

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 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 prepared to return to the workplace after Lockdown 1. This was subsequently updated to reflect our preparations for and subsequent engagement in person with stakeholders and other visitors who visited the premises and participated in our full range of activities. This was reviewed in response to further lockdowns, the later ending 8 March 2021, as England moved into the phased road map of re-opening of society. As a result, and in response to on-going government legislation effective 12 April 2021, Half Moon is now able to deliver our full Youth Theatre, Youth Service, youth outreach programmes in person. Our schools and children's centres programme continue as a blend of in person and digital now that these settings have re-opened fully. We are able to continue, as we have been for several months, our artform development programme and filming for performance. We are able to do all of this as we have in place a rigorous and living risk assessment in response to the most up-to-date published Covid-19 safety guidelines for England and as we operate as a Visit England's 'Good to Go' kitemark approved venue. Our performance programme at Half Moon and on tour, and gallery programme at Half Moon continues online and on demand. Following an update on guidance, we are working towards a blended programme of digital and in person performances for audiences sometime after the next road map date, 17 May.

This Risk Assessment is a living document, and continues to be reviewed as required, or within 4-weeks of previous review (whatever is sooner). As a result, this Risk Assessment is informed by published government guidance pertaining to:

- Working safely during coronavirus (COVID 19) / performing arts (last updated 8 April)
- Protective measures for out-of-school settings during the coronavirus (COVID-19) (last updated 7 April)
- Working safely during COVID-19 in offices and contact centres (last updated 8 April)

With reference to:

- Guidance for full opening: schools (last updated 6 April)

Wider guidance is drawn from:

- Working safely during coronavirus COVID 19 / updates (last updated 8 April)
- (COVID-19) Coronavirus restrictions: what you can and cannot do (last updated 12 April)

Documentation 'guidance' published by the independent organisation, National Youth Agency who are providing the led on youth activity on behalf of the Government in England (last updated 12 April)

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 is required by law to keep a record of the contact details of all employees (including visiting staff / contractors), participants and audience members for 21 days while adhering to data protection requirements, to display our unique NHS QR Code to support the use of the NHS COVID-19 App and assist NHS Test and Trace with their routine health protection practices. Reference to Test and Trace in this document is presently based on the published guidelines: NHS Test and Trace: How It Works (last updated 2 April).

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, customers 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 out of the body on surfaces / infection occurs by breathing in the	Low	On-going 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. On-going 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.	Director, supported by Production Manager	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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	droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes		<p>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.</p> <p>Review of security arrangements in areas of increased access / egress.</p> <p>Manage and review building statutory compliance to ensure the building and equipment have received the required service and maintenance.</p> <p>Effectively communicate the requirement to follow Track and Trace guidance in the event of an individual having symptoms of COVID-19, however mild or having been told that they are a contact*, arranging to have a test and to follow guidance about self-isolation including the importance to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household.</p> <p>* Close contact means:</p> <ul style="list-style-type: none"> • 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 /	Employees (including visiting staff) / contractors	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.	Director, supported by	Review under-taken 12 April

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premises with COVID-19	<p>/ participants, customers and audience members Staff not being able to work from home having to come into the workplace</p> <p>Participants, customers and audience members in attendance</p> <p>Virus transmission through droplets exhaled or coughed by an infected person, causing serious infection and severe illness</p>		<p>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).</p> <p>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.</p> <p>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, 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.</p> <p>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.</p> <p>All contracted core, freelance and sessional staff and artists / technical teams will be required to take twice weekly a rapid lateral flow test the results of which will be logged ensuring that all staff are COVID-19 negative when working for the company. Ideally this will take place at home prior to coming into the workplace. Those who have a positive result will be required to take a PCR test immediately</p>	Production Manager / Admin Director	2021, then ongoing as required, with 4-week formal review point

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			<p>to confirm the result outcome and if appropriate adhere to Text and Track guidance.</p> <p>In addition, 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.</p> <p>Adhere to the use of face coverings as outlined in Risk 11.</p> <p>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 litter, plastic cups etc. is left ("if you use it, you dispose of it"); virtual meetings / activities are considered.</p> <p>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.</p> <p>Prioritising disabled use and movement around the premises as necessary, use of lifts with control measures, ensuring use of accessible toilets available, areas of accessible hand washing available and accessible for all.</p> <p>Staff to report any concerns regarding control measures. Mechanisms in place to allow reporting by all stakeholders.</p> <p>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.</p>		

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			<p>For employees (including visiting staff), assess their travel options, busy times, to potentially stagger work times / and break times to control the numbers in and around the workplace areas.</p> <p>Provide facilities, such as bike racks, to help people walk, run, or cycle to work where possible.</p> <p>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).</p> <p>Staggering / control and filtering the number of visitors and participants at any one time.</p> <p>Using contactless payment options (where applicable).</p> <p>For staff, rotate the time spent in the reception / contact facing roles to reduce time where possible.</p> <p>In the event that any staff are contacted through the 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.</p>		
3. Contaminated workplace / poor hygiene control	<p>Employees (including visiting staff) / contractors / participants, customers and audience members</p> <p>Virus moves from person to person in droplets from nose or mouth, spreads when a person coughs or exhales / The virus can</p>	Low	<p>A COVID-19 secure building Risk Assessment and COVID-19 plan in place, including social distancing, guidance on face coverings / masks and hygiene measures.</p> <p>Increased formal cleaning regime in place including key / high touch point areas.</p> <p>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.</p>	Director, supported by Admin Director	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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	<p>survive on surfaces / infection occurs by breathing in the droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes</p>		<p>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.</p> <p>Contamination process in place for any reported COVID-19 infection, including cleaning requirements.</p> <p>Increased cleaning of surfaces, using appropriate cleaning products.</p> <p>Adhere to the use of face coverings as outlined in Risk 11.</p> <p>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).</p> <p>Good level of ventilation.</p> <p>Good management of removing waste.</p> <p>Signage and posters installed around premises to promote good hygiene / practices.</p> <p>Shower and changing areas must be kept clear of personal items.</p> <p>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.)</p> <p>Restrict the items brought onto the premises that could potentially be contaminated.</p> <p>Use of single use items for eating / drinking, or use of own cutlery and cups, ensuring cleaning after use and put away appropriately.</p>		

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			<p>Encouraging staff to keep and promote good housekeeping.</p> <p>Staff encouraged to use and promote among stakeholders best practice / procedures with regards Test and Tracing requirements. In the event that any staff are contacted through the 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.</p>		
4. Provision of first aid in buildings	<p>Employees (including visiting staff) / contractors) / participants, customers and audience members</p> <p>Someone enters the premises with COVID-19 and passes it onto first aid staff working in close proximity giving first aid</p>	Medium	<p>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.</p> <p>Follow agreed procedures including the use of PPE if appropriate in the event of close contact first aid administration, and to dispose of such PPE as outlined in guidance.</p>	Director, supported by Production Manager	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point
5. Someone becomes ill within the premises	<p>Employees (including visiting staff) / contractors / participants, customers and audience members</p> <p>Someone enters the workplace with COVID-19 and passes it onto others</p>	Low	<p>Everyone on entering the building will be temperature tested using an electronic hand-held monitor and adhere to the use of face coverings as outlined in Risk 11. 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</p>	Director, supported by Production Manager	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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			<p>enacted following current Public Health England guidance regarding COVID-19 and cleaning in non-healthcare settings.</p> <p>All employees (including visiting staff / contractors), participants and audience members who will be impacted are fully informed using 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).</p>		
6. Emergency evacuation e.g. fire, security threat etc.	<p>Employees (including visiting staff) / contractors / participants, customers and audience members</p> <p>Someone with COVID-19 enters the premises or through the evacuation process comes into contact with employees and passes it onto others</p>	Low	<p>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 published evacuation strategy is as normal.</p> <p>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.</p> <p>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.</p> <p>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.</p>	Director, supported by Production Manager	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point
B/ Workforce					

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7. Employee returning to work / being at their workplace	<p>Employees (including visiting staff)</p> <p>Someone enters the premises with COVID-19 and passes it onto others</p> <p>Virus moves from person to person in droplets from nose or mouth, spreads when a person coughs or exhales / The virus can survive on surfaces / infection occurs by breathing in the droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes</p>	Low	<p>A COVID-19 secure building Risk Assessment and COVID-19 plan in place, including social distancing, guidance on face coverings / masks and hygiene measures.</p> <p>Staff who can, due to the nature of their work, carry out their duties safely from home or negatively impact on their ability to carry out their job should be allowed to work a blended work delivery pattern.</p> <p>Plan to review the number of people needed on site to operate activity safely and effectively.</p> <p>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.</p>	Director, supported by Admin Director	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point
8. Staff with existing medical conditions	<p>Employees (including visiting staff)</p> <p>An employee being asked to come into work that have existing medical conditions and are 'clinically extremely vulnerable', or 'clinically vulnerable' including those who may be pregnant</p>	Low	<p>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:</p> <p>Any changes to facilitate continued working from home (main control measure);</p> <p>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 supported if possible to continue working from home, even if they consider themselves fit and well, or managing their current condition.</p>	Director, supported by Admin Director	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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	Someone enters the premises with COVID-19 and passes it onto others		Ensure open communication and inclusion in team discussions to continue to support employees working from home for extended periods.		
9. Visitors (contractors / participants and audience members)	<p>Employees (including visiting staff)</p> <p>Someone enters the premises with COVID-19 and passes it onto others</p>	Low	<p>A COVID-19 secure building Risk Assessment and COVID-19 plan in place, including social distancing, guidance on face coverings / masks and hygiene measures.</p> <p>Avoid unannounced visitors. Reduce / minimise the need for external visitors to attend the premises unless part of planned activity i.e. use virtual meetings wherever possible.</p> <p>Limit the numbers of visitors and observe room occupancy allowances to maintain social distancing.</p> <p>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, guidance on the use of face coverings 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.</p> <p>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, face-coverings and promotion of hand cleaning and hygiene, and temperature taking on arrival. They should be contacted in advance of premises attendance and any service</p>	Director, supported by Production Manager	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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			<p>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.</p> <p>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.</p>		
10. Personal Protective Equipment (PPE)	<p>Employees (including visiting staff)</p> <p>Someone enters the premises with COVID-19 and passes it onto others</p>	Low	<p>Employees including visiting staff must continue to wear and use any PPE that is normally used (pre-COVID-19) as part of workplace activities.</p> <p>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 adhering to the guidance in place as part of this risk assessment (i.e. social distancing, hygiene and amended working practices etc.).</p> <p>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.</p> <p>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</p>	Director, supported by Production Manager	Review under-taken 12 April 2021, then ongoing as required, with 4-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	<p>Employees (including visiting staff) / contractors / participants, customers and audience members</p> <p>Someone entering the workplace with COVID-19</p> <p>Commuting and using public transport</p>	Low	<p>It is not a workplace requirement for employees, including visiting staff and contractors, within Half Moon's setting where there are no members of the public (i.e. participants, customers and audience members) present to wear a face covering / mask (i.e. when carrying out office duties, building / venue maintenance, participating in / leading participatory activity / performing, including preparing / planning / rehearsing / working in a technical capacity to deliver such activity). As a general rule, within the context of the workplace, while the use of face coverings to protect against COVID-19 is required in many settings (e.g. on public transport, retail / hospitality settings or where social distancing is not possible etc.), risk is managed in the company's context by minimising in workplace contact time together, social distancing, increased hygiene and cleaning regime, and through the implementation of this Risk Assessment "COVID-19 re: the workplace for employees (including visiting staff / contractors) and participants and audience members' engagement".</p> <p>However, when there are members of the public (i.e. participants, customers and audience members) present, it is a requirement for employees, including visiting staff and contractors to wear a face covering / mask when working in the public areas of the venue (i.e. the lobby / foyer / reception / public toilets). While a visor can be used, this must be in addition to a face covering / mask.</p> <p>While evidence suggests that wearing a face covering / mask does not protect individuals totally per se, it may provide some protection against transmission between individuals in the event of an infection, noting that a face covering / mask is not PPE.</p> <p>If employees, including visiting staff and contractors are with members of the public as described above, or if they choose to wear</p>	Director, supported by Production Manager	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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			<p>a face covering / mask as part of their day-to-day duties / work, the following guidance is applicable and should be followed:</p> <ul style="list-style-type: none"> • Wash 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. <p>For participants / audience members / customers, 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. This is requirement when in public areas of the venue (i.e. the lobby / foyer / reception / public toilets). This does not apply when participating in physical activity in dedicated spaces (i.e. the theatre, studio). See 16 below. This exemption does not apply to performances. See 17 below.</p> <p>This does not apply if there is a reasonable excuse for removing it or they are exempt from wearing one. Exemptions include:</p> <ul style="list-style-type: none"> • 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. <p>While it is a requirement to remind participants / audience members / customers to wear masks, we recognise that those who have an age, health or disability reason for not wearing a face covering / mask</p>		

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			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.		
12. Working in Groups	Employees (including visiting staff) An employee / visitor enters the workplace with COVID-19 and passes it onto others	Low	Everyone 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 12 April 2021, then ongoing as required, with 4-week formal review point
13. 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	Employees (including visiting staff) An employee catches the virus travelling to or visiting another site for work	Low	Employees (including visiting staff) will only be allowed to travel to or visit another site for work, if it is part of an agreed programme of activity 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.	Director, supported by Admin Director	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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			Travel in the company van is restricted to appropriate use and appropriate review of numbers within the vehicle in addition to the driver should be made taking into account mitigation of the risks involved (i.e. social distancing, masks being worn, windows being open etc.).		
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	<p>Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic.</p> <p>Providing early information instruction before any changes to working practices.</p> <p>On-going risk review if any changes to current Risk Assessments and update / include staff in changes.</p> <p>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 hands (20 second rule); risks, symptoms, how COVID-19 is spread, how to avoid catching or spreading germs.</p> <p>Information posters displayed at key points of premises.</p> <p>Additional consideration given to those employees who may be deemed to be at increased risk in the planning / dissemination of information.</p> <p>Guidance on test and trace measures promoted.</p> <p>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</p>	Director, supported by Admin Director	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point

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			<p>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.</p> <p>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.</p>		
15. Stress and anxiety concerning returning to work / being at work	<p>Employees (including visiting staff)</p> <p>An employee (including visiting staff) catches COVID-19 or concern of catching virus causing stress and anxiety causing illness and sickness</p>	Low	<p>A stress Risk Assessment to be undertaken if significant risk identified.</p> <p>Ongoing communication between individuals / line-manager is agreed, detailing work activities / tasks and clear timeline for contact time and performance review.</p> <p>Signposting to appropriate support for workplace wellbeing and health.</p>	Director, supported by Admin Director	Review under-taken 12 April 2021, then ongoing as required, with 4-week formal review point
C/ Activity					
16. Workshop / participatory activity at Half Moon, satellite centres including schools.	<p>Employees (including visiting staff) / and participants / customers</p> <p>Virus moves from person to person in droplets from nose or mouth, spreads when a person coughs or exhales / The virus can</p>	Low	<p>A roadmap to easing the lockdown in England was published on 8 March 2021. This includes a series of 'not before' dates which indicates when in person activity can re-start effective 12 April 2021 (i.e. our full Youth Theatre, Youth Service, youth outreach, schools and children's centres programmes). As such group sizes for activity should be based on:</p> <p>the current Government guidance on group sizes including the number of staff who can be present;</p> <p>the current Government advisory guidance on social distancing;</p>	Director / Head of Creative Learning	Review under-taken 12 April 2021, then ongoing as required, with 4-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
	<p>survive on surfaces / infection occurs by breathing in the droplets or by touching contaminated surfaces and then touching one's own nose, mouth or eyes</p> <p>Someone enters the premises with COVID-19 and passes it onto others</p>		<p>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.</p> <p>To reduce the risk of transmission, where possible and appropriate participants should be kept in consistent groups. 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.</p> <p>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.</p> <p>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 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.</p> <p>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</p>		

