Half Moon Young People's Theatre
Risk Assessment
COVID-19 re: the workplace for employees (including visiting staff / contractors) and participants and audience members' engagement

Context
Half Moon Young People's Theatre recognises the impact that COVID-19 has had upon the working practices and activities of the organisation. This impact is on-going and evolving and is subject to change in response to the updated guidance published by Government, Public Health England (PHE) and relevant industry sector guidance. The company created a specific Risk Assessment in early July 2020 in line with Government guidance to address the immediate needs of the organisation as the core salaried and contracted freelance staff returned to the workplace, then later in July / August as they continued to work in the workplace and prepared for, and subsequently engaged in person with stakeholders and other visitors who visited the premises and participated in activities. As the company moves into the Autumn period, this risk assessment has been subsequently reviewed to reflect the company's stated intention to deliver more of its regular participatory programme of activities and artform development programme in person. As a living document, this process is on-going with 3 week review points. This Risk Assessment is based on published guidance pertaining to:

- Working safely during coronavirus (COVID 19) / performing arts (updated 10 September)
- Protective measures for out-of-school settings during the coronavirus (COVID-19) (updated 20 August)
- Working safely during COVID-19 in offices and contact centres (updated 10 September)

With reference to:

- Guidance for full opening: schools (updated 10 September)
- Face coverings: when to wear one and how to make your own (updated 27 August)

This Risk Assessment is additional and complementary to the company's Key Risks and High Level Mitigation & Management Strategy Risk Assessment.

Scope
The assessment:

- aims to identify potential risks and maintain a safe place of work limiting exposure to and transmission of COVID-19;
- is divided into three sections:
    Premises; Workforce; Activity;
- reflects current Government, Public Health England (PHE) and relevant industry sector guidance;
- aims to reduce, so far as is reasonably practicable, the risk of infection from COVID-19.

Assumptions
Half Moon complies with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) and we aim to operate as a COVID-19 secure centre.

Requirements
Half Moon will keep a temporary record of the contact details of all employees (including visiting staff / contractors), participants and audience members for 21 days in order to adhere to Government guidance and assist NHS Test and Trace with the routine health protection practice of tracing and contacting those who have

been in close contact with someone who has tested positive for COVID 19. Reference to Test and Trace in this document is presently based on the published guidelines as outlined in the via this link: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works (updated 27 August).

Risk	Who & How Might Harm Occur?	Risk Rating: Low / Medium / High	What Are We Currently Doing to Control Risk?	Action by who?	Review Time frame
A/ Premises					
1. Half Moon Theatre, 43 White Horse Road (i.e. theatre, studio, meeting, technical and storage rooms, outdoor areas and offices) not COVID-19 secure compliant / COVID-19 Preparedness	Employees (including visiting staff) / contractors) / participants and audience members Virus moves from person to person in droplets from nose or mouth, spreads when a person coughs or exhales / the virus can survive for up to 72 hours out of the body on surfaces / infection occurs by breathing in the droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes	Low	Implementation of Risk Assessment "COVID-19 re: the workplace for employees (including visiting staff / contractors) and participants and audience members' engagement" Ensuring effective communication with staff and stakeholders re: implementation of statutory compliance including guidance on face coverings / masks; COVID-19 preparedness in the workplace; COVID-19 preparedness for being at work; effective hygiene / social distancing; physical alterations / planning are actively monitored and managed on on-going basis. Only staff with authorised activity and work schedules that have been approved by their line manager will be at the workplace and continue to operate. Review of which staff are required to work within the building, planning for only what is appropriate to operate agreed programme safely, if this cannot be operated from home. Ensure good levels of communication are in place for staff (including visiting staff / contractors) and participants and audience members, sharing COVID-19 Risk Assessment, involving staff in the planning and updates of any potential changes. Review of security arrangements in areas of increased access / egress.	Director, supported by Production Manager	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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			Manage and review building statutory compliance to ensure the building and equipment have received the required service and maintenance. Key communication message reinforced: "If you have symptoms of coronavirus (COVID-19), however mild or been told you are a contact*, the clear medical advice is to immediately self-isolate at home for at least 10 days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19. Following a positive test result, you will receive a request by text, email or phone to sign into the NHS Test and Trace service website (contact-tracing.phe.gov.uk) and provide information about recent close contacts within the past 72 hours. After 10 days, or longer, if you still have symptoms other than cough or loss of sense of smell / taste, you must continue to self-isolate until you feel better. You do not need to self-isolate if you only have a cough or loss of sense of smell/taste after 10 days, as these symptoms can last for several weeks after the infection has gone. If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 10 days. All other household members who remain well must stay at home and not leave the house for 14 days. Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass onto others in the community. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period. If you have symptoms, you should stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household. If symptoms do not get better after 10 days,		

