



SARS-CoV-2 / Covid19 Discussion Checklist and Risk Assessment

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Introduction

This document aims to outline the current considerations with respect to the virus currently circulating and the disease presented by it. At the time of writing in-depth knowledge of the virus and its transmission is still far from certain but clearly presents a significant risk to human health and has the potential to affect personnel and others with whom they are likely to come into contact in public areas.

The current status of the virus in terms of its distribution is largely unknown apart from positive cases managed by the health care services or where individuals have been signposted to testing facilities via any track, trace and isolate (TTI) system. The presence in wider society may be more significant than is currently known due to the range of symptoms that are not all consistently serious.

Central government has suggested that it is now possible to return to work where appropriate precautions are in place to make a workplace 'Covid Secure'. Public gatherings, except in a limited number of circumstances, are currently not permitted but it is hoped that reduction in transmission of the disease will enable some areas of public life to resume. The government has published an outline (June 26th) of how activities in the arts and entertainment industry may return but it is lacking detail or indications of timescales and is likely to be a gradual process.

The effects of the virus and disease will likely be applicable long into the future and all users of this document are reminded of their general duty of care to themselves, their colleagues, audiences and other members of the public. It is not a definitive list or set of instructions but rather a guide to many of the necessary considerations associated with the disease and preventing its spread.

Basic Actions to achieve 'Covid Secure'

- It is a requirement to undertake a risk assessment and share this with staff and others on processes and procedures necessary to reduce the risk to the lowest achievable level. An outline risk assessment is included at the end of this document.
- Where possible, the work activity should be undertaken from home
- Locations or premises operators shall need to carry out such cleaning and maintenance as is necessary to reduce the likelihood of viral particles remaining viable on surfaces and equipment.
- Facilities for handwashing or hand hygiene need to be in place.
- Arrangements to allow for appropriate distancing needs to be in place.
- Use of PPE where distancing or other measures are not possible or practical

About the Virus

The current status of the virus in terms of its distribution is largely unknown apart from positive cases managed by the health care services or where individuals have been signposted to testing facilities via the track, trace and isolate (TTI) system. The presence in wider society may be more significant than is currently known due to the range of symptoms that are not all consistently serious.

The effect of the virus on individuals appears considerably greater in persons with pre-existing health conditions and the elderly in particular. While the young and healthy can still be affected, the overall risk of serious illness is considerably lower to this group directly, although they may carry and pass on the disease to others unknowingly.

Risks of transmission of the virus are either through aerosol droplets exhaled from an infected person or via surfaces that have deposits of active viral particles.

Direct aerosol transmission can occur between persons in close proximity and the degree of viral load transmitted can vary depending on duration of contact. This is the principle behind social distancing. Physical exertion, vocal projection or shouting may increase likelihood and velocity of any expelled viral particles and persistence in the air in enclosed spaces. In short, successful transmission of the virus is generally a function of the duration of exposure and proximity to an infected person.

Transmission via surfaces may occur if a person touches a contaminated surface and then touches their face (mouth, nose or eyes). Infection does not occur through the skin but rather uses the skin as a means of transfer to the mouth or face where can enter the respiratory system. This is the principle behind personal hygiene precautions. Active viral particles can persist on some surfaces for a considerable time and care should be taken to keep surfaces as clean as possible. Frequent hand washing or use of hand sanitiser will deactivate viral particles

Viral particles have been demonstrated to remain viable for in excess of 72 hours on some surfaces such as glass, stainless steel or similar polished surfaces but may have a much shorter life on porous surfaces such as cardboard or fabrics. Surfaces can be cleaned simply using warm soapy water or disinfected using a solution of household bleach containing sodium hypochlorite (0.2% dilution). Kitchen utensils can be cleaned in hot soapy water although dishwasher would be preferable. Fabrics should be cleaned in a hot wash of 60deg.

In addition to the obvious benefits of frequent cleaning and disinfection of surfaces it is known that particles are deactivated by strong UV light (note other hazards associated with UV radiation causing burns or eye damage) or heat in excess of 56deg and this will provide some options for cleaning of some equipment.

