

**RISK ASSESSMENT MANAGERS – Maureen McAllister | Deirdre Makepeace | Clive Simmons.**

**IMPACTED GROUPS – Staff, Audiences, Users and Performers.**

This risk assessment contains information that is relevant both for those working in the professional performing arts, those who participate in the performing arts on a non-professional basis, and for the owners, operators and users or hirers of premises or venues when they are used for performing arts. Recognising that within the performing arts it is common practice to operate both in your own and in third parties' premises or venues, and to hire equipment from third parties, collaboration between groups, organisations and businesses will likely be needed to give proper effect to this guidance.

This document should be read in conjunction with the latest [government guidance](#). It will be updated regularly as government advice changes, so please ensure you are working from the latest version.

## GENERAL RULES

### Seven steps to protect staff, audiences, users and performers during coronavirus.

- 1. Complete a COVID-19 risk assessment.** This is shared with all staff, users and performers.
- 2. Clean more often.** We have increased how often we clean surfaces, especially those that are being touched a lot. We ask our staff, audiences, users and performers to use hand sanitiser and wash their hands frequently.
- 3. Ask your customers to wear face coverings** in any indoor space or where required to do so by law.
- 4. Make sure everyone is social distancing.** We have made it easy for everyone to do so by putting up signs or have introduced a one way system that all users can follow for specific events and activities.
- 5. Increase ventilation** by keeping doors and windows open where possible and running ventilation systems at all times.
- 6. Take part in NHS Test and Trace** we keep a record of all customers and audience members for 21 days.
- 7. Turn people with coronavirus symptoms away.** We take temperature checks for all arrivals. If a staff member (or someone in their household) or a customer has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating.

We work with sterifog to sanitise the auditorium. The system, chemicals and machines have been acknowledged by the ambulance service and the Plymouth area fleet. Sterifog carry out a risk assessment to ensure it is completely safe to carry out the treatment. They use a small hand held sterilising bio mist machine to concentrate on high risk areas such as door frames, equipment and furniture.

This is followed by the use of a larger fogging machine that ensures all surfaces such as ceilings, walls and floors are covered, nothing is left untouched. The anti-viral chemical used is Steri-7Xtra which not only kills 99.999% of all pathogens but also leaves a reactive protective barrier on all surfaces including soft furnishings and pillows which kills pathogens should they come into contact with those surfaces within 30 days. The process includes a treatment certificate for display purposes and free use of our logo on website and social media channels as well as window stickers to reassure staff and customers.

In addition

- **Take proactive steps to encourage audiences to support the safety of the event.** Discourage activities which can create aerosol (such as shouting, chanting and singing along), all activities are seated and socially distanced, and information is provided on how the event will run.
- **Limit the number of audience members** Our box office system automatically allows for social distancing (no more than a group of 6 per booking); our activity spaces have been measured in order to assess the numbers allowable in each space.
- **Limit the number of performers as far as possible and use teams, groups or partnering** to reduce the number of people individuals have contact with, for example, where social distancing may be impractical (such as intimate or fighting scenes in theatre, dancing, costume fitting, hair and make-up).
- **Limit the duration of opportunities for social interaction** as far as possible, including rehearsals and performances.

## LATEST UPDATES

- From 14 September it is against the law for gatherings of more than six people to take place in private homes (including gardens and other outdoor spaces)
- That professional activity in line with Stage 4 of the performing arts roadmap can continue as it has done previously.
- Organised dance activities are included in the exemption for organised sport or exercises classes or licensed outdoor physical activity.
- The limit on gatherings does not apply to professionals taking place in performing arts activity. The Cabinet Office has published guidance confirming the exceptions here, which include workplace settings.
- From 14 September non-professional performing arts activity, including choirs, orchestras or drama groups can continue to rehearse or perform together where this is planned activity in line with the performing arts guidance and if they can do so in a way that ensures that there is no interaction between groups of more than 6 at any time. If an amateur group is not able to ensure that no mingling takes place between these sub-groups of no more than 6 (including when arriving at or leaving activity or in any breaks or socialising) then such non-professional activity should not take place.
- As of 14 September activity in line with Stage 4 of the performing arts roadmap can continue. Venues such as theatres, concert halls and other entertainment venues that are already able to host larger numbers, and are COVID-secure in line with the relevant guidance, will continue to be able to do so - as long as groups of more than one household are limited to six and social distancing is maintained between them.
- Both professionals and non-professionals (meaning those participating in performing arts other than for work purposes), or groups which include non-professionals, should refer to government guidance for their activities.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**