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			then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999. If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you must follow the same guidance on self-isolation again" * Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person		
2. Someone entering the workplace / premises with COVID-19	Employees (including visiting staff) / contractors / participants and audience members Staff not being able to work from home having to come into the workplace Participants and audience members in attendance Virus transmission through droplets exhaled or coughed by an infected person, causing serious	Low	A COVID-19 secure building Risk Assessment and COVID-19 plan in place, including social distancing, guidance on face coverings / masks and hygiene measures. Promotion of awareness of symptoms known and shared with all, ensuring the most important symptoms of COVID-19 highlighted: a new continuous cough; a high temperature; a loss of, or change in, normal sense of taste or smell (anosmia). All told / made aware if they have any of the above symptoms, staff must stay at home and arrange to have a test to see if they have COVID-19, checking the guidance and updates for trace and testing arrangements. (N.B. Possible infection is where a person has COVID-19 symptoms and is currently awaiting a test result. Confirmed infection is where a person has tested positive for COVID-19.)	Director, supported by Production Manager / Admin Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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	infection and severe illness		Those impacted are fully informed using guidance within the Risk Assessment on actions required including following the Test and Trace system. Those required should call 119 or visit https://nhs.uk/coronavirus. (For children under five, call 111 or visit https://111.nhs.uk for more advice). Adaptations to premises have been implemented to support social distancing guidance, including, if appropriate, floor markings, building / room layout changes and non-essential areas closed off from use, established agreed numbers of staff in working areas, reducing the need for unnecessary movement around premises, signage displayed around the buildings, avoiding use of hot desking and mixed space usage wherever possible, and ensuring regular cleaning if this cannot be achieved. Practise recommended social distancing while in and around the workplace / premises. Be aware of requirements in potential higher 'traffic' areas e.g. corridors, lifts, toilets, stairs, where it may only be suitable for one or two people, follow queuing control measures, promote social distancing etiquette for staff and stakeholders when moving, entering, rooms, buildings, e.g. allowing others to pass by safely. Everyone on entering the building will be temperature tested using an electronic hand-held monitor. Anyone who has a high temperature will not be allowed to enter and sent home / away and advised to contact Test and Trace. Avoid non-essential contact with others. Holding essential meetings / activities in well ventilated rooms with appropriate social distancing in place, with no refreshments or catering provided. Chair of meeting / leader of activity to ensure no		

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			litter, plastic cups etc. is left ("if you use it, you dispose of it"); virtual meetings / activities are considered.		
			Use of outdoor space with social distancing adhered to for meetings, breaks, lunch, activities to be promoted wherever possible.		
			Increased hand washing promoted. Induction of staff into agreed control measures within the workplace and supporting staff to promote this among all employees (including visiting staff / contractors) / participants and audience members. A review and implementation of fixed teams, with low numbers, for those work activities / staff that cannot complete their work from home, and a review of the areas they are working from.		
			Prioritising disabled use and movement around the premises as necessary, use of lifts with control measures, restrictions in numbers to accommodate wheelchair space, ensuring use of accessible toilets available, areas of accessible hand washing available and accessible for all.		
			Staff to report any concerns regarding control measures. Mechanisms in place to allow reporting by all stakeholders.		
			On-going review of control measures in relation to work, activities and premises, including what mitigating actions and controls are required to reduce the risk of transmission to be as low as reasonably practicable.		
			For employees (including visiting staff), review those that cannot work from home, coming into the workplace, to assess their travel options, busy times, to potentially stagger work times / and break times to control the numbers in and around the workplace areas.		

