

# COVID-19 RISK ASSESSMENT

**Date Of Assessment:** 9th September 2020 - Updated 1st October 2020 - Updated 18th January 2021

**Date Of Review:** Ongoing

**Undertaken By:** Craig G Pennington (with consultation across Future Yard team)

**Role:** Director

## **What Is The Activity, Person and/or Environment Being Assessed?**

Live Music Events at Future Yard, 75 Argyle Street, Birkenhead CH41 6AB

Staff & Artists (for Audiences, see specific risk assessment)

This document is continuously updated & reviewed in light of changing guidance.

This risk assessment has been informed & shaped by UK Government's latest COVID-19 guidance.

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



What are the hazards?	Who may be harmed?	What control measures/ precautions are in place to eliminate or reduce the risk?	What further action do you need to consider to control the risks?	Who needs to complete the action?	When is the action needed by?
Contracting or spreading coronavirus as a result of not socially-distancing.	Members of staff  Artists	<p>Event attendance limited to ensure our ability to maintaining social-distancing of 2m wherever possible &amp;, where not possible, 1m with robust mitigation. This capacity has been set specific to the spaces available.</p> <p>All tickets pre-sold in advance, with groups limited to x2 people from the same household, as per current government guidance. These groups seated on stools in 'pods' around a single tall table. Audience members must not move within any neighbouring 'pod', ensuring 1m social distancing. Floor markings to indicate 'pod' areas.</p> <p>Artist numbers restricted to 1x performer (band/artist) per show.</p> <p>Use of 'fixed teams' for artists &amp; production crews, ensuring 2m social distancing from audiences.</p> <p>Artists &amp; staff must maintain 2m social distancing from those outside their 'fixed team', inc. members of staff &amp; audience, at all times.</p>	<p>Measures fully communicated to all artists &amp; staff in advance of events.</p> <p>Markings on floor around production &amp; performance areas to maintain social distancing.</p> <p>Adequate staffing levels in place to sufficiently support measures outlined.</p> <p>Artists asked to politely remind audience to not move within 1m of a neighbouring pod, to keep each other safe.</p>	MH / CP  CP  CP  MH / CP	In advance of events



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Getting or spreading coronavirus by not washing hands or not washing them adequately	Members of staff Artists	All staff & artists encouraged to increase frequency of hand washing & regular hand sanitising.  Sanitiser stations at entrance to venue, exit from toilets, within performance space, dressing rooms, & production areas.  Adequate signage at sinks within toilets to advise of thorough hand washing technique.	Measures fully communicated to all artists & staff in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Ensure sanitiser stations, soap & cleaning products are fully topped up in advance of (& during) all events.	MH / CP  CP / House Management  House Management	In advance of & during events
Getting or spreading coronavirus in common use high traffic areas such as entrance/exit area, corridors, toilet facilities, bar areas and other communal areas	Members of staff	All production staff set within 'fixed teams' & work within designated production areas, socially-distanced from audience & other 'fixed teams'.  Audience facing staff in these areas follow social distancing wherever possible & additional mitigations outlined throughout this RA.	Measures fully communicated to all artists & staff in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Provide full on-site briefing to staff in advance of events.	MH / CP  CP / House Management  CP	In advance of events



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Getting or spreading coronavirus in backstage area, dressing rooms, side of stage and production areas	Members of staff  Artists	<p>Full disinfection of backstage areas before &amp; after all events. Inc. dressing rooms, side of stage &amp; production areas.</p> <p>All staff breaks to be taken in outside, covered space.</p> <p>Individual artists &amp; 'fixed teams' to have dedicated dressing room.</p> <p>Clearly separated &amp; marked 'working' &amp; 'walkway' areas in side of stage production areas to enable social-distancing.</p>	<p>Measures fully communicated to all artists &amp; staff in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Implement updated cleaning regime &amp; procedures.</p> <p>Floor markings in place.</p>	<p>MH / CP</p> <p>CP / House Management</p> <p>CP / House Management</p> <p>CP / House Management</p>	In advance of events
Getting or spreading coronavirus through members of staff and/or artists working together	Members of staff  Artists	<p>Fixed teams' established for the duration of event cycle - inc. get-in, soundcheck &amp; get-out. - for individual artists &amp; production staff.</p> <p>Wearing of face-coverings (see below)</p> <p>Clear social-distancing marking in all working areas.</p> <p>No sharing of backline and/or microphones.</p>	<p>Measures fully communicated to all artists &amp; staff in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Floor markings in place.</p>	<p>MH / CP</p> <p>CP / House Management</p> <p>CP / House Management</p>	In advance of events