In areas that are well ventilated or external spaces, the air or wind dilutes any local concentration of viral particles and can cause them to settle more quickly on the ground where they are less likely to be transferred to hands / mouth and shall decompose rapidly.

Use of PPE has some debateable benefits. PPE for work related tasks such as rigging and manual handling should be kept for personal use and cleaning/maintained accordingly. Use of disposable gloves have limited positive effects outside of a clinical environment and is no replacement for good hand hygiene. Use of face coverings or masks has some benefit in reducing the velocity of viral particles in the case of coughing or sneezing as well as being a physical barrier from hand to mouth transmission.

It should be remembered that the virus currently has no treatment or vaccine and the risks associated with the illness may be with us for a considerable time, so while taking precautions can reduce the likelihood of transmission, they cannot be eradicated.

General Considerations

The nature of street art performances, activations and installations requires a degree of interaction with the public. The very nature of performance is to engage socially with human beings and thus operating from home apart from via digital means is not entirely practical.

Performance types can range from static demonstrations and installations to more mobile and dynamic displays and present a range of challenges to both performers and the public attending.

For the time being a limiting factor maybe any public desire to attend or participate in performances especially in crowded places or indoor public places such as shopping centres. Outdoor activities will be easier but may face some potential opposition from some members of public who may have various valid reasons for feeling insecure in busy areas and may exhibit threatening behaviour. This will probably pass as more shops or pubs start to reopen and a semblance of normal life returns

Performers themselves may find some work difficult especially where it requires physical contact with colleagues and there needs to be a robust and honest conversation within teams about their own personal health and the ongoing wellbeing of everyone on the team.

Current guidance is suggesting that rehearsals and training could restart when ready but there will need to be some consideration of hygiene and distancing measures included in the planning and execution of this. Where distancing isn't practical then reducing the amount of time you are more directly exposed to others and use of a face covering can reduce risk. A manual handling task would be an example of a short duration but close proximity activity.

The use of 'cohorting' is a technique used to create small working teams that may occasionally work outside the parameters of distancing or time limit considerations. The aim being to reduce the risks of transmission to the wider team as much as possible.

Displays of street art skills or shows that require a cordoned off, sterile and safe area in which to perform, could potentially function in much the normal manner and audiences would need to take personal responsibility for their own actions in terms of maintaining distancing or use of face coverings if they choose to attend. Locations for such activities may need to be carefully considered to ensure enough public space is maintained for both viewing and circulation. This would normally be the responsibility of a promoter or event organiser and may include local authority input.

Opportunities for close interaction with audiences involving props or participation (e.g. walkabout acts) will take longer and be more difficult to implement whilst maintaining distancing and also create issues with touching and cleanliness of shared items, or vocal projection in close proximity. Alternative strategies to keep an audience engaged that do not involve close interaction or could permit cross-contamination, will be advisable. Working with audience members as 'stooges' is problematic and may not feel palatable for audiences at the current time. Circus skills workshops and close hands-on teaching may be able to make a physical show of cleaning items before handing to audience members and would be a rare occasion that could call for the use of disposable gloves.

Checklist Considerations

Plan-Do-Check-Act

As with everything it is important to plan how you need to operate and will often involve analysing things that are very obvious. Everything is in the detail. Be very clear about the space or other support you need with promoters or venues.

Consider all the tasks involved in setting up and performing and how you may be able to integrate hygiene measures or distancing into the processes. Add these steps into any existing method statements and schedules.

Follow the plan. Things can change at short notice but don't be obliged or railroaded into doing something you haven't planned for unless you are entirely comfortable.

Check that arrangements agreed with any provider of spaces, promoter etc are in place. Has the dressing room been cleaned properly? Have they provided soap, water, towels and bins? How do they plan to manage audiences and staff to keep you safe?

Note down things that didn't work, or could have been better, and feed this back into your checklist or assessment for next time.

Responsibilities

Everyone has a common basic duty of care to prevent injury or illness to others. This includes members of your own teams and other workers in venues or premises.