- Organisations have a duty of care to volunteers and non-professionals to ensure as far as reasonably practicable they are not exposed to risks to their health and safety. The guidance around working safely during COVID-19 should ensure that volunteers and non-professionals are afforded the same level of protection to their health and safety as employees and the self-employed.
- Both professionals and non-professionals can now engage in singing, wind and brass in line with Government guidance.
- People should continue to socially distance from those they do not live with wherever possible.
- Venues, performers and audiences should ensure 2m distancing applies wherever possible.
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, organisations should consider whether that activity needs to continue for it to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff, participants and visitors.

**Professionals operating under the performing arts guidance:** You must maintain social distancing in the performing arts environment wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular professional activity, organisations should consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff, workers, participants and audiences.

It is [against the law](#) to gather in groups of more than 6, where people are from different households or support bubbles. Some activities - such as those organised for under-18s - are exempt. In a COVID-19 Secure venue or public outdoor place, non-professional performing arts activity, including choirs, orchestras or drama groups can continue to rehearse or perform together where this is planned activity in line with the performing arts guidance and if they can do so in a way that ensures that there is no interaction between groups of more than 6 at any time.

If an amateur group is not able to ensure that no mingling takes place between these sub-groups of no more than 6 (including when arriving at or leaving activity or in any breaks or socialising) then such non-professional activity should not take place.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**



**Objective: That all employers and organisations carry out a COVID-19 risk assessment.**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Maintaining social distancing wherever possible.</p> <p>Non-professionals should not engage in activities that may lead to social distancing being compromised.</p> <p>Limiting the number of performers as far as possible with non-professionals being restricted by rules on <a href="#">meeting with others safely guidance</a>.</p> <p>This means that non-professional performing arts activity, including choirs, orchestras or drama groups can continue to rehearse or perform together where this is planned activity in line with the performing arts guidance and if they can do so in a way that ensures that there is no interaction between groups of more than 6 at any time.</p> <p>If an amateur group is not able to ensure that no mingling takes place between these sub-groups of no more than 6 (including when arriving at or leaving activity or in any breaks</p>	<p>All staff aware of need to social distance and announcements are made.</p> <p>Staff to advise visitors and audiences of needs to social distance. Floor markings in place at entries and within building. Screens in place to give information and advice on social distancing.</p> <p>Temperature checks on arrival. Track and trace with all users, audiences, staff and those attending the venue for meetings.</p> <p>Ensure we have clarity on numbers of performers expected before performance to adhere to guidelines.</p> <p>Measured spaces in Stage Left and Down Stage Left to ensure numbers using space adhere to guidelines in respect of activities.</p> <p>Risk assessments provided by users and performers in advance of activities to ensure guidelines are adhered to.</p>	<p>Understand our measures and Government guidelines.</p> <p>Follow social distancing rules.</p> <p>Maintain list of those attending events and activities for track and trace.</p> <p>Develop individual risk assessment for all events.</p> <p>Follow all instructions provided by theatre and theatre staff during times at the venue.</p> <p>Monitor numbers at all events to ensure that these remain within Government guidelines.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