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			Provide facilities, such as bike racks, to help people walk, run, or cycle to work where possible.		
			Wherever possible limit areas and work activities if concerns with social distancing are possible (e.g. unloading vehicles, so having single workers load / unload if safe to do so).		
			Staggering / control and filtering the number of visitors and participants at any one time.		
			Using contactless payment options (where applicable).		
			Introducing more services online.		
			For staff, rotate the time spent in the reception / contact facing roles to reduce time where possible.		
			In the event that any staff are contacted through the NHS Test and Trace service as a contact, they should seek to fully cooperate with identifying and supplying details of eligible contacts - prior consent to share information is not required.		
3. Contaminated workplace / poor hygiene control	Employees (including visiting staff) / contractors / participants and audience members Virus moves from person to person in droplets from nose or mouth, spreads when a person coughs or exhales / The virus can survive for up to 72 hours out of the body on surfaces / infection occurs	Low	A COVID-19 secure building Risk Assessment and COVID-19 plan in place, including social distancing, guidance on face coverings / masks and hygiene measures. Increased formal cleaning regime in place including key / high touch point areas. Staff to maintain and promote good hand hygiene throughout the day, (increased hand washing thoroughly with soap and water for 20 seconds) and encouraged to take regular breaks to facilitate this. Break areas and break times should allow for social distancing to minimise contact during these times. Electrical hand-dryers and single use paper towels are used to dry hands.	Director, supported by Admin Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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	by breathing in the droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes		Contamination process in place for any reported COVID-19 infection, including cleaning requirements. Increased cleaning of surfaces, using appropriate cleaning products. Review of all shared items, to reduce / prevent shared use wherever possible, and having a cleaning regime between use / user if not possible (e.g. photocopiers). Good level of ventilation. Good management of removing waste. Signage and posters installed around premises to promote good hygiene. Shower and changing areas must be kept clear of personal items. Cleaning of items, goods, deliveries entering the buildings. Cleaning procedure uses appropriate cleaning products. Removal of ancillary items from public areas not essential to the operation of the company activity (e.g. handbills; art cart; book library; chalk / chalk rubber etc.) Restrict the items brought onto the premises that could potentially be contaminated. Use of single use items for eating / drinking, or use of own cutlery and cups, ensuring cleaning after use and put away appropriately. Encouraging staff to keep and promote good housekeeping.		