Employers will have responsibility to keep their own staff from harm and provide them with all the tools they need to be able to carry out their work safely. This includes information and instruction as well as safe equipment, and PPE.

Promoters and venues will have overall responsibility for audiences and their management. They will similarly have responsibility for providing performers with suitable facilities for welfare including ensuring that hygiene arrangements are satisfactory. Performers should cooperate with any local rules and raise issues if necessary.

Performers should play a role in communications with audiences to ensure they are aware of what you are doing to keep them safe.

Personal

Monitor your own health and be aware of symptoms of the disease. Follow general advice regarding the illness if you or anyone in your household is showing symptoms, or if you have been contacted by the proposed Track-Trace-Isolate system and potentially need to isolate.

Consider your personal circumstances in terms of any need to come into contact with vulnerable persons.

Testing for the disease is likely to become more widely available and may even be provided by some employers or promoters but there are currently issues around reliability of the tests. This may give a certain degree of confidence if the understanding of the virus, technology, and availability improves.

Communicate with your colleagues on your own and each other's state of health. Be supportive of others where you are able in terms of mental health and don't be afraid to talk to trusted friends and colleagues about concerns or problems.

Practise good hand hygiene. Wash hands regularly with soapy water or use alcohol hand gel. Try to avoid hand to mouth or face contact as much as possible.

Give yourself time to check through extra arrangements as well as your personal kit

Teams

Avoid rehearsing, training, or performing with others outside of your home/work bubble. There are indications that rehearsals could be restarted but keep in mind the need for personal responsibility to others.

All teams will need to be fully involved in any precautions to protect the health of the wider team and the public. Company leaders should provide information, instruction, training, and supervision, as necessary.

If rehearsing, training, or performing in a team you should be confident of your colleagues' state of health, especially if your work involves close personal contact or sharing of props. Use face coverings where appropriate.

Create smaller working groups for installation work (cohorting) to limit any potential transmission to the wider team. Use task related PPE that can be easily cleaned.

Be very clear about roles and responsibilities. There is a temptation to 'muck in' to get things done quicker but work should be planned to consider the possibilities of taking a bit of extra time to enable safer working

Be as self-sufficient as possible with personal possessions kept in a separate bag from show equipment.

Travelling

Avoid public transport as much as possible. Use a face covering if on public transport and maintain an awareness of what you are touching. Use of taxis or private hire cars would be preferable to public transport but will need the same attention

Only travel in private cars or vans with others if necessary and if they are part of a cohort.

Ensure there are arrangements for parking or secure locations for locking up bikes.

Locations and Venues

Do some research on the location. Is this really going to be practical for you.?

Many venues or locations will have their own procedures for accessing a workplace and can include;

- Temperature checks and asking for self-certification of your state of health.
- Arrival times may be staggered to prevent queues outside venues. Arrive on time.
- Observe any local requirements on use of face coverings
- Site inductions to outline use of common areas, one-way systems, restrictions on the use of lifts, availability of sanitary facilities and so on
- Information on emergency procedures and accessing first aid.

Are you able to create an area for your own use? Aim for 4m² as a minimum for a solo act with at least 2-3m between you and audience. If the act involves singing or physical exertion you may need more space between you and audience of 4-5m outdoors or more indoors.

Use barriers, existing street furniture or trees where possible. Is it possible to chalk out an area, use tape or rope (without creating trip hazards), or otherwise create a form of delineation such as using a mat or carpet? Small stages or podiums can be used to create clear area and provide better sightlines and have an advantage in creating a physical barrier to prevent people approaching you.

Think about audience area that gives enough space for people to find their own comfort level. Will people be able to see the act clearly without having to crowd round or infringe other people's space. A space of 10m x 8m will probably give a suitable space for up to 20 individuals or family groups.

Create markers for individuals or family groups to use as a visual aid to distancing. This can be done simply with chalk, labels, post-it notes or a variety of more creative means.

Are you able to create a number of sessions to limit numbers at any one time or create multiple sessions?

Space also needs to allow sufficient clear routes around the space to allow people passing by to do so without being blocked by audiences. Consider pedestrian 'desire' lines (such as across public squares/parks) so that you are away from the main pedestrian routes.