<p>or socialising) then such non-professional activity should not take place.</p> <p>Limiting the number of audience members, noting that capacity should be maintained at a level that allows social distancing to be maintained</p> <p>Limiting the duration of social interaction opportunities ie rehearsals or performances as far as possible</p> <p>Taking steps to improve ventilation as far as possible and whenever possible, both through the use of mechanical systems and opening windows and doors</p> <p>Taking steps to encourage audiences to support the overall safety of the event, including discouraging activities which can create aerosol (such as shouting, chanting and singing along), seating individuals rather than allowing them to stand (to help maintain social distancing) and the other mitigations outlined in this guidance.</p> <p>Continue to take the other vital steps outlined in this guidance, including preventing unwell people from attending, maintaining cleanliness, supporting contact tracing and other mitigating measures.</p>	<p>Ensuring that activities have clear breaks between sessions.</p> <p>All doors are opened and ventilation is monitored.</p> <p>Inflow air and extract in auditorium and air conditioning to cool and heat fresh air.</p> <p>Audiences advised to adhere to guidelines in terms of singing and chanting, and performers asked to give these messages at start of performance.</p> <p>The venue is all seated (auditorium) and seating provided for smaller events in Stage Left and Down Stage Left when meetings are held.</p> <p>Where active events are in place (such as dance schools and performance rehearsals) , numbers are monitored to ensure social distancing is maintained.</p> <p>Guidance is constantly monitored for updates and these are included in this overall risk assessment.</p>	
---	--	--

PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT



**Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>2 metres, wherever possible, or 1 metre with robust risk mitigation (where 2 metres is not viable), are acceptable.</p> <p>Businesses and workplaces should make every reasonable effort to ensure their employees can work safely.</p> <p>When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).</p>	<p>All staff aware of need to social distance and announcements are made.</p> <p>Staff to advise visitors and audiences of needs to social distance.</p> <p>Floor markings in place at entries and within building.</p> <p>Screens in place to give information and advice on social distancing.</p> <p>Temperature checks on arrival.</p> <p>Track and trace with all users, audiences, staff and those attending the venue for meetings.</p> <p>We have also</p> <ul style="list-style-type: none"> <li>– increased the frequency of hand washing and surface cleaning, including disinfection of high footfall areas or common touchpoints with particular attention to toilets/restrooms.</li> <li>– kept the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>– used screens or barriers to separate people</li> </ul>	<p>Sign in when attending meetings with the staff team.</p> <p>Follow the instructions given.</p> <p>Use the hand sanitiser and wear a mask at all times in the venue. Unless eating or drinking in the café bar.</p> <p>Do not attend the venue if you feel unwell.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**




	<p>from each other</p> <ul style="list-style-type: none"><li>– used back-to-back or side-to-side working (rather than face-to-face) whenever possible</li><li>– reduced the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</li></ul>	
--	--	--



Follow the guidance on supporting NHS Test and Trace. Venues may also record where audience members are seated to aid the process

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>The NHS Test and Trace service:</p> <ul style="list-style-type: none"> <li>ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents</li> <li>helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus</li> </ul>	<p>All events are ticketed, and customer details are taken for track and trace.</p> <p>All people attending for meetings are asked for their contact details, and they are asked to sign in at the venue.</p> <p>All meetings are recorded on our electronic diary.</p> <p>All users are asked to keep a record of those attending their events in our hired spaces. And to provide this information to NHS track and trace should the need arise.</p> <p>Ensure our Track and Trace QR codes are displayed prominently across the venue and shared with our performers and users.</p>	<ul style="list-style-type: none"> <li>If you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and get a test to find out if you have coronavirus</li> <li>if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS Test and Trace service to help us alert other people who may need to self-isolate</li> <li>if you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS Test and Trace service advises you to do so</li> <li>if you are returning from travel abroad it is important to check whether you need to self-isolate</li> </ul>

