

Ropetackle Arts Centre: Indoor Performance COVID-19 Risk Assessment

Updated/reviewed: 15 Oct 2021

This risk assessment covers live and indoor performances at Ropetackle.

Blue text indicates controls specific to performances. Black text indicates general controls.

Hazard?	Who might be harmed?	Risk severity	Controls in place?	Additional controls in place?	Actioned by who?	Actioned by when?	Complete?
The spread of COVID-19	All visitors and users	Low	Ensuring all visitors and users are aware of the symptoms of COVID-19 and, if suffering them, stay home and follow government guidance .	Prominent notices (onsite and online) instructing those who are symptomatic to avoid the premises, stay home, and follow government guidance.	Steph E Hills	20 July 2020	Yes
			The main symptoms of COVID-19 are: A high temperature. A new, continuous cough. A loss or change to your sense of smell or taste.	Emergency isolation room established onsite within the dressing room, for anyone who suddenly becomes symptomatic.	Steph E Hills	20 July 2020	Yes
				Anyone who becomes unwell advised go home immediately and follow government guidance.	Steph E Hills	20 July 2020	Yes, ongoing
				Ropetackle to notify relevant persons (close contacts) as soon as reasonably possible if a user or visitor tests positive for COVID-19. Users and visitors encouraged to reciprocate.	Mark Phillips	1 Nov 2020	Yes, ongoing
As above	All visitors and users	Low	Frequent hand washing encouraged. Touch contact limited. Washroom facilities supplied with anti-bacterial soap and contactless hand dryers.	Hand sanitiser provided throughout the Centre, including entry and exit points and dressing room. Hand washing guides and public health guidance provided in all washroom facilities.	Richard Behling Ash Wood	3 Aug 2020 3 Aug 2020	Yes Yes

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			Hand sanitiser provided in areas where hand washing facilities are not readily available.	Hand washing basins regularly cleaned, and hand soap supply monitored and maintained.	Richard Behling	3 Aug 2020	Yes, ongoing
				Notices encouraging personal hygiene best practice, including hand washing for 20 seconds, avoiding face touching, and “catch it, bin it, kill it” for coughs and sneezes.	Ash Wood	20 July 2020	Yes
				Contactless payment methods encouraged.	Anne Hodgson	20 July 2020	Yes, ongoing
As above	All visitors and users	Low	Visitors and users encouraged to maintain a safe distance from others where practicably possible. Performers encouraged to maintain a safe distance on stage where possible.	Floor markers and signage throughout the Centre to facilitate safe distancing. Customers encouraged to attend the bar individually to avoid crowding. Seats allocated for some events. Event capacities occasionally limited, where appropriate, to facilitate more space between rows and seating. Floor tape used on stage to facilitate safe distancing of performers. Backstage access restricted. Visitors prohibited from the dressing room. Audiences prohibited from going backstage. No meet and greets.	Richard Behling Anne Hodgson Anne Hodgson Thomas Dalton Anne Hodgson Steph E Hills	31 July 2020 20 July 2020 20 July 2021 3 Aug 2020 3 Aug 2020 3 Aug 2020	Yes Yes, ongoing Yes, ongoing Yes, ongoing Yes Yes
As above	All visitors and users	Low	Air ventilation enabled and functioning when Centre in use for performances, promoting healthy air flow.	All performances, including access and exit time, recorded in advance on Google Calendar, ensuring air ventilation is enabled accordingly.	Richard Behling	17 July 2021	Yes, ongoing

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				Doors pinned open where necessary to promote air flow.	Steph E Hills	20 July 2020	Yes, ongoing
As above	All visitors and users	Low	Frequent cleaning and disinfecting of surfaces, touch points, and equipment , particularly those prone to high usage such as door handles, light switches, and technical equipment.	Regular, high persistence (28-90 days) disinfecting spray treatment throughout the Centre, particularly before reopening.	Anne Hodgson	3 Aug 2020	Yes
				Time allocated to clean spaces and equipment before each event.	Richard Behling	3 Aug 2020	Yes, ongoing
				Cleaners provided with PPE.	Richard Behling	3 Aug 2020	Yes
				Cleaning products compliant with BS EN 1276 (removal of bacteria) and BS EN 14476 (elimination of enveloped viruses).	Richard Behling	3 Aug 2020	Yes
				Using disposable cloths and/or paper roll to clean surfaces.	Richard Behling	3 Aug 2020	Yes
				Enhanced cleaning schedule in place, visible to staff and updated daily.	Steph E Hills	17 July 2020	Yes
				Waste facilities increased and more frequent waste collection and disposal.	Richard Behling	3 Aug 2020	Yes
				Close contact technical equipment, such as microphones, sanitised before and after usage.	Thomas Dalton	3 Aug 2020	Yes, ongoing
				Instruments and production equipment to be stored in the dressing room and handled only by the relevant performers.	Thomas Dalton	3 Aug 2020	Yes, ongoing

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As above	All visitors and users	Low	<p>PPE (including face coverings) strongly recommended and available for all staff, volunteers, users, and visitors.</p>	<p>Face coverings strongly recommended within the Centre.</p> <p>PPE, including face coverings and gloves, provided for staff, volunteers, and performers free of charge.</p> <p>Face coverings available to visitors and users free of charge.</p> <p>First aiders required to wear appropriate PPE for treatment.</p> <p>Biohazard kits (containing sawdust, gloves, aprons, and masks) available for managing high risk bodily fluids.</p> <p>Protective screens used at the box office.</p> <p>High quality masks (including FFP3) available to all staff and volunteers.</p>	<p>Anne Hodgson</p> <p>Richard Behling</p> <p>Richard Behling</p> <p>Steph E Hills</p> <p>Richard Behling</p> <p>Richard Behling</p> <p>Mark Phillips</p>	<p>17 July 2020</p> <p>17 July 2020</p> <p>17 July 2020</p> <p>3 Aug 2020</p> <p>7 July 2020</p> <p>20 July 2020</p> <p>19 July 2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
As above	All visitors and users	Low	<p>Use of multiple doorways for auditorium entry and exit to reduce crowding and bottlenecks.</p>	<p>Clear communications, signage, and verbal instructions indicating entry and exit into/from the auditorium.</p> <p>Staff and volunteers guiding and monitoring access and egress.</p> <p>Phase in print-at-home tickets and ticket scanning, but maintain door lists for customers arriving without physical tickets.</p>	<p>Steph E Hills</p> <p>Anne Hodgson</p> <p>Mark Phillips</p>	<p>7 July 2020</p> <p>3 Aug 2020</p> <p>6 July 2021</p>	<p>Yes</p> <p>Yes, ongoing</p> <p>Yes, ongoing</p>

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				Doors opened early for performances to avoid queue congestion and facilitate audiences being seated early.	Anne Hodgson	3 Aug 2020	Yes, ongoing
As above	All visitors and users	Low	Booking details used to support contact tracing where necessary.	NHS QR code posters displayed with encouragement to scan and check-in. Contact details collected for all performers.	Steph E Hills Mark Phillips	3 Aug 2020 17 May 2021	Yes, ongoing Yes