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Getting or spreading coronavirus by not cleaning surfaces and/or equipment	Members of staff Artists	All toilets, surfaces, dressing rooms, production areas & common touchpoints fully disinfected before get-in commences & following each performance. Work surfaces disinfected regularly during event.  Performance space & full venue disinfected prior to & following all events.	Implement updated cleaning regime & procedures.	CP / House Management	In advance of & during events
Poor venue ventilation leading to risks of coronavirus spreading	Members of staff Artists	A new ventilation system to be installed within our performance space & stage area, drawing clean air from outside & extracting 'used' air from the venue. System specified to x20 air changes per hour & consistent with latest SAGE guidance.  New ventilation systems also added to all toilet areas.	Ensure systems are in place ahead of commencement of events.	CP	In advance of events
Asymptomatic transmission of COVID-19	Members of staff Artists	All artists, staff & crew will be required to return a negative COVID test within the 24 hours before arriving on site. COVID lateral flow tests are currently available to anyone who cannot work from home.	Measures fully communicated to all artists & staff in advance of events.  All staff to present their test result on arrival & confirm negative result on Health Questionnaire.	CP / MH	In advance of events



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Transfer of coronavirus via airborne droplets	Members of staff  Artists	<p>All audience members must wear face coverings, consistent with current Government guidelines for entertainment venues.</p> <p>In order to enjoy drinks, audience members are permitted to remove face coverings when within their 'pods'. But, audiences must wear a face covering at all other times when outside their 'pod' i.e. when visiting toilets.</p> <p>All members of staff must wear face coverings.</p> <p>Artists will not be required to wear face coverings during their performance, when within their work bubble, but should wear masks at other times.</p> <p>Artists will not encourage 'singing along' and/or audience participation, enter the audience or undertake 'meet &amp; greets'.</p> <p>Phone communication between production staff, w/ earpieces &amp; WhatsApp</p>	<p>Measures fully communicated to all artists &amp; staff in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Ensure free face coverings are available to audience at all events</p> <p>Ensure face coverings are available to staff at all times</p>	<p>MH / CP</p> <p>CP / House Management</p> <p>CP / House Management</p> <p>CP / House Management</p>	In advance of & during events



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An inability of NHS Track And Trace to contact those in attendance should someone show symptoms after the event	Members of staff Artists	All staff & artists required to register when arriving on site, providing contact details, via ohs track & Trace app.  All those onsite will be required to complete a Health Declaration before arriving onsite. These will be destroyed after 28 days.	Measures fully communicated to all artists & staff in advance of events.  Health Declaration questionnaire to be undertaken by all staff, artists & contractors.	MH / CP  CP / House Management	In advance of & during events
Getting or spreading coronavirus as a result of unwell / symptomatic people attending an event	Members of staff Artists	Any artists / staff members who have coronavirus symptoms, live with those with symptoms or who have been advised by NHS Test & Trace to self-isolate must not attend event.  External contractors will also need to ensure this is adhered to within their workforce.	Communicate measure to artists, staff & contractors in advance & via signage at entrance.  Health Declaration questionnaire to be undertaken by all staff, artists & contractors.	MH / CP  CP / House Management	In advance of & during events
Concern and anxiety around coronavirus	Members of staff Artists	Engage with staff in the development of risk assessment & policies, shaping our approach collaboratively.  Communication of risk assessments, policies & procedures to all staff & artists in advance of events.  Adopt all current & relevant UK Government guidance as far as is feasibly possible & relevant to our operations.	Ongoing collaboration with all staff in updating of risk assessment & policies.  Communicate measure to artists, staff & contractors in advance & via signage at entrance.  Display 'Staying COVID secure' notice to indicate our adoption of UK Government guidance.	CP  CP  CP	Ongoing & in advance of all events



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Increased risk of infection and complications for vulnerable workers	Members of staff  Artists	Engage with staff & artists at high risk & those who are clinically vulnerable or extremely clinically vulnerable, or live with people within these groups. Identify all possible additional procedures to ensure risk reduction for these individuals.	Communicate measure to artists, staff & contractors.  Identify staff & artists who fall within these groups & engage dialogue.	CP	Ongoing
Getting or spreading coronavirus when travelling to and/or from our venue	Members of staff  Artists	Staff & Artists encouraged to walk & cycle where possible. If travelling by public transport, abide by all current restrictions.  Staff & Artists encouraged to travel within their 'fixed team' only.	Communicate measure to artists, staff & contractors in advance & via signage at entrance.	MH / CP	In advance of events
Coronavirus policies inhibiting implementation of standard accidents & security procedures	Members of staff  Artists	Review our incident & emergency procedures to ensure they allow social distancing as far as possible.	Ensure procedures are fit for purpose & updated.  Ensure adequate staffing levels to ensure measures are delivered.	CP  CP	In advance of events