### PALACE THEATRE PAIGNTON | JAZZ HANDS CIC COVID SECURE RISK ASSESSMENT

<p><b>LET'S HELP STOP THE SPREAD OF CORONAVIRUS</b></p> <p> Scan this QR code with your NHS COVID-19 App to check-in</p>  <p>Stage Left at Palace Theatre Paignton <small>Badmington Hall, Palace Avenue, TQ2 3HF</small></p> <p><b>DOWNLOAD THE NHS COVID-19 APP</b></p> <p> </p>	<p><b>LET'S HELP STOP THE SPREAD OF CORONAVIRUS</b></p> <p> Scan this QR code with your NHS COVID-19 App to check-in</p>  <p>Palace Theatre Paignton <small>Palace Theatre, Palace Avenue, TQ2 3HF</small></p> <p><b>DOWNLOAD THE NHS COVID-19 APP</b></p> <p> </p>	<p><b>LET'S HELP STOP THE SPREAD OF CORONAVIRUS</b></p> <p> Scan this QR code with your NHS COVID-19 App to check-in</p>  <p>Down Stage Left at Palace Theatre Paignton <small>Badmington Hall, Palace Avenue, TQ2 3HF</small></p> <p><b>DOWNLOAD THE NHS COVID-19 APP</b></p> <p> </p>
---	---	--

**Objective: Employers should ensure workplaces are safe whilst also enabling working from home**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Consider the maximum number of people who can be safely accommodated on site.</p> <p>Planning for a phased return to work for people safely and effectively.</p> <p>Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</p> <p>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.</p>	<p>The box office is automatically set to socially distance any bookings made.</p> <p>All users are asked to keep numbers for their activities to ensure they remain within Government guidelines and the space provided.</p> <p>All staff are updated regularly with information in relation to Government guidelines and also in respect of changes in the venue. This is carried out by email and informally by the team whatsapp group.</p> <p>Return to work, and the needs of the venue for future activity is clearly communicated to all staff, via email and rota cloud. Training is provided.</p> <p>One to one calls and messages are carried out to ensure the welfare and wellbeing of all of the team. Those who are furloughed and those who are working in the venue.</p>	<p>Consider if you need to visit the venue or if your business or activity can take place via email, telephone or zoom calls.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

	<p>There is no active home working for the FOH team, however, management and administration are able to access the full booking, diary and document files via Microsoft 365 and have the equipment to do so.</p> <p>Training is also provided prior to any event – with the teams having a pre event ‘run through’ in order that questions and issues are considered in advance.</p>	
--	--	--

**Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Provide support for workers around mental health and wellbeing. This could include advice or telephone support.</p> <p>Ensuring higher risk individuals take particular care if attending performing arts activities in person and for professional purposes and, where possible are within only their normal household group or support bubble and appropriately distanced from other individuals on entry to, during and following participation.</p>	<p>All staff are communicated with regularly, formally and informally via email, whatsapp, telephone calls and messenger.</p> <p>Where staff members have problems, are isolating or have queries in relation to return to work these are discussed with the SMT.</p>	<p>How are you supporting your teams as you return to the venue? Are they clear about changes and guidelines they will need to follow.</p> <p>Do you require a venue based training session or walk through with the venue team in advance of your activity or event?</p> <p>Are you clear about high risk individuals and your responsibilities to these groups?</p>

**Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work or participate in activities in person. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Enabling workers and participants to work from home while self-isolating if appropriate.</p> <p>Communicating clearly that individuals self-isolating should not come to, or near to, performing arts activities. If feasible, providing alternative means such as video link for them to participate.</p> <p>Asking audience members to confirm they are not experiencing symptoms prior to an event.</p> <p>If one member of a 'fixed team' displays symptoms, follow the test and trace guidance for contacts of people with possible or confirmed COVID-19 infection who do not live with the person.</p>	<p>Equipment and information available to the staff team should they need to self isolate and it is appropriate for them to work from home.</p> <p>Prior to all events, audience members receive an email to confirm they are not experiencing symptoms and our website contains this information.</p> <p>Venue hirers and users are also asked to follow this guidance when bringing their teams together into the venue.</p> <p>If one member of a 'fixed team' displays symptoms, follow the test and trace guidance for contacts of people with possible or confirmed COVID-19 infection who do not live with the person.</p>	<p>Check all of your team members and groups are not experiencing symptoms and advise them of the process should they be.</p> <p>Provide this information to the venue.</p> <p>If one member of a 'fixed team' displays symptoms, follow the test and trace guidance for contacts of people with possible or confirmed COVID-19 infection who do not live with the person.</p>

**Objective: To make sure that nobody is discriminated against**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Understanding and taking into account the particular circumstances of those with different protected characteristics, such as those who are hearing or visually impaired.</p> <p>Involving and communicating appropriately with workers whose protected characteristics might either be associated with a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.</p> <p>Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.</p> <p>Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.</p>	<p>All of the team are provided with face shields to enable the hard of hearing to lip read and see visual signs.</p> <p>Those who are visually impaired will receive verbal information on arrival and supported throughout their visit to the venue.</p> <p>Communicating the measures in place for vulnerable groups through external organisations.</p> <p>Where entries have been re-arranged to enable one way flows, the needs of those with disabilities have been taken into account. For example, where a stair entry has been designated as the key entry point, those needing to use the ramped area will still be able to do so.</p> <p>All measures adhere to the equalities legislation.</p>	<p>Take into account your requirements in respect of the equalities legislation and include this in your risk assessment and information you provide to your groups.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.		
---	--	--



## Minimise transmission and maintain social distancing before, during and after live performances

**Objective: To ensure social distancing is possible by limiting the number of people able to access the premises or venue**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Identify</p> <ul style="list-style-type: none"> <li>– The likely numbers of people that will be in the venue or on the premises at different times of its use</li> <li>– The number of people that can reasonably follow social distancing within the venue or premises, taking into account total space, equipment as well as likely constraints (toilets and washrooms) and pinch points</li> <li>– The ventilation rates that can be applied to the premises or venue and whether this can be adjusted sufficiently to deliver a safe environment for all those due to attend at any time (performers, producers, support teams and audience combined)</li> <li>– Which activities can be undertaken and which spaces can be used with specific measures to ensure social distancing and maintain cleaning</li> </ul>	<p>The box office is automatically set to socially distance any bookings made. The front of house sheet enables us to monitor numbers and have exact numbers at the time of any performance. This also enables us to collect details for track and trace.</p> <p>Our fire sheet check list includes details of number of audiences, performers and staff for each individual activity.</p> <p>All users are asked to keep numbers for their activities to ensure they remain within Government guidelines and the space provided.</p> <p>All event spaces have been measured to ensure the correct number can attend and still allow for social distancing relevant to the activities being undertaken. All spaces are cleaned between activities.</p>	<p>Be clear about the numbers within your group and the space you have been provided with.</p> <p>Allow a sufficient break time between sessions held to prevent waiting in groups.</p> <p>Ensure you have details of all of your group to provide for track and trace should this be required.</p> <p>Follow the guidance provided by the venue for your use.</p> <p>Use the cleaning (wipes and sanitiser) provided for your group.</p> <p>Do not close windows or doors which have been left open for ventilation purposes.</p> <p>Prepare a detailed risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

<p>Limiting the number of people in the venue or on the premises, overall and in any particular congestion areas, for example doorways between outside and inside spaces.</p> <p>Enabling a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time and records of those attending, including seating position, can be provided for contact tracing purposes in the event of a case of Covid-19 in a participant.</p> <p>Managing occupancy levels and changeover by reducing class, rehearsal group or audience sizes and amending timetabling</p> <p>Allowing a sufficient break time between sessions or performances held to prevent waiting in groups.</p> <p>Where possible, operating on a book-in-advance basis for any spaces available to hire, preferably online or over the phone.</p>	<p>All doors and windows can be opened to ensure for a through flow of air.</p> <p>Numbers are monitored at all times, and due to the nature of the building, groups are kept apart at all times.</p> <p>Pinch points have been identified and floor markings have been placed to aid waiting and social distancing. The website, display screens and information within the venue also detail this (for example, one in one out toilet notices in event spaces).</p> <p>Audience sizes and group sizes have been reduced due to a) socially distanced box office bookings and b) reduced class sizes.</p> <p>Sufficient break time is in place between venue hirers and performances to reduce waiting times.</p> <p>All spaces and seating must be booked in advance. For performance 'walk ups' these are managed via two entry systems.</p> <p>All bookings can be made on line, venue bookings by phone or email.</p>	
---	--	--

