

# COVID-19 RISK ASSESSMENT

**Date Of Assessment:** 9th September 2020 - Updated 1st October 2020 - Updated 21st January 2021 - Updated 11th May  
Updated 19th July 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 & Bar/Coffee Shop service at Future Yard, 75 Argyle Street, Birkenhead CH41 6AB  
Audiences (for Staff & Artists, 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>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread>



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?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Customers	<p>All audiences encouraged to increase frequency of hand washing &amp; regular hand sanitising.</p> <p>Sanitiser stations at entrance to venue, exit from toilets &amp; within performance space.</p> <p>Adequate signage at sinks within toilets to advise of thorough hand washing technique.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Ensure sanitiser stations, soap &amp; cleaning products are fully topped up in advance of (&amp; during) all events.</p>	<p>CT</p> <p>CT / House Management</p> <p>House Management</p>	In advance of events
Getting or spreading coronavirus by not cleaning surfaces and/or equipment	Customers	<p>All toilets, surfaces &amp; common touchpoints fully disinfected before event commences &amp; following each event. Work surfaces disinfected regularly during event.</p> <p>All purchases of food / drinks / tickets to be made contactless. We are a cashless venue.</p> <p>Full cleaning schedule in place before, during &amp; after service.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Ensure adequate staffing levels to ensure measures are delivered.</p> <p>Implement updated cleaning regime &amp; procedures.</p>	<p>CT</p> <p>CT / House Management</p> <p>CP</p> <p>CP</p>	In advance of events



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Poor venue ventilation leading to risks of coronavirus spreading	Customers	A new ventilation system has been 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.  New ventilation systems also added to all toilet areas.	Ensure systems are in place ahead of commencement of events.	CP	In advance of events
Transfer of coronavirus via airborne droplets	Customers	All customers, staff and performing artists will be given the option to wear face coverings, consistent with the most recent government guidance.	Measures fully communicated to audience in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Ensure free face coverings are available to audience & staff at all events	CT / CP  CT / House Management	In advance of events
An inability of NHS Track And Trace to contact those in attendance should someone show symptoms after the event	Customers	NHS Track & Trace APP QR code on display at venue entrance, both FOH and BOH. All visitors can check-in via the app, should they so wish.	Measures fully communicated to audience in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.	CT  CT / House Management	In advance of events



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Getting or spreading coronavirus as a result of unwell / symptomatic people attending an event	Customers	Any audience members or staff 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.	Measures fully communicated to audience in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Customers impacted are provided with refund &/or opportunity to transfer to a digital ticket, where available.	CT  CT / House Management  CT / House Management	In advance of events
Concern and anxiety around coronavirus	Customers	Communication of risk assessments, policies & procedures to audiences in advance of events.  Display 'Staying COVID secure' notice to indicate our adoption of UK Government guidance.  Participate in MVT's Revive Live Campaign	Measures fully communicated to audience in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Ensure adequate staffing levels to provide reassurance & guidance.	CT  CT / House Management  CP	In advance of events



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Increased risk of infection and complications for those at increased risk	Customers	<p>Communicate with high risk audiences &amp; those who are clinically vulnerable or extremely clinically vulnerable, or live with people within these groups.</p> <p>Identify all possible additional procedures to ensure risk reduction for these individuals.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Give full sight of risk assessment &amp; procedures, via website, so individuals in these groups can make an informed decision whether to attend.</p>	<p>CT</p> <p>CT / House Management</p> <p>CT / House Management</p>	In advance of events
Getting or spreading coronavirus when travelling to and/or from our venue	Audience members	<p>Audiences encouraged to walk &amp; cycle where possible. If travelling by public transport, abide by all current restrictions.</p> <p>Audiences encouraged to travel within their booking group only.</p>	<p>Measures fully communicated to audience in advance of events.</p>	CT	In advance of events
Coronavirus policies inhibiting implementation of standard accidents & security procedures	Audience members	<p>Review our incident &amp; emergency procedures to ensure they allow social distancing as far as possible.</p>	<p>Ensure procedures are fit for purpose &amp; updated.</p> <p>Ensure adequate staffing levels to ensure measures are delivered.</p>	<p>CP</p> <p>CP</p>	In advance of events