Engage with audiences to remind them of what you are doing to keep a 'safe' distance. This is more likely to encourage them to think about their own behaviours. Any assistant can help with this also. Use PA systems to allow people to hear what is going on better and maintain a distance

Dressing or Changing Room Facilities

Where this is provided, check that it has been cleaned and be responsible for wiping down surfaces that you use both before and after.

Ask for providers of spaces to give you the cleaning materials you need. This should include soap and paper towels as well as bins and other hand sanitisers around the premises. Avoid using electric hand dryers or shared fabric towels in bathrooms.

Keep daily clothes and costumes in separate bags rather than hanging up as much as possible. Ironing can help with deactivating viral particles

Rigging and Set-up, Preparation and Take-down

You will still need to consider all the usual H&S hazards including work at height, rigging safety and equipment use (including formal inspections), crew briefings and so on but with added consideration of Covid precautions

Create safe working areas to unload with barriers or tape. Consider how wearing of face coverings might impede your vision or hearing in areas where vehicles may be moving/reversing

Think about the manual handling tasks required to set up. Create a buddy system so that pairs of workers remain together to carry out tasks and limit or reduce exposure to others Cohorting)

Consider if unloading of vehicles be undertaken using forklifts or Hiab's for some large items to reduce close proximity manual handling. Can trucks be loaded such that they avoid heavy overhead lifts i.e. flat level loads that reduce the amount of time spent inside a confined space of a truck.

Think about whether equipment be separated by department so only teams directly associated with kit handle it (e.g., rigging team separate from audio or lighting)

Avoid face to face lifting as far as possible. Limit the duration of these tasks and wear face coverings where may need to

Wear work gloves for manual handling, keep these to personal use and clean them regularly.

Try to keep tools personal to minimise sharing of simple hand tools. Larger equipment can be quickly wiped down on handling points (such as handles on flightcases)

Equipment

Hand gel. Have your own and do not share with others.

Basic anti-viral wipes are helpful for cleaning some common surfaces and sensitive equipment. Cleaning of microphones or PA equipment should be approached with care to ensure the manufacturer's instructions are followed.

Clean props prior to use. Store in a separate bag or box and clean again after use including containers. It may be possible to launder bags or wipe down with detergent and water. Store in cardboard boxes that are less likely to harbour viral particles. Consider if equipment can be 'quarantined' for periods of time to allow viral particles to degrade

Performing

You should have strategies for dealing with the public and you should be conscious of your own personal security and safety. Engagement with audiences will require a little extra thought in terms of reassuring them about what you are doing to keep them safe and what they need to do to keep you safe. Many performers may be able to integrate social distancing messages and gags into their routines for example. Consider taking a trusted and briefed colleague with you to act as a steward, to ensure that you are safe, keeping an eye on personal kit, and to reassure any concerned members of the public.

For all equipment think about the surfaces that are frequently touched and make a list of them to help with cleaning. There is no particular need to constantly clean the wheels of bike but rather concentrate on handlebars for example.

Engage with audiences to remind them of what you are doing to keep a 'safe' distance. This is more likely to encourage them to think about their own behaviours. Any assistant/steward can help with this also. Use PA systems to allow people to hear what is going on better and maintain a distance.

Avoid sharing props as much as possible. A quick wipe with a damp cloth and mild bleach solution will help to deactivate viral particles. Alcohol wipes will dry off very quickly.

Think about different ways of using kit that may be available. For example, if using balloons consider using a pump to inflate rather than by mouth.

Where the act may involve passing of a hat, think about how else this can be done. Have a washable container in which cash can be either disinfected (using disinfectant sprays) or quarantined. Contactless payment methods might be appropriate for some merchandise sales for example

Installations

Installations that involve enclosed spaces with closed doors may not be appropriate at this time. Consider the options for ventilation or thorough 'airing' and cleaning of touch points prior to opening or between sessions.

Thorough cleaning of all surfaces before use by the public. For some installations this can be taken to mean all surfaces likely to be touched such as handles or handrails.