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			Staff encouraged to use and promote among stakeholders best practice / procedures with regards NHS Test and Tracing requirements. In the event that any staff are contacted through the NHS Test and Trace service as a contact, they should seek to fully cooperate with identifying and supplying details of eligible contacts - prior consent to share information is not required.		
4. Provision of first aid in buildings	Employees (including visiting staff) / contractors) / participants and audience members Someone enters the premises with COVID-19 and passes it onto first aid staff working in close proximity giving first aid	Medium	Review existing first aid qualifications of team and organisational requirements; information on first aid cover and qualifications during COVID-19 can be found on Health and Safety Executive (HSE) Guidance. Follow agreed procedures including the use of PPE in the event of close contact first aid administration, and to dispose of such PPE as outlined in guidance.	Director, supported by Production Manager	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point
5. Someone becomes ill within the premises	Employees (including visiting staff) / contractors / participants and audience members Someone enters the workplace with COVID-19 and passes it onto others	Low	Everyone on entering the building will be temperature tested using an electronic hand-held monitor. If, however, during their visit / time at the workplace they report being unwell, their temperature will be re-tested. If they have a high temperature, they will be sent home and advised to contact Test and Trace. Those who are too unwell to leave on their own or are under 18 or considered to be vulnerable, will be isolated in a designated space (a well-ventilated side room with clear signage detailing not to enter) until they can be collected and taken away. The individual will be asked to wear a fluid resistant face mask. As soon as possible, appropriate cleaning, as per the company's cleaning regime / COVID-19 procedures above, will be enacted following current Public Health England guidance regarding COVID-19 and cleaning in non-healthcare settings. All employees (including visiting staff / contractors), participants and audience members who will be impacted are fully informed using	Director, supported by Production Manager	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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			guidance within the Risk Assessment on actions required including following the Test and Trace system. They should call 119 or visit https://nhs.uk/coronavirus. (For children under five, call 111 or visit https://111.nhs.uk for more advice).		
6. Emergency evacuation e.g. fire, security threat etc.	Employees (including visiting staff) / contractors / participants and audience members Someone enters the premises with COVID-19 and passes it onto others	Medium	In the event of an emergency evacuation (e.g. fire, explosion, security threat etc.) staff (and others on the premises) do not have to adhere to social distancing. The evacuation strategy is as normal. Staff involved in emergency situations that may bring them into close contact with others should ensure they pay particular attention to sanitation measures immediately afterwards including washing of hands. If any staff or visitors have or would be impacted by an existing personal or general emergency evacuation plan, where possible and where close contact cannot be avoided, face masks and gloves should be provided. During the pandemic, staff and visitors are advised to disperse away from the building and colleagues during an emergency evacuation, rather than assembling in one place all together, unless they have specific fire safety roles and responsibilities.	Director, supported by Production Manager	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point
B/ Workforce					
7. Employee returning to work	Employees (including visiting staff) Someone enters the premises with COVID-19 and passes it onto others Virus moves from person to person in droplets from nose or mouth, spreads	Low	A COVID-19 secure building Risk Assessment and COVID-19 plan in place, including social distancing, guidance on face coverings / masks and hygiene measures. Staff who can work safely from home should continue to do so. Plan for the absolute minimum number of people needed on site to operate activity safely and effectively.	Director, supported by Admin Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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	when a person coughs or exhales / The virus can survive for up to 72 hours out of the body on surfaces / infection occurs by breathing in the droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes		Staff whose job role or circumstances cannot work from home, or have chosen to return to work, should be advised of the changes in work practices, premises layout, personal responsibilities regarding hygiene and social distancing and other information outlined in the Risk Assessment.		
8. Staff with existing medical conditions	Employees (including visiting staff) An employee being asked to come into work that have existing medical conditions and are 'clinically extremely vulnerable', or 'clinically vulnerable' Someone enters the premises with COVID-19 and passes it onto others	Low	Confidentially identify staff who are clinically vulnerable as per published Government guidance. Once identified, undertake an individual assessment and determine necessary adjustment to work activities: Any changes to facilitate continued working from home (main control measure); Any adjustments to support return to the workplace environment (applicable to clinically vulnerable only) if it is absolutely not possible to work from home. Staff with these conditions should be strongly advised to continue working from home, even if they consider themselves fit and well, or managing their current condition. Ensure open communication and inclusion in team discussions to continue to support employees working from home for extended periods.	Director, supported by Admin Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point
9. Visitors (contractors / participants and audience members)	Employees (including visiting staff) Someone enters the premises with COVID-19 and passes it onto others	Low	A COVID-19 secure building Risk Assessment and COVID-19 plan in place, including social distancing, guidance on face coverings / masks and hygiene measures. Avoid unannounced visitors.	Director, supported by Production Manager	Review under-taken 11 September 2020, then ongoing, with 3-week

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			Reduce/minimise the need for external visitors to attend the premises unless part of planned activity i.e. use virtual meetings wherever possible. Limit the numbers of visitors and observe room occupancy allowance to maintain social distancing. Where possible, any visitors that need to attend site should be contacted in advance and advised not to attend if they have any symptoms of COVID-19, to adhere to social distancing measures and practise good hand hygiene, encouraging to wash hands upon entry to building/areas; any service specific expectation is required e.g. providing own tools; pens etc.; no hand shaking and do not share personal items/property; to take note of signage encouraging hand washing and other social distancing guidance. National guidance does not require the use of face coverings in the settings under which the organisation is categorised, however the use of this is still a personal decision and staff (including visiting staff) can do so if they wish. For contractors, only those that are necessary to be allowed on site. Visits need to be approved and booked in advance. They will be allocated a member of staff who will act as their contact throughout providing appropriate supervision. They should be made aware of company COVID-19 Risk Assessments in place, especially with regards social distancing and promotion of hand cleaning and hygiene, and temperature taking on arrival. They should be contacted in advance of premises attendance and any service specific information relevant to activity e.g. revised Risk Assessments in line with COVID-19; limits on numbers of contractors on-site in order to maintain social distancing; restrictions on hours etc. should be agreed including consideration of changing times of contractor works, out of hours, during less busy times.		formal review point