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
			<p>excessive movement / exercise. This applies even if adhering to social distance guidelines.</p> <p>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.</p> <p>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.</p> <p>Promote good hand hygiene and encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds.</p> <p>Face coverings / masks – see Risk 11, above.</p> <p>Personal Protective Equipment (PPE) – see risk 10, above.</p> <p>Test and Trace service, including if there is a confirmed case of COVID-19 among participants – see Risk 1 above.</p> <p>Safe Working Measures with Staff – see Risk 7-9, and 12-15, above.</p> <p>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.</p> <p>Consider the following steps:</p> <ul style="list-style-type: none"> • use technology to communicate with parents and carers digitally where possible; 		

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
			<ul style="list-style-type: none"> • 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); • 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. <p>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</p>		

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
			<p>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.</p> <p>For activity taking place outside of the building (e.g. at partner / satellite centres including schools), in line with Risk 13 above, prior to 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.</p>		
17. Public performances including cinema screenings / gallery	<p>Employees (including visiting staff) / and audience members / customers</p> <p>Someone enters the premises with COVID-19 and passes it onto others</p>	n/a	<p>A roadmap to easing the lockdown in England was published on 8 March 2021. This includes a series of 'not before' dates which indicates when live performance to audiences can re-start. 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.</p> <p>Half Moon are presently at the phase where rehearsals, training, R and D and filming is taking place. (i.e. where professionals working in the performing arts 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).</p>	Director	Review under-taken 12 April 2021, then ongoing as required, with 4-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
			<p>As such, we are not presenting cinema style screenings or live performance to audiences, or opening our gallery for in-person visits.</p> <p>To support everyone (both staff and audiences / visitors / contractors), Half Moon will provide access to a publicly facing / accessible information sheet / guide 'Half Moon Visitor Guide / Help Sheet'.</p>		
18. Rehearsals / production rehearsals	<p>Employees (including visiting staff)</p> <p>Someone enters the premises with COVID-19 and passes it onto others</p>	Low	<p>As outlined in Risk 17, we are presently undertaking training, rehearsals, R and D, pre-production and work towards recorded, not to live audience performances. 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.</p> <p>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.</p> <p>Schedule technical activity and production making tasks to reduce contact or take place in different spaces. Avoid rehearsing and performing face-to-face wherever possible. Performers attending rehearsals and performances only when required for their part.</p>	Director	Review under-taken 12 April 2021, then ongoing as required, with 4-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
			<p>As outlined in 2 above, all staff and artists / technical teams will be required to take twice weekly a rapid lateral flow test the results of which will be logged ensuring that all staff are COVID-19 negative when working for the company. Ideally this will take place at home prior to coming into the workplace. Those who have a positive result will be required to take a PCR test immediately to confirm the result outcome and if appropriate adhere to Text and Track guidance.</p> <p>Half Moon will provide access to a publicly facing / accessible information sheet / guide for all employees (including visiting staff) to support these requirements.</p>		

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: 12.4.2021

Date of Next Review: as required or within 4-weeks of previous review (whatever is sooner)

Created: 07.07.2020

Revisions: 27.7.2020, 24.8.2020, 11.9.2020, 5.10.2020, 13.10.2020, 16.10.2020, 05.11.2020, 01.12.2020, 15.12.2020, 5.1.2021, 5.2.2021, 5.3.2021

End