

Artistic Director and Production Manager: Bertie Watkins	Site: 16 Harper Road, Southwark, London, SE1 6AD Date of Assessment: 21/10/2019	Description of Activity / Task Assessed: COVID-19 Risk Assessment for COLAB Tavern	Assessment carried out by: Name: Ben Chamberlain Position: Producer Signature: Ben Chamberlain
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Assessment Description:
 COVID-19 Risk Assessment which is required by the Government in order to undertake socially distanced performances indoors.

Related Documentation/legislation:
 HASAWA 1974
 Management of Health and Safety at Work Regulations 1999
 Noise at Work Regulations
 Violent Crimes Reduction Act (CAD code) if needed.
 Fireworks Act 2003 – unnecessary but used for precaution.
 Fireworks Safety Regulations 1997 – unnecessary but used for precaution.

Notes:
 All employers on site are to abide by Risk Assessment set out by CoLab Theatre Ltd. in regards to the Management of Health and Safety at Work Regulations 1999 (MHSWR).

Overall Risk Rating LOW – Maintain Controls to manage risk

Overall Risk Ratings Low – Maintain controls to manage risk : Medium : Risk managed but further controls may be needed : High: Controls needed to manage risk

Section 1 – General Hazards

What is the task / hazard (Include brief description)	Who might be harmed (Staff, Guests, Visitor)	How may person/s be harmed	Risk Level VH/H/M/L	Existing Controls & Precautions (Detail on safeguards in place)	Controlled Risk rating VH/H/M/L	Additional Action(s)			
						How/What/Procedure?	By Whom?	By When?	Completed
Audience - Audience coming into contact with each other and spreading the virus between each other.	Guests Staff Performers Visitors Those in Proximity to the building	People may contract the virus and become unwell, seriously ill or risk of death.	H	<ul style="list-style-type: none"> - Tickets will be sold in “pods”, these are groups of 2, 4 or 6 people who are comfortable social distancing together. These people will be kept away from other “Pods” and actors at a distance of two meters while seated upstairs in the pub. Where the distance from the actors isn’t possible, such as handing over a document or a helping guide them in a movement then masks are provided for the audience and visors for the actors, this is to robustly reduce the chance of transmission from actors to audience and visa-versa. - Reduced movement will occur throughout the show, with the audience undertaking tasks in their “Pods”. These will be seated tasks which prevent audience members from moving from their space. - Any group movements that occur will be managed by the actors, ensuring that there is a 2 meter distance between groups when they move. In the basement then areas will be tapped out to indicate 	L	Mask, Hand Sanatiser and Antibacterial Wipes order and kept in stock. Reblocking of the show occurred. Actors will be shown how audiences are to be moved and where to. FAQs available on the booking website for people to learn about all our precautions.	Ben Chamberlain	07/08/2020	

				<p>where they can stand and where the two meter perimeter from other groups are.</p> <ul style="list-style-type: none"> - Audiences will be required to wear masks while they are on the performance site. If they are without then disposable masks will be provided. Audience members who are exempt from masks will need to provide details of this with our box office before they arrive in order for us to inform actors and other actors as they arrive that this is the case. - When the audiences are downstairs they shall be kept 1.5 meters away and required to wear their masks. - Audiences will be required to wash their hands regularly and upon arrival. - Hand Sanitizer and antibacterial wipes will be provided at each of the tables where the "Pods" are. This allows people to wipe down surfaces and hands as they do as well as sanitising as they return after the set movements. - 2 meter areas will be taped out on the floor for audiences for them to have a clear indication with yellow tape where they can and can't be. 					
Staff/Actors - Audiences, Staff and Performers may spread the virus between one another	Guests Staff Performers Visitors	People may contract the virus and become unwell, seriously ill or risk of death.	H	<ul style="list-style-type: none"> - Actors will be provided with visors in order to prevent them from spitting on audience members and to protect their faces from 	L	Staff and performers will be trained directing people	Ben Chamberlain	07/08/2020	