Cleaning of common surfaces to be conducted more frequently than usual and records kept of times cleaned and by who.

Arrange schedules of access or use so that they can be ventilated thoroughly between groups and cleaning undertaken.

Queue systems to reinforce need to maintain distancing between individuals or family groups

Hand Sanitiser stations to be installed at entrance (and exits where appropriate) with instruction to users to apply before entry.

Verbal and written instructions for users to maintain appropriate distancing between themselves and others.

If possible, create one way systems around or through installations

Limit occupancy of installations to prevent overcrowding or time limited access sessions.

Emergencies

Have your own first aid kit for minor cuts and scrapes. Keep it for your own use or if providing to anyone else ensure you use disposable gloves.

Any nominated first aider should use gloves and mask for all treatments. This person should be in charge of distribution of plasters etc from any company first aid kit as a single point of contact.

In serious cases use 999. If absolutely necessary use chest compressions only and avoid rescue breaths

In case of any emergency then all persons shall be required to evacuate as soon as possible. For a short duration of any such evacuation then distancing measures shall be abandoned.

Insurance

It is likely that existing public and employer's liability will cover standard risks for performers but will not cover Covid19 related claims specifically. Third party claims for being responsible for infection would be very difficult to prove.

Risk Assessment

As mentioned above there is clearly a risk of serious illness or fatality as a result of contracting the disease particularly where persons may have pre-existing health conditions. It is usually an employer's responsibility to prevent or minimise all risks to the health or safety of workers or others as far as is reasonably practicable. This extends to individuals working with the public as well

Risk Assessments identify the measures required to comply with the duty to protect the safety and wellbeing of staff and others; and set out the means of avoiding, eliminating or minimising workplace hazards as far as is reasonably practicable

An overall Risk Assessment is included below for some of the specific circumstances related to Covid19. Note that it is an example and performers can add or remove components to suit their particular circumstances. Performers and artists will have risk assessments already for the nature of their particular discipline and any equipment they may use and might find it easier to integrate some of these control measures into these.

In the case of this disease it is not possible to mitigate risks entirely but rather to manage them to levels where onward transmission is less likely. Thus, very few control measures can be guaranteed to be 100% effective and all require ongoing vigilance and care.




The process of risk assessment is an on-going one, and it is possible that assessments may be amended or augmented as new risks are identified or more refined control systems emerge.

The following assessment has been developed to guide all persons in the outline measures needed to prevent or spread illness.

In undertaking Risk Assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk and identify additional measures that may be required to ensure risks are as low as reasonably practicable

Each assessment includes a risk flag to identify where considered existing control measures may be insufficient and further controls implemented, checks made, or work needs to be more closely monitored.

	Control measures normally sufficient– Local additional checks may be required – work to be monitored
	Additional control measures to be implemented as detailed or referred to in other documents – work monitored and reviewed
	Control measures insufficient – activity requires redesign or significant additional controls put in place

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RES. RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

<p>Exposure from others</p> <p><i>Living with someone with a confirmed case of COVID-19.</i></p> <p><i>Come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</i></p> <p><i>Being advised by a public health agency that contact with a diagnosed case has occurred.</i></p>	<p>Performers/artists/crew required to NOT attend if:</p> <ul style="list-style-type: none"> • They have symptoms of the disease • They have been in contact with anyone with the disease in the last 14 days • They have been contacted by health officials from any TTI system <p>Avoid using public transport where possible (see also <i>Travel</i> below)</p> <p>Members of the public are generally expected to be aware of their own health and not potentially compromise others knowingly</p>		<p>Risks from unintended infection by members of the public to be reduced by maintaining appropriate distancing</p>
<p>Performers/Artists/Crew, Public</p>			<p>All persons</p>