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			Everyone on entering the building will be temperature tested using an electronic hand-held monitor. Anyone who has a high temperature will not be allowed to enter and sent home / away and advised to contact Test and Trace.		
10. Personal Protective Equipment (PPE)	Employees (including visiting staff) Someone enters the premises with COVID-19 and passes it onto others	Low	Employees including visiting staff must continue to wear and use any PPE that is normally used (pre-COVID-19) as part of workplace activities. Guidance states that when managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks normally faced in the workplace, and needs to be managed through social distancing, working from home, hygiene and amended working practices, not through the use of PPE with exception in clinical settings. Where no regular access to soap and water for hand hygiene is possible, alcohol hand sanitiser with alcohol content >60% should be provided. As such, the precautionary use of extra PPE to protect against COVID-19 outside clinical settings is not required. For staff who may be exposed to bodily fluids e.g. personal assault (including fighting by others, by spitting, coughing) a risk specific assessment should be undertaken which would at least require maintaining recommended social distancing, enhanced hand hygiene, avoidance of touching mouth, eyes and / or nose. If this is breached and / or requires first aid, washing / showering and first aid procedures should be followed. Where PPE is provided / used due to normal personal / intimate care activity, a risk assessment will already be in place and staff should know the correct use of this including disposal methods and when sessional or single use is indicated. If this is process results in a	Director, supported by Production Manager	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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			breach of safe procedures and / or requires first aid, washing/showering and first aid procedures should be followed.		
11. Face Coverings	Employees (including visiting staff) / contractors / participants and audience members Someone entering the workplace with COVID-19 Commuting and using public transport	Low	Evidence suggests that wearing a face covering does not protect individuals, but may protect others in the event of an infection (note, a face covering is not PPE). It is not a legal workplace requirement for employees, including visiting staff and contractors, within Half Moon's setting to wear a face covering / mask. As a general rule, within the context of the workplace, while the precautionary use of face coverings to protect against COVID-19 is now required in many settings (e.g. on public transport, retail, settings where social distancing is not possible etc.), risk is managed by minimising employees in work, contact time together, social distancing, increased hygiene and cleaning regime, and is not reliant on face coverings per se for employees, including visiting staff. If staff choose to wear one, the following guidance is applicable and should be followed: Washing hands thoroughly with soap and water for 20 seconds before putting a face covering on and after removing it. Avoid touching face or face covering to avoid contamination. Change face covering if becomes damp. Continue to wash hands regularly. Change and wash face covering daily. If not washable, dispose of carefully in usual waste. For participants / audience members it is a requirement for everyone over 11 years old (school year 7 plus), to wear a face covering / mask before entering the building and this must be kept on until they leave, unless there is a reasonable excuse for removing it or they are exempt from wearing one. Exemptions include:	Director, supported by Production Manager	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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			• people who cannot put on, wear or remove a face covering because of a physical or cognitive impairment /disability; • police officers and other emergency workers, given that this may interfere with their ability to serve the public; • where putting on, wearing or removing a face covering will cause severe distress; • if someone is required to speak to or provide assistance to someone who relies on lip reading, clear sound or facial expressions to communicate. We recognise that those who have an age, health or disability reason for not wearing a face covering / mask should not be routinely asked to give any written evidence of this, this includes showing exemption cards as it is not a requirement for someone to seek advice or request a letter from a medical professional about their reason for not wearing a face covering. Presently, it is not required for anyone participating in a participatory activity to wear a face covering / mask during a session.		
12. Working in Groups	Employees (including visiting staff) An employee / visitor enters the workplace with COVID-19 and passes it onto others	Low	Those that cannot work from home should aim to work in small groups (fixed teams), keeping teams as small as possible. Commonly shared items should be reviewed as to the need to share, and / or how these items can be safely used to reduce direct contact and the cleaning of items, so considering dedicated areas for these items, that are supported by cleaning material and increased hand washing. Although adhering to social distancing, wherever possible it is the time spent together that should also be minimised as far as is practical, following the principles of prevention rules: eliminate / reduce / isolate / control.	Director, supported by Admin Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point
13.	Employees (including visiting staff)	Low	Employees (including visiting staff) will not be allowed to travel to or visit another site for work, unless it is agreed that this is essential, no	Director, supported	Review under-taken