	Those in Proximity to the building			<p>anything the audience may produce. Actors should not touch their face while wearing the visor.</p> <ul style="list-style-type: none"> - Antibacterial wipes and hand sanitizer will be given to actors for them to carry around and use regularly. - Actors will have a test at home which they can use if they are concerned or showing symptoms. - Actors will not be required to work should they feel concerned about exposure to COVID-19. - where possible actors will be kept 2 meters away from the audience, they should only go closer when they are moving through rooms, directing audience members or handing something over to the audience as part of the production. Here the visors and hand wipes should be used immediately after. 		<p>safely throughout the show. Wipes and hand sanitizer to be ordered and regularly stocked up. Actors will be provided with a home testing kit.</p>			
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<p>Surfaces and Furniture - Surfaces retain the virus for 72 hours. Audiences on different days may contract the virus through surfaces.</p>	<p>Guests Staff Performers Visitors Those in Proximity to the building</p>	<p>People may contract the virus and become unwell, seriously ill or risk of death.</p>	<p>M</p>	<ul style="list-style-type: none"> - Surfaces will be wiped down by bar staff when they come in to set up each day. - Aerosol will be used overnight to clean air. Things linger in the air for 5 hours and deal with anything that has dwelt overnight. - Audiences will be encouraged to use the antibacterial wipes provided to them to clean as they go, meaning when they travel they can clean their area. - Actors and Bar Staff will take opportunities while audiences are playing games to wipe down a surface or prop. 	<p>L</p>	<p>Aerosol ordered and stocks kept full. Wipes and hand sanitizer to be ordered and regularly stocked up.</p>	<p>Bertie Watkins</p>	<p>08/08/2020</p>	
<p>Box Office - At first contact the audience could mix with each other or bring the virus in from the outside.</p>	<p>Guests Staff Performers Visitors Those in Proximity to the building</p>	<p>People may contract the virus and become unwell, seriously ill or risk of death.</p>	<p>M</p>	<ul style="list-style-type: none"> - Actors will check in up to 6 groups each and lead them to the bar, socially distanced from other groups. They will then be instructed to head downstairs. When they return they shall be shown to their seats. - Actors will use an infrared thermometer on audiences. If they are above body temperature then they will be sent home with a full refund. - Masks and hand sanitizer will be available at the box office for people to use as they come in. 	<p>L</p>	<p>Actors will be shown the route to take for each audience group to socially distance them. Infrared Thermometer order and actors shown how to use. In website T&Cs and FAQs, it is to be made clear that audiences do get a full refund. Wipes and hand sanitizer to be ordered and regularly stocked up.</p>	<p>Ben Chamberlain</p>	<p>08/08/2020</p>	
<p>Bar - Risk of transferring the virus</p>	<p>Guests Staff</p>	<p>People may contract the virus</p>	<p>M</p>	<ul style="list-style-type: none"> - Bar staff will undertake table service to avoid breaking 	<p>L</p>	<p>Wipes and hand sanitizer to be</p>	<p>Bertie Watkins</p>	<p>08/08/2020</p>	

through bar stock or others at the bar.	Performers	and become unwell, seriously ill or risk of death.		<p>social distancing at the bar. Audiences will be given menus on which they can select their order and this will be delivered to the Bar staff who will bring it to set table numbers on a tray.</p> <ul style="list-style-type: none"> - Cups and glasses will be asked to be left and then collected by the bar staff in order to be washed in the pot wash. - Where possible, audiences will use the same cup they began the night with. - Bar staff wear a mask and remain distanced from the audience when taking orders. - Drinks to be brought on a tray and audiences can take the drinks from the tray to reduce risk. - Audiences may wipe their cup/glasses before drinking from them. 		ordered and regularly stocked up.			
Ventilation - Government advice is that air is rotated every 15 minutes to ensure the virus is recycled out.	Guests Staff Performers Visitors Those in Proximity to the building	People may contract the virus and become unwell, seriously ill or risk of death.	M	<ul style="list-style-type: none"> - The various extractor fans in the pub will be left on throughout the performance in order to rotate air. - Doors in the basement and back door will be left open to assist with ventilation. 	L		Bertie Watkins		
Toilets - As toilets are shared, the audience have a higher chance of transferring virus in these spaces.	Guests Staff Performers	People may contract the virus and become unwell, seriously ill or risk of death.	M	<ul style="list-style-type: none"> - Toilets will be cleaned daily. - Hand sanitizer and antibacterial wipes will be provided within the toilets for people to use. - A third toilet will be opened up. Allowing there to be 1 toilet per room (10/12 people), this further means that audiences do not need to leave their room in order to go 	L	Wipes, soap and hand sanitizer is regularly ordered and kept stocked in the bathrooms. Clean out and open up the third toilet for access.	Bertie Watkins	07/08/2020	

				to the toilet.					
Props/Interactive Items - Props are carried over through performances, these have a risk of carrying virus if not kept clean.	Guests Staff Performers	People may contract the virus and become unwell, seriously ill or risk of death.	M	<ul style="list-style-type: none"> - Props will be wiped down after use and paper shall be laminated in order for it to be wiped down and cleaned for next use. - Actors to be assigned a small selection of props each to ensure these are kept clean. - Audiences are encouraged to wipe down the props before and after use. 	L	Laminator to be brought to the pub and props and paper treated with this as necessary. Wipes and hand sanitizer is regularly ordered and kept well stocked.	Ben Chamberlain	08/08/2020	
Technical - Elements of technical could cause a risk if they are not clean properly	Staff Performers	People may contract the virus and become unwell, seriously ill or risk of death.	L	<ul style="list-style-type: none"> - Bar staff responsible for keeping tech clean after each performance. - Audiences will not be allowed to touch or engage with the technical elements of the show. 	L	Wipes, soap and hand sanitizer is regularly ordered and kept well stocked.	Bertie Watkins	07/08/2020	