<p>Suspected Illness</p> <p><i>Persons displaying symptoms of disease or otherwise feeling unwell prior to attending location</i></p>	<p>Performers/artists to monitor their personal health and be aware of common symptoms</p> <p>Maintain records of names and contact details of venues or locations attended</p> <p>Review recent contacts of person reporting as ill and advise other contacts</p> <p>Personnel required to declare any circumstances where they may feel unwell and avoid attending any workplace</p> <p>Note – Complete honesty is encouraged to help prevent possible unintended spread of disease</p>		<p>To follow government advice of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise</p> <p>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</p> <p>Contact TTI service</p>
<p>Performers/Artists/Crew, Public</p>	<p>Public advised to not attend if feeling unwell</p>		<p>All persons</p>

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RES. RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Travel <i>Exposure to others who may unknowingly have the disease</i>	<p>Avoid use of public transport where possible. Use of personal car/bike/walk preferred.</p> <p>Maintain high personal hygiene measures including covering face when coughing, clearing throat or sneezing in public areas.</p> <p>Wear face covering if using public transport including taxis or private hire cars.</p> <p>Carry alcohol based hand sanitiser and use after touching all shared surfaces such as handrails or ticketing machines</p>		<p>If possible, have separate face covering for use on public transport</p> <p>Ensure car/bike parking arrangements clarified with premises operators</p> <p>Clean face covering every day when used in public areas</p>
Performers/Artists/Crew, Public	Avoid touching face or eyes as far as possible		Performers/Artists/Crew

Access to/use of locations <i>Potential spread of disease through contact with surfaces that may harbour viral particles</i> <i>Exposure to others who may unknowingly have the disease</i>	<p>Locations required to provide safe means of access to all work settings with clear procedures for maintaining distancing in queues or provision of site/equipment inductions</p> <p>All persons required to note and follow local procedures for access to premises.</p> <p>Follow markings and signage for maintaining distancing at entry points</p> <p>Comply with any access temperature checks (if required) and follow directions of premises staff</p> <p>Follow any one-way systems and restrictions on the use of elevators or stairways etc</p> <p>Location to provide hand sanitiser at entrances</p>		<p>Wash hands on arrival at premises before starting work and at the end of shift</p> <p>Use hand sanitiser where hand washing facilities not immediately available</p> <p>Arrival times to be scheduled or staggered to avoid excessive queuing or crossover at entry points</p> <p>(see also Cleaning and Maintenance)</p> <p>Consider if possible, to block open commonly used doorways (except emergency/fire doors) to prevent or reduce unnecessary frequent contact</p>
Performers/Artists/Crew, Public			Production/Location Management

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RES. RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Suspected case whilst on site <i>Exposure to others who have the disease or exposing others</i>	Persons required to advise production management immediately if they or anyone else on the premises is taken ill whilst at work Report to location management circumstances of anyone feeling or being taken ill whilst at a workplace Persons taken ill required to remove themselves from the premises as soon as possible to prevent possible further exposure		Inform all persons present at the time of someone being taken ill to consider isolation and contact TTI service Premises management to carry out cleaning or sanitising as necessary. All confirmed cases to be reported via RIDDOR where it is reasonably suspected transmission occurred in a workplace.
Performers/Artists/Crew			Production/Location Management

Personal hygiene <i>Cross contamination from surfaces or from hands to face</i>	Production/locations to ensure suitable sanitary facilities are provided that are maintained as clean and with sufficient supplies of soap and paper towels All staff and visitors required to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not immediately practical		Wash hands every hour where possible and where using commonly touched equipment or surfaces Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.
Performers/Artists/Crew, Public	Avoid direct physical contact with public		Performers/Artists/Crew, Public

Cleaning and Maintenance <i>Cross contamination from surfaces or from hands to face</i>	Frequent cleaning of premises to include common or frequent touch surfaces where appropriate Staff to use cleaning products suitable for surface (such as bleach solutions for floors, anti-viral wipes) etc and use appropriate PPE for chemical hazards		Staff to exercise frequent good personal hand hygiene Keep records of cleaning undertaken
Performers/Artists/Crew, Public			Location Management

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RES. RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Waste Management <i>Arrangements for disposal of waste including paper towels, used wipes or other sanitary waste</i>	Personnel required to dispose of all waste in identified receptacles Frequent removal of all waste by location management under specific assessment – ideally between each session Staff to use gloves when handling waste bags and ensure containers are wiped at the time of removal. Staff to ensure good personal hand hygiene		Re-usable gloves to be cleaned regularly Keep records of cleaning undertaken
Performers/Artists/Crew, Public			Location management

Equipment Deliveries <i>Contact with other workers</i>	Local procedures for arranging deliveries of equipment or materials to be followed. Equipment to be cleaned as far as possible prior to dispatch from provider Drivers to ensure that doors are opened, release load straps or load bars and loads checked prior to unloading staff entering a vehicle Drivers to return to cab prior to unloading commencing or distance accordingly if operating tail lifts		See also Manual Handling Consider using warm soapy water to clean handles of equipment. Consider logistics such that equipment deliveries are undertaken as a flat load in a bigger vehicle where possible
Performers/Artists/Crew, Public			Production/Location Management, Crew

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RES. RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Manual Handling <i>Working in team lifting situations may require close personal contact with others leading to potential exposure</i>	Standard manual handling techniques to be employed to reduce or eliminate the need for team lifting as far as possible Plan tasks to consider efficient use of time and physical exertion required (e.g. unpack transit case and fit directly to lighting bar) Use of personal gloves when handling equipment Use of buddy system to ensure the same small teams (2-4 max) work together on all lifting tasks to limit exposure spread Limit face to face contact within 2m with others as much as possible and reduce contact time to periods of 15 minutes at a time (e.g. Unloading vehicles or removing heavy equipment from cases)		Prior to work determine buddy system so it is clear who staff work with and stick with it Undertake frequent cleaning of multi-use gloves Consider use of face mask or covering when undertaking team lifting processes
Staff and contracted personnel			All personnel

Use of Hand-held Equipment and Control Surfaces <i>Use of common equipment surfaces may spread virus via hand contact</i>	All surfaces to be wiped down with anti-viral wipes (where safe to use) prior to use. Care required for sensitive electronics and follow manufacturers cleaning guidance. Personal equipment to be cleaned and/or not shared with others Wipe all common surfaces after use at the end of the shift Communications equipment such as headsets/radio/microphone systems to be on personal issue/not shared and disinfected prior to use		Be aware of all surfaces that have been touched and potential for spread via contact.
Staff and contracted personnel			All personnel

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RES. RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Use of Work Equipment <i>Some work equipment may not have been used for some time and may have not been subject to formal inspection processes</i>	All work equipment provided at a location or by a production shall be risk assessed and suitable for use Use of all lifting equipment will be subject to a visual check of components and an unladen test of operation prior to use Ladders and access equipment to be thoroughly checked prior to use		Where possible and practical wipe all equipment with soap/damp cloth or similar. Gloves to be used when handling any work equipment provided and regularly cleaned Arrange for statutory inspections as soon as practical
Staff and contracted personnel			Production Team

Cash Handling <i>Contact with potentially contaminated cash</i>	Advance booking via ticketing websites and online payment preferred Use of contactless devices where possible for merchandise sales etc Cash receipts to be deposited directly into washable container that may be quarantined for 48 hours or cash disinfected. Exact amount to be tendered if using cash to avoid need to provide change		
Performers/Artists/Crew, Public			Production Team

First Aid <i>Arrangements for first aid must consider potential infection of first aider</i>	Production management to ensure the procedures for accessing first aid are clarified Access to first aid kits by authorised persons only and distribution of plasters or similar very minor injuries using medical grade disposable gloves for injured person to self-treat		All serious injury or illness to be treated via 999 response. Resus via defib or compressions avoiding mouth to mouth rescue breaths
Performers/Artists/Crew, Public			Production Team

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RES. RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Use of PPE <i>Shared PPE may present risk of cross contamination</i>	All persons expected to be able to provide their own face covering or mask for limited occasions it is required Use of gloves is not a replacement for good personal hand hygiene Task specific PPE (harnesses etc) to be assessed as normal, kept for personal use only, and cleaned regularly according to manufacturer's instructions		Regular cleaning/disinfection of facemasks or coverings
Performers/Artists/Crew			Production Team