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Work related travel / visiting other sites as part of work requirement Being in close proximity of people infected with COVID-19 and / or increased time spent in these environment	An employee catches the virus travelling to or visiting another site for work		other alternative is possible or is part of an agreed programme of activity. If considered essential or required as a result of this being the agreed location for activity to take place, prior to any visits, contact with the centre in advance occurs and their Risk Assessment and their COVID-19 prevention compliance is reviewed. Then visits / activities should only go-ahead if it is felt that this is appropriate / safe to do so and in reference to this Risk Assessment especially Risk 16. Encourage walking or cycling when travelling, and if using public transport adhere to good practice and Government guidelines. Wearing a face covering is required by law when travelling on public transport in England. N.B. Some people don't have to wear a face covering including for health, age or equality reasons. Travel in the company van is restricted to essential use. If required, this should be for local / short distances only. Only the driver should use the vehicle. If it is required that other staff take the journey, strict social distancing should be adhered to, masks worn, windows are open allowing good ventilation.	by Admin Director	11 September 2020, then ongoing, with 3-week formal review point
14. Change management / communication / training / protecting people who are at higher risk / addressing equalities	Employees (including visiting staff) An employee / visitor enters the workplace with COVID-19 and passes it onto others	Low	Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic. Providing early information instruction before any changes to working practices. On-going risk review if any changes to current Risk Assessments and update / include staff in changes. Increased staff communication to raise awareness of potential risks. Directing staff to Government, NHS, PHE and local Council guidelines and resources including the NHS guidance on how to wash your	Director, supported by Admin Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

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			hands (20 second rule); risks, symptoms, how COVID-19 is spread, how to avoid catching or spreading germs.

Information posters displayed at key points of premises.

Additional consideration given to those employees who may be deemed to be at increased risk in the planning / dissemination of information.

Guidance on trace and track measures promoted.

The Risk Assessment should reflect specific duties required for those with protected characteristics and ensure they do not directly or indirectly discriminate against those staff with such protected characteristics (e.g. age, sex, disability, race or ethnicity); should reflect measures or adjustments put in place under the equalities legislation, to ensure safe working, reflecting also any reasonable adjustments put in place for disabled workers, to avoid being put at a disadvantage, including review of health and safety risks. Ensure all assessments or future amendments do not have an unjustifiable negative impact on the various groups, compared to other groups e.g. religious / caring commitments.

Where appropriate, publish / disseminate the Risk Assessment for all employees (including visiting staff / contractors) / participants and audience members to view and encourage communication about it to support any review / modifications. | | |
| 15.
Stress and anxiety concerning returning to work / being at work | Employees (including visiting staff)

An employee (including visiting staff) catches COVID-19 or concern of catching virus causing | Low | Reassure staff that if they can work from home then they can continue to work from home.

A stress Risk Assessment to be undertaken if significant risk identified. | Director, supported by Admin Director | Review under-taken 11 September 2020, then ongoing, with 3-week |

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	stress and anxiety causing illness and sickness		Ongoing communication between individuals / line-manager is agreed, detailing work activities / tasks and clear timeline for contact time and performance review. Signposting to appropriate support for workplace wellbeing and health.		formal review point
C/ Activity					
16. Workshop / participatory activity at Half Moon, satellite centres including schools.	Employees (including visiting staff) / and participants Virus moves from person to person in droplets from nose or mouth, spreads when a person coughs or exhales / The virus can survive for up to 72 hours out of the body on surfaces / infection occurs by breathing in the droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes Someone enters the premises with COVID-19 and passes it onto others	Low	Group sizes for activity should be based on: the current Government advisory guidance on social distancing; the ability of the children in attendance to maintain social distancing; the age of the children in attendance; nature of the activity (for example, static, classroom set-up rather than an activity that requires a range of movement); the size or layout of rooms and areas impacted by the activity. To reduce the risk of transmission, where possible and appropriate participants should be kept in consistent groups. As the risk of transmission is considerably lower outdoors, activity, including recreational sessions / breaks, should be planned if possible to use outdoor spaces. Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same settings consistently. If there are multiple groups, allow sufficient changeover time between different groups to allow for cleaning to take place and to prevent waiting in large groups. Effective infection protection and control will be in place. Good hygiene, the use of face coverings / masks, social distancing, and cleanliness is promoted to reduce the risk of transmission of COVID-19. Signs and posters used to build awareness of good handwashing technique, increase handwashing frequency and the avoidance of touching the face. Encourage coughing or sneezing into a tissue	Director / Head of Creative Learning	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

