to accommodate for them, must request so with reasonable notice (at or before the point of sale) for such measures to be implemented.
 | ***3*** | ***5*** | ***15*** | *Even after control measures this is a high-risk activity and should not be allowed to happen unless additional control measures are implemented that reduce the likelihood further (particularly for the audience)* |
| Transmission of virus during the application of first aid treatment. | Spread of COVID-19 | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***5*** | ***5*** | ***25*** | * Where possible, face masks should be worn while administering first aid in addition to the usual PPE worn.
* After first aid has been administered, all parties involved should wash/sanitise themselves and the surrounding area.
 | ***4*** | ***5*** | ***20*** | *This is still a high-risk activity, however the short-term need to provide prompt first-aid outweighs the long-term risk of COVID-19 at that specific time. Correct follow-up of those involved must be done to verify that no infection transmission has occurred.* |
| Person displays symptoms/positive test result where they could have had opportunity to spread virus during society activities. | Spread of COVID-19 to those unaware. | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Non-society members (audience members or member of the public in the annex)
 | ***3*** | ***4*** | ***12*** | * Establish a sign-in sheet with contact information for crew (in accordance with the data protection laid out in the ‘StageSoc Privacy Policy), so that people may be contacted if they have come into contact with someone displaying symptoms.
* If anyone displays symptoms while present in the annex, everyone present will be required to leave and isolate in accordance with government guidelines.
 | ***2*** | ***4*** | ***8*** |  |
| Reduced number of crew due to COVID-19 social distancing guidelines. | Injury due to attempting a task with insufficient support | * StageSoc members (Crew)
* Non-StageSoc society members (cast/band/prod team/etc)
* Non-society members (audience members or member of the public in the annex)
 | ***4*** | ***4*** | ***16*** | * Where possible, avoid performing tasks that require two people (such as lifting heavy items), either by finding alternative methods, or by avoiding the need for the action in the first place.
* When such a task must take place, ensure that there are sufficient people to perform the task safely. Do not attempt to perform a task by yourself, when it is unsafe to do so.
 | ***3*** | ***4*** | ***12*** |  |

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| ***PART B – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| Responsible Committee members signature: | Responsible Assessor signature: |
| Print name: John Hawk Date: 03/09/2020 |   | Print name: Oliver Trojak Date: 2020-09-07  |  |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 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 |
| **IMPACT** |

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| Likelihood |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |