

# StageSoc Annual General Risk Assessment

Date assessment carried out: 16/08/2020

Primary Venue: The Annex Theatre (Annex), Building 2a - University of Southampton  
 Secondary Venues: The Nuffield Theatre (Nuffield), The Turner Sims Concert Hall (Sims), Southampton University Students Union (SUSU)

Description of Work Assessed: Training, tidying and other general activities within performance areas and storage spaces. Set-builds, get-ins and get-outs, tech rehearsal, dress rehearsals and performances.



Other documents that relate to this risk assessment:

StageSoc general activities including risks commonly found within shows are covered by this document. However shows may require a further risk assessment to cover specific hazards (e.g. use of imitation firearms) which is the responsibility of the show's Technical director (TD) to complete, this additional risk assessment is subject to committee approval. The use of cryogenics is subject to the 'Cryogenic Safety Information' document, and the use of pyrotechnics requires an additional risk assessment carried out by a suitably qualified pyrotechnician.

Risk Assessment Carried Out By: John Hawk (Annex Officer) / StageSoc Committee

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This risk assessment is subject to review annually, and also after any major incident.

## Part 1 - Common risks encountered

No	Hazard	Harm and how it could arise	Risk Groups	Inherent Risk			Existing control measures	Body Responsible	Residual Risk			Notes
				Likelihood	Severity	Risk			Likelihood	Severity	Risk	
1	Carrying heavy loads	Short and long term back injury from incorrect lifting technique	X	4	4	16	All StageSoc members have received H&S training, which includes manual handling.	Annex Officer	2	4	8	
					Crew must ensure that they follow proper lifting procedure, reminding others when necessary.	Individuals						
					Ensure that the lift is planned beforehand, including route and destination and communicate this to all involved.	Individuals						
					Ensure that the appropriate number of people are used to carry the load, depending on weight of load and capacity of those involved in the lift.	Individuals						
					Ensure that all crew members are aware of their own capabilities and are not pushed to exceed them.	Supervisor						
					Crew encouraged to use gloves and other Personal Protective Equipment (PPE) when they deem necessary.	Supervisor						
	When carrying breaks should be taken every 10m or where necessary.	Individuals										

2	Moving of flight cases / staging / palletes / bulky equipment	Injuries from movement of equipment	G X	4	3	12	Ensure that all crew members have received H&S training, including manual handling.	Annex Officer	2	3	6	Page 2 of 10
							Members must ensure that they follow proper lifting procedure, reminding others when necessary.	Individuals				
							Crew are to wear steel-toe-capped boots when handling deck, and sturdy footwear for other handling, (e.g. not to wear flip-flops).	Supervisor				
							Where possible items should be transported on wheels.	Individuals				
			All crew to be aware of surroundings whilst moving in public areas (e.g. Highfield campus), and a designated leader should clear the way of pedestrians.	Supervisor								
3	Falling from height (ladders)	Injuries from falling to ground, fragile surfaces or being impaled onto items below	X	4	4	16	Ensure that all crew members have received H&S training, including proper use of ladders.	Annex Officer	2	4	8	Ladder inspections to be carried out by the Annex Officer every 3 months, and after any incident involving a ladder.
							Ensure that all locking pins are secure, whilst the ladder is being used.	Individuals				
							Ensure that ladder is being footed by another member of crew, where appropriate (such as during the lifting of heavier loads).	Individuals				
							Ensure Ladder has an in date inspection tag attached.	Individuals				
							No crew member should carry excessive loads up ladders (e.g. a rope and pulley system should be used to haul up heavy loads).	Supervisor				
			No crew member should overreach while using a ladder.	Individuals								
4	Items dropped from height	Head injuries from items (e.g. spanners) dropped from height	B C G X	5	4	20	Ensure that all crew members have received H&S training, including safe working at height.	Annex Officer	2	4	8	
							Ensure that all crew members are aware of their own capabilities carrying loads up ladders and are not pushed to exceed them.	Supervisor				
							Avoid intentionally dropping items from height if possible, even if area below seems clear. If unavoidable, warn those in vicinity.	Individuals				
							Secure tools to user/ladder using lanyards, whenever possible.	Individuals				
							Ensure others are aware of work going on at height and that the area directly under the ladder is kept clear.	Individuals				
							No crew member should carry excessive loads up ladders (e.g. a rope and pulley system should be used to haul up heavy loads).	Supervisor				
							If any item is dropped then a loud verbal warning must be given (e.g. "Heads!").	Individuals				
5	Touching hot lanterns	Burns from contact with hot lanterns	X	4	3	12	Use PPE where appropriate (e.g. gloves).	Individuals	1	3	3	
							Ensure person up ladder is aware of which lights are on.	Individuals				
							Use yoke to move lantern at low power.	Individuals				
							Ensure people are aware of safe working methods, including knowing where the lantern is safe and not safe to touch.	Supervisor				
							If possible allow lights to cool before moving.	Individuals				

6	Fixtures falling due to failure of rigging hardware	Wide range of injuries from falling objects	A B C G X	2	4	8	Ensure that clamps are done up tightly and that safety chains/bonds are used for hanging fixtures, which are rated for 10x static fixture weight.	Supervisor	1	4	4	
							Ensure that bars are adequately secured to the ceiling/walls each use and that any extra bars are firmly secured to those pre-installed.	Supervisor				
							All weight bearing equipment should be tested and limits adhered to.	Supervisor				
							Crew should not overload installed or extra bars.	Supervisor				
7	Falling set or materials	Major head injury	A B C G X	4	4	16	Flats should be stored properly and roped against the wall where possible.	Supervisor	2	4	8	
							Avoid unstable stacking of sheet materials/set etc. especially in public areas.	Supervisor				
							Flats on stage should be securely fixed by wire/rope or braces.	Supervisor				
8	Truss / scenery collapsing	Major injury from heavy falling objects	A B C G X	4	5	20	Ensure all truss/bars are adequately secured to the ceiling/walls or are correctly and adequately supported from the ground with stands/legs.	Supervisor	1	5	5	
							Do not overload truss/bars/stands.	Supervisor				
9	Fire risk from lanterns	Major injury & property damage	A B C G X	4	5	20	Ensure lanterns are placed a suitable distance away from set, drapes etc.	Supervisor	2	5	10	The Annex Officer is to check that all fabrics on the stage that do not form part of the standard stage draperies have been adequately treated with flame retardant.
							Ensure lanterns are PAT tested and cleaned of dust.	Annex Officer				
							Ensure all set, drapes, fabric, masking etc. have been sufficiently recently treated with an appropriate fire retardant.	Supervisor & Annex Officer				
10	Spread of fire by combustible materials	Major/minor injuries caused by fire	A B C G X	4	5	20	Ensure that scenery, props and masking are built from inherently fire retardant materials if possible.	Supervisor	1	5	5	
							Alternatively, treat with suitable fire retardant.	Supervisor				
							Keep combustible materials away from sources of ignition.	Supervisor				
11	Incorrect use of power tools	Major physical damage from tools	C X	5	5	25	Ensure that all personnel using tools are properly trained and are competent to use them.	Supervisor	2	4	8	All powered tools will undergo regular maintenance & cleaning and additional maintenance if faults are reported. Due to their frequency of use, this is to be done every 2 months. Cast are only allowed to use battery powered drills for the purpose of un-doing screws in set during a get-out.
							Tools should be plugged in to a supply protected by an RCD circuit breaker.	Individuals				
							Ensure tools are in a good state of repair and have not had safety features disabled, in accordance with PUWER.	Annex Officer				
							Ensure tool is visually inspected before use.	Individuals				
							Work pieces should be properly secured/supported and guides clamped in place.	Individuals				
							Hands should be kept clear of blades/bits/etc.	Individuals				
12	Incorrect use of hand tools	Major / minor injuries	X	5	3	15	All personnel are properly trained and are competent to use tools.	Training Officer	2	3	6	Hand tools are to be inspected every month, with damaged items removed from use and replaced.
							Tools are kept in a good state of repair.	Annex Officer				
							Work pieces should be properly secured/supported and guides clamped in place.	Individuals				
							Hands should be kept clear of blades/bits/etc.	Individuals				

13	Using paints / varnishes / solvent based chemicals	Respiratory distress (or long term illness) or eye damage	C G X	4	3	12	Follow instructions on containers and use in well ventilated areas when instructed to do so.	Individuals	2	3	6	
							Take particular care with coatings which have a high VOC content.	Individuals				
							Use only in well ventilated areas (e.g. outside).	Individuals				
							Wear respiratory PPE if necessary.	Individuals				
14	Use of COSHH designated substances	Long-term illness from exposure to substances	G X	4	3	12	Keep COSHH items locked in designated cupboard when not in use.	Individuals	2	3	6	Substances classified as COSHH are not to be used by any person that is not a trained StageSoc member.
							Have Material Safety Data Sheets (MSDSs) immediately available.	Annex Officer				
							Minimise exposure to substances.	Supervisor				
							Use in accordance with manufacturer's instructions.	Individuals				
15	Injury from nails, needles, pins, splinters etc.	Minor puncture wounds	B C G X	4	3	12	Nails/screws should be recessed or flush with surfaces.	Supervisor	2	3	6	
							Any protrusions should be covered to reduce the risk of injury and people should be made aware of the risk.	Supervisor				
							Appropriate, sturdy footwear should be worn at all times.	Individuals				
							Plane or sand wood to remove splinters.	Supervisor				
							Exercise extra care when moving unfinished set pieces or when dismantling set as splinters/protruding nails may be present; advise people to wear gloves.	Supervisor				
							Good housekeeping should be maintained e.g. stage should be regularly swept.	Supervisor				
							Costumers should take reasonable precautions to avoid injury from pins and needles, including being properly trained on the use of sewing machines etc.	Production Team				
16	Risk of fire from electrical appliances.	Smoke inhalation, burns and mass property damage	A B C G X	4	5	20	PAT (Portable Appliance Test) equipment according to industry recommendations.	Annex Officer	2	5	10	
							Check equipment for signs of wear/damage before each use (visual inspection).	Individuals				
							Use appropriate cables and fuses for installation.	Individuals				
							Ensure all set, drapes, fabric, masking etc. have been treated with an appropriate fire retardant sufficiently recently.	Supervisor				
17	Electric shock	Major cardiac injury from electric current	A B C X	4	5	20	PAT equipment according to industry recommendations, ensure that equipment has valid PAT sticker/certification if hired.	Supervisor & Annex Officer	2	5	10	Due to the work environment, the amount of use the equipment receives and the varying levels of competence of people using the equipment; all electrical items are to receive a combined inspection and test every 12 months. Hand operated machinery and equipment that uses water (e.g. kettles) are to receive a combined inspection and test every 6 months.
							Check equipment for signs of wear/damage before each use (visual inspection).	Individuals				
							Use appropriate cables and fuses for installation.	Individuals				
							Ensure equipment is unplugged before servicing/replacing blown lamps etc.	Individuals				
							Equipment should only be serviced by those sufficiently competent and experienced to service them.	Supervisor				
							Lighting equipment should only be handled while live for focussing and extra care should be taken.	Individuals				
							Stage/truss should be earthed when electrical appliances are used.	Supervisor				
			Inform all persons of the location of electrical isolator switches and nearest telephone for use in the event of an emergency.	Supervisor								

18	Trip hazards (e.g. cables and set)	Grazes and sprains from tripping	A B C G X	5	3	15	Tape cables down.	Individuals	2	3	6		
				Avoid routing cables across walk ways if possible (e.g. by taping over doors etc.).						Individuals			
				Ensure fire exit routes are kept clear from obstructions.						Individuals			
				Clearly mark hazards.						Supervisor			
				Ensure that good housekeeping is maintained.						Individuals			
19	Loud noise	Hearing damage from noise	B C X	4	4	16	Avoid excessive volumes. Where excessive noise levels are necessary limit the time period, and ensure only necessary personnel are in the vicinity.	Individuals	2	4	8		
				Advise the use of ear plugs if the noise level is above 87 dB.						Supervisor			
				Ensure persons operating sound equipment are sufficiently trained and competent.						Supervisor			
				Follow industry good practice and advice from HSE.						Supervisor			
20	Dehydration & exhaustion	Fatigue and dehydration	B C X	4	4	16	Everybody should monitor each other for symptoms.	Individuals	2	4	8		
				If any person feels or appears unwell or tired they should be encouraged to rest and rehydrate.						Supervisor			
				If any person feels or appears unwell or tired they should not be allowed to work at height or with power tools.						Supervisor			
				Ensure water/fluids are available for all cast and crew.						Supervisor			
				Work for prolonged periods of time should be discouraged.						Supervisor			
				If extended working hours are needed then time should be planned to allow for rest/rehydration/eating.						Supervisor			
21	Working in low light	Injury from scrapes and collisions	B C X	4	4	16	Ensure crew are aware that risks are increased in dim light.	Supervisor	3	4	12		
				Avoid working in complete blackout.								Supervisor	
				Ensure everyone is aware of periods of dim lighting/blackout before they occur.								Supervisor	
				Ensure members are aware of procedures for working in dim light including no running.								Supervisor	
				Advise the use of head torches for persons carrying out other activities.								Supervisor	
				Brief crew and cast of trip hazards in wing/working spaces, walkways kept clear								Supervisor	
				Members should be aware of their own H&S.								Individuals	
				Ensure good communication is kept throughout the process.								Individuals	