Risk	Who & How Might Harm Occur?	Risk Rating: Low / Medium / High	What Are We Currently Doing to Control Risk?	Action by who?	Review Time frame
			which is binned safely, or into your arm if a tissue is not available. Where possible, use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out. Setting clear cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Keep the facilities well ventilated, for example by fixing doors open where appropriate. More frequent rubbish / sanitary waste collection. Providing hand drying facilities, either paper towels or electrical hand driers. Activity should be planned / adapted to reduce risk of infection spreading. There may be an additional risk of infection in environments where there is shouting or conversing loudly, or excessive movement / exercise. This applies even if adhering to social distance guidelines. Scientific evidence suggests that there is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11) is lower than for adults. However, it remains important that protective measures, as outlined above in this Risk Assessment, are put in place to help reduce the risk of transmission. For older children, there is not enough evidence yet to determine whether susceptibility to clinical disease is different to adults. As a result, consideration should be given when delivering activity for older young people and for the adults leading the activity. Encourage all children attending the setting to walk or cycle or get dropped off by a member of their household in a private vehicle rather than taking public transport. Manage toilet usage limiting the number of children using the toilet at any one time and, where possible, avoid different groups using the same facilities at the same time. Allocate specific toilets, if possible, to groups.		

Risk	Who & How Might Harm Occur?	Risk Rating: Low / Medium / High	What Are We Currently Doing to Control Risk?	Action by who?	Review Time frame
			Promote good hand hygiene and encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds. Face coverings / masks – see Risk 11, above. Personal Protective Equipment (PPE) – see risk 10, above. NHS Test and Trace service, including if there is a confirmed case of COVID-19 among participants – see Risk 1, 'Key communication message reinforced', above. Safe Working Measures with Staff – see Risk 7-9, and 12-15, above. When communicating with parents who care for those participating / stakeholders who are themselves participating, outline the plans and safeguarding that is in place to operate safely, including new safety measures that have been put in place to reduce the risk of infection and transmission of the virus. Consider the following steps: use technology to communicate with parents and carers digitally where possible; tell children, young people, parents, carers or any visitors, such as suppliers, not to enter your setting if they are displaying any symptoms of COVID-19; encourage parents to avoid using public transport to get to the activity. Ideally, they should walk or cycle where possible or use a private vehicle (provided they are only travelling with those from within their household); reduce contact between parents and carers when dropping off and picking up their children, for example by limiting drop off and pick up to one parent or carer per family; advise on protocols for minimising adult to adult contact (for example, which entrance to use);		

Risk	Who & How Might Harm Occur?	Risk Rating: Low / Medium / High	What Are We Currently Doing to Control Risk?	Action by who?	Review Time frame
			work with parents and carers to consider how best to manage dropping off their children while maintaining physical distancing; avoid the need for parents and carers to wait, but when they have to, consider whether physical distancing markings could be used; make clear to parents that they cannot gather at entrance gates or doors. In response, Half Moon will provide for parents who care for those participating / stakeholders who are themselves participating, access to a publicly facing / accessible simple information sheet / guide. Reflect upon safeguarding and child protection, well-being and equalities when planning activity. COVID-19 may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Vulnerable children may be particularly isolated, meaning that the family, community and professional networks they usually rely on, may be harder to access. Beware of the safeguarding issues that can put children at risk, such as abuse and neglect, and the signs to look out for and ensure child protection procedures are clear, including providing details of the designated safeguarding lead (DSL) and deputy DSL. Review well-being approaches in all activity. Ensure spaces and activities are created that enable everyone to engage equally and ensure that decisions and judgements related to the activity do not impact on participants / stakeholders. There is emerging evidence that BAME individuals may be more severely affected than the general population by COVID-19. Be especially sensitive to the needs and worries of BAME children and young people, parents and carers, and staff, and consider if any additional measures or reasonable adjustments may need to be put in place to mitigate risk. For activity taking place outside of the building (e.g. at partner / satellite centres including schools), in line with Risk 13 above, prior to		

Risk	Who & How Might Harm Occur?	Risk Rating: Low / Medium / High	What Are We Currently Doing to Control Risk?	Action by who?	Review Time frame
			any activity taking place, contact with the centre in advance occurs and their Risk Assessment and their COVID-19 prevention compliance is reviewed. Then visits / activities should only go-ahead if it is felt that this is appropriate / safe to do so. In response, Half Moon will provide for parents who care for those participating / stakeholders who are themselves participating, access to a publicly facing / accessible simple information sheet / guide.		
17. Public performances including cinema screenings / gallery	Employees (including visiting staff) / and audience members Someone enters the premises with COVID-19 and passes it onto others	n/a	A roadmap to commencing live performance has been published. This guidance applies to the premises and venues in which performing arts activities take place. It applies to training, rehearsal and pre-production activities, and performances which take place with or without a live audience, wherever these activities occur. The roadmap has 5 stages, and is as follows: • Stage 1 – Rehearsal and training (no audiences and adhering to social distancing guidelines) • Stage 2 – Performances for broadcast and recording purposes (adhering to social distancing guidelines) • Stage 3 – Performances outdoors with an audience plus pilots for indoor performances with a limited distance audience • Stage 4 – Performances allowed indoors / outdoors (but with a limited distanced audience indoors) • Stage 5 – Performances allowed indoors / outdoors (with an restricted audience indoors) We are presently at Stage 4. Professionals working in the performing arts are permitted to return to their activities in line with this guidance this includes but is not limited to performers (actors, singers, dancers, musicians, other performers), coaches, support workers, choreographers, costume designers, set builders, accompanists, directors, stage managers and other creative, technical and operational production team members.	Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

Risk	Who & How Might Harm Occur?	Risk Rating: Low / Medium / High	What Are We Currently Doing to Control Risk?	Action by who?	Review Time frame
			It is now possible to present cinema style screening events in line with Government guidance. Face coverings are required for these audiences. It is now possible to open a gallery in line with Government guidance. Face coverings are required for those who make visits. Half Moon does not intend to present at our venue live performances / screenings / re-open the gallery in person at this time. A review of risk and this risk assessment will be undertaken when a decision is made to the contrary and in response to the most up to date guidance available.		
18. Rehearsals / production rehearsals	Employees (including visiting staff) Someone enters the premises with COVID-19 and passes it onto others	Low	As outlined in Risk 17, we are presently at Stage 4 of the roadmap. As such professionals working in the performing arts are permitted to return to their activities in line with this guidance this includes but is not limited to performers (actors, singers, dancers, musicians, other performers), coaches, support workers, choreographers, costume designers, set builders, accompanists, directors, stage managers and other creative, technical and operational production team members. As such Half Moon is able to resume training, rehearsals, pre-production and work towards recorded (not to live audiences) performances. As outlined in this risk assessment, a priority is to maintain social distancing between individuals as well as guidance as appropriate outlined in Risk 1-15 and 17. Work within spaces that are open and well ventilated. Organise the schedule to reduce contact, working where possible in small, fixed casts or creative / production teams. Consider the use of technology solutions to reduce interactions. Mapping out productions in advance of commencing in-person rehearsals. Schedule technical activity and production making tasks to reduce contact or take place in different spaces. Avoid rehearsing and	Director	Review under-taken 11 September 2020, then ongoing, with 3-week formal review point

Risk	Who & How Might Harm Occur?	Risk Rating: Low / Medium / High	What Are We Currently Doing to Control Risk?	Action by who?	Review Time frame
			performing face-to-face wherever possible. Performers attending rehearsals and performances only when required for their part. Learning lines or parts in advance to avoid carrying scripts in rehearsal. Changing the call schedules so that only those required are on-site.		
			In response, Half Moon will provide access to a publicly facing / accessible simple information sheet / guide.		

Overall risk is considered: Low

Reference -

Level of Risk / Suggested Action
Low - Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
Medium - Control measures need to be introduced within a specified time period; continue to monitor and review
High - Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended

Date of Last Review: 11.9.2020
Date of Next Review: on-going

Created: 07.07.2020
Revisions: 27.7.2020, 24.8.2020

End