№	Hazard	Harm and how it could arise	Risk Groups	Inherent Risk			Existing control measures	Body Responsible	Residual Risk			Notes
				Likelihood	Severity	Risk			Likelihood	Severity	Risk	
22	Injury from putting up/taking down staging	Major injuries from improper handling (e.g. back strain) and long-term illness	X	4	4	16	Follow proper manual handling procedures included in H&S training.	Individuals	2	4	8	
							Crew encouraged to use gloves.	Supervisor				
							All people present should be wearing appropriate, sturdy footwear (no sandals/flip-flops etc.).	Supervisor				
							The use of steel toe-capped boots or shoes is required to handle and move deck.	Supervisor				
							Staging should be bolted together as soon as possible.	Supervisor				
						People should not walk on the staging whilst people are bolting it together (unless both parties are aware of the others activities and extra care is taken).	Supervisor					
23	Injury from incomplete set (staging)	Major injury from falling from incomplete set	B C X	4	4	16	Crew should be reminded to take extra care during the get-in/get-out of a show as set pieces may not have been securely fixed or have had safety features fitted (e.g. hand rails).	Supervisor	2	4	8	Rehearsals are not permitted on stages where the staging (the raised platforms) is incomplete, or where the incomplete set is in a hazardous state.
							Any incomplete set should be highlighted to the Tech Director.	Individuals				
							Tech Director should make sure all personnel are made aware of any incomplete set, verbally or by means of signs.	Supervisor				
							All staging should be completed and bolted as soon as is reasonably possible.	Supervisor				
24	Falling from height (staging)	Major injury from falling from staging	B C X	4	5	20	High stairs/platforms (5ft and over) should have handrails fitted.	Supervisor	2	5	10	All stairs coming off of the raised platform/staging should have handrails.
							High stairs/platforms (3ft and over) without handrail should have a tactile surface placed in a 1 ft. zone from the edge to alert actors to the edge.	Supervisor				
							High stairs/platforms (3ft and over) without handrail should have a 1ft exclusion zone marked out with white tape to alert the actors to the edge of the raised platform.	Supervisor				
							The crew should be reminded of dangers during get-in/get-out when edges may not be taped and hand rails may not have been fitted.	Supervisor				
							Mark platform edges with white tape.	Supervisor				
							If there are several steps they should all be of equal height.	Supervisor				
							Avoid gaps between staging and ramps/ stairs and warn people if gaps are present.	Supervisor				
25	Stage collapsing	Major injury from collapsing stage	B C X	4	5	20	Secure stage pieces together with appropriate connecting blocks and tighten thoroughly.	Supervisor	1	5	5	
							Ensure clamps on legs are adequately secured.	Supervisor				
							Do not overload staging.	Individuals				
							Ensure that stage pieces are safe to use (all clamps work correctly).	Supervisor				
26	Stairs collapsing	Major injury from collapsing stairs	B C X	4	4	16	Ensure stairs are properly constructed and assembled and secured to each other/the stage.	Supervisor	2	4	8	
							Do not overload stairs.	Individuals				
							Ensure that competent persons oversee the construction.	Supervisor				

27	Theatrical smoke	Respiratory distress and minor injuries from impaired vision	A B C X	4	4	16	Crew should be advised of the use of smoke so that any medical problems can be identified in advance.	Supervisor	2	4	8	If oil-based fluid is used then all persons should be informed about the hazards this smoke can cause. Refer to the MSDS for further details.
							Signs should also be posted to inform the audience that smoke will be used.	Supervisor				
							If someone has trouble breathing after inhalation of smoke they should be taken to clean air and kept under supervision.	Supervisor				
							Isolation from fire alarm system to prevent accidental fire evacuation procedure.	Supervisor				
							Ensure people are aware of the geography of the stage, and the risks associated with lowered visibility.	Supervisor				
							Provision should be made for rapid clearing of smoke.	Supervisor				
28	Strobe lighting	Possible inducement of epileptic fits and injuries arising from impaired spatial awareness during flashing	A B C X	3	4	12	Crew should be made aware of the procedures to be followed should someone have a seizure (i.e. remove local hazards).	Supervisor	1	4	4	
							Signs should be posted to inform the audience that strobe will be used.	Supervisor				
							During rehearsals a warning will be given before any strobes are used where possible.	Supervisor				
							Before the strobe is used it should be ensured that no one in the cast, crew or production are affected. If someone could be affected provisions should be considered such as them leaving the room.	Supervisor				

Part 3 - Cryogenics

Use of cryogenics is subject to the 'StageSoc Cryogenic Safety Information' document. This, among other stipulations, requires a safety briefing to be given to all cast and crew before any use of cryogenics.

№	Hazard	Harm and how it could arise	Risk Groups	Inherent Risk			Existing control measures	Body Responsible	Residual Risk			Notes
				Likelihood	Severity	Risk			Likelihood	Severity	Risk	
29	Handling of cryogenic materials	Burns arising from contact with cryogenic materials due to improper storage	X	5	4	20	A insulating polystyrene container of sufficient thickness used to contain cryogenic substances.	Supervisor	2	4	8	
30	Storage of cryogenic materials	Minor injury from projected material, caused by pressure build-up in storage container	B C X	5	4	20	Container lid will be loose and lightweight as to allow build-up gas to escape easily from the container.	Supervisor	2	4	8	
31	Storage of cryogenic materials	Hypoxia and hypothermia caused by build-up of noxious gasses	A B C G X	4	4	16	Cryogenic materials will not be stored in building 2a overnight (show venue), they are collected from the Chemistry department daily for each performance.	Supervisor	2	4	8	The Technical Director is to appoint a Cryogenic Supervisor, who is responsible for the handling and dispensing cryogenic material. The StageSoc committee is to be notified of this appointment.
							Whilst not on stage the cryogenic materials shall be kept in a controlled storage area with adequate ventilation.	Cryogenic Supervisor				
							The auditorium will be well ventilated.	Supervisor				
32	Handling of cryogenic materials	Burns from contact with cryogenic materials	C X	4	3	12	Rubber gloves meeting BS EN 511 will be worn during the handling of cryogenic substances whilst not in a suitable container, or whilst being decanted.	Cryogenic Supervisor	2	3	6	
							Personnel are instructed <i>not</i> to touch material with bare hands.	Cryogenic Supervisor				
							The storage container will be kept in a controlled area.	Cryogenic Supervisor				
33	Handling of cryogenic materials <i>whilst onstage</i>	Burns from contact with cryogenic materials	C	5	4	20	Only necessary personnel to handle substances.	Cryogenic Supervisor	2	4	8	
							To avoid contact with bare hands, cast are to only handle substances inside a container.	Individuals				

**Part 4 - Pyrotechnics A: Naked Flames**

This risk assessment does not cover the use of any other pyrotechnic effect, other than naked flames. Other effects are covered separately by the 'Pyrotechnics B - Pyrotechnic Effects' risk assessment, and the 'StageSoc Pyrotechnic Policy'.

№	Hazard	Harm and how it could arise	Risk Groups	Inherent Risk			Existing control measures	Body Responsible	Residual Risk			Notes
				Likelihood	Severity	Risk			Likelihood	Severity	Risk	
34	Combustibles on stage, within vicinity of naked flames	Serious burns and smoke inhalation, possible loss of life	A B C G X	5	5	25	All combustibles on stage to be sprayed with flame-retardant chemicals to inhibit ignition.	Supervisor	2	4	8	The fire warden is to be competent and the committee must be notified of their appointment. Combustibles onstage are to have their fire resistance tested during the pre-show safety inspection.
							Naked flames to be kept away from highly combustible materials.	Individuals				
							Airborne combustibles (e.g. confetti) not to be used in the area of the stage with naked flame.	Supervisor				
							Have a fire extinguisher to hand at the side of stage, in case of fire. To be used by an dedicated crew member (a 'fire warden') waiting by the side of the stage whilst the flame is lit.	Fire Warden				
35	Combustible costumes within vicinity of naked flames	Serious burns and smoke inhalation, possible loss of life	C	5	5	25	Costumes used to minimise loose or dangling items/parts or baggy areas to minimise chance of accidental contact with flame.	Production Team	2	4	8	
							Fire retardant materials to be used for costume construction where possible/appropriate.	Supervisor				
36	People within vicinity of flames	Serious burns and smoke inhalation, possible loss of life	A B C X	5	5	25	Cast nearby or holding flames to be instructed about safe practices (no running, sudden movements, flailing of limbs etc.), and acting adjusted where necessary to reduce unnecessary 'exposure' to flames.	Supervisor & Production Team	2	3	6	The designated first aider should be available backstage, with first aid kit, during scenes where naked flames are used.
							Burns appropriate first aid available at all times.	Supervisor				

**Part 5 - COVID-19**

№	Hazard	Harm and how it could arise	Risk Groups	Inherent Risk			Existing control measures	Body Responsible	Residual Risk			Notes
				Likelihood	Severity	Risk			Likelihood	Severity	Risk	
37	Inadequate hand washing	Contracting or spreading COVID-19	A B C G X	4	3	12	Ensure band/cast/crew are aware of the nearest hand washing facilities, and encourage their use	Supervisor & Individuals	2	3	6	
							Ensure access to hand sanitiser, and encourage its use	Supervisor & Individuals				
38	Common use high traffic areas	Contracting or spreading COVID-19	A B C G X	4	3	12	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)	Supervisor	3	3	9	
							Implement restrictions to ensure social distancing, such as one way systems and a cap on the amount of people in spaces at any one time	Supervisor				
							Prop open non-fire doors to reduce unnecessary contact with doors, and to improve ventilation	Supervisor				
39	Living and/or travelling together	Contracting or spreading COVID-19	A B C G X	4	3	12	Separate households must remain distanced from each other	Individuals	2	3	6	
							When traveling together, people from different households must remain separated when possible	Individuals				
40	Unsanitised surfaces, equipment and workstations	Contracting or spreading COVID-19	A B C G X	5	3	15	Clean work surfaces and equipment between uses	Supervisor & Individuals	3	3	9	
							Ensure reusable PPE is cleaned thoroughly before and after use	Supervisor & Individuals				
							Where possible, reduce the number of people using any one piece of equipment during the day	Supervisor & Individuals				
							Wipe down surfaces before audience enter	Supervisor				
				5	3	15	Only have one person operating a desk at any one time	Supervisor	2	3	6	

41	Lack of social distancing while working or during performances	Contracting or spreading COVID-19	A B C G X				Specify a maximum amount of crew allowed in the venue before the beginning of the show week	Supervisor			
							Require people to wear suitable face coverings in enclosed spaces where possible	Supervisor			
							Mark off rows/seats to prevent audience breaking social distancing rules	Supervisor			
							Require audience to wait outside the foyer during the interval	Supervisor			
							Place 2m markers on the ground for the audience to queue when entering the auditorium	Supervisor			
							During the interval, and at the end of a show, require the audience to leave one row at a time	Supervisor			
43	Increased risk of infection and complications for vulnerable people	Increased complications from contracting COVID-19	A B C G X	3	4	12	Advise people to disclose if they fall into the "at risk" category so that extra care can be taken when it comes to interactions	Supervisor & Individuals	2	4	8
							Discuss with each individual, the best way to accommodate them and their specific risks	Supervisor & Individuals			
44	Performing First Aid	Contracting or spreading COVID-19	A B C G X	3	3	9	Where possible, face masks should be worn while administering first aid in addition to the usual PPE worn	First Aider	2	3	6
							In emergencies, the need to perform first aid overrides the risks of not following social distancing rules	First Aider			
45	Someone displaying COVID-19 Symptoms	Contracting or spreading COVID-19	A B C G X	3	4	12	Establish a sign-in sheet with contact information, so that people may be contacted if they have come into contact with someone displaying symptoms. This would apply to anyone present in the annex.	Supervisor	2	4	8
							If anyone displays symptoms while present in the annex, they will be asked to leave	Supervisor			