**Objective: To ensure that the size of audience, the arrangements and performances staged are consistent with ensuring social distancing**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Reducing site, premises or venue capacity and limiting ticket sales to a volume which ensures social distancing can be maintained.</p> <p>Managing performance scheduling so that audiences for different performances are not using the site, premises or venue at the same time in a way that compromises adherence to social distancing, and to allow for adequate cleaning.</p> <p>Considering the expected interactions amongst audience members and making sure sufficient controls are in place to maintain social distancing, for example providing clear communication, demarcating spaces, using sufficient ushers.</p> <p>Consider worker safety, especially of those working closely with a large number of members of the public or audience.</p>	<p>The box office is automatically set to socially distance any bookings made. The front of house sheet enables us to monitor numbers and have exact numbers at the time of any performance. This also enables us to collect details for track and trace.</p> <p>Sufficient break time is in place between venue hirers and performances to reduce waiting times. Time is also allocated for the cleaning of spaces between use.</p> <p>Floor markers inside and outside of the building allow for socially distanced arrival and waiting. Where the weather is inclement, the lobby will be used for waiting for Stage Left and Down Stage Left collection points.</p> <p>All audience members are asked to take their seats and remain in their seats, unless for comfort breaks. At the end of a performance, they are asked to leave the venue in rows and</p>	<p>Be clear about the numbers within your group and the space you have been provided with.</p> <p>Allow a sufficient break time between sessions held to prevent waiting in groups.</p> <p>Ensure you have details of all of your group to provide for track and trace should this be required.</p> <p>Ensure your group are aware of waiting space for arrival and collection. Where parents are collecting children from activities, ensure they wait in the appropriate areas.</p> <p>Follow the guidance provided by the venue for your use.</p> <p>Use the cleaning (wipes and sanitiser) provided for your group.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Discouraging or avoiding gatherings such as performances or screenings that may encourage audience behaviours that increase transmission risk (crowding, clustering or physical contact outside of household groups or support bubbles)

Considering where crowding could take place such as at points of ingress and egress, car parking, handwashing and toilet facilities, waiting areas, bars and restaurants and areas in proximity to performance area.

Considering the particular needs of disabled audiences when making adjustments to venues or premises, and communicating these appropriately before any performance as well as when in the venue or premises.

Consulting with relevant authorities and specialist advice to best evaluate impact, develop mitigating strategies and coordinate relevant external agencies if required.

to avoid socialising in groups of more than 6 inside or outside of the venue. Due to venue lobby size, audience members are asked to leave the building immediately.

This is carefully communicated before and after the performance.

Pinch points have been identified – the toilet area has clear waiting spaces and the toilets in Stage Left are one in one out and this is clearly marked.

There is no bar service in the venue. All refreshments are pre-ordered and delivered to the seats in the auditorium, due to the size of the bar area.

Our disabled audience members are known in advance and are personally supported in the venue.

Floor markers for outside of the venue have been provided for our use by the local authority. There are no other high volume venues within near proximity of the venue.

Do not close windows or doors which have been left open for ventilation purposes.

Work with the venue staff to ensure messages are delivered to audience members and participants to ensure safe entry and exit of the building.

Prepare a detailed risk assessment.

**Objective: To maintain social distancing wherever possible in performing arts environments.**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>People should continue to socially distance from those they do not live with wherever possible. From 14 September, by law social interactions should be limited to a group of no more than 6 people.</p> <p>Households and groups up to a maximum of 6 people should always remain socially distanced from each other.</p> <p>Organisations and venues must ensure an appropriate COVID-19 risk assessment is carried out and that individuals are socially distanced at all times.</p> <p>In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.</p>	<p>All staff aware of need to social distance and announcements are made.</p> <p>Staff to advise visitors and audiences of needs to social distance.</p> <p>Floor markings in place at entries and within building.</p> <p>Screens in place to give information and advice on social distancing.</p> <p>Our box office system allows for social distanced bookings and bookings of over 6 are manually adjusted. Our box office clearly outlines that bookings of over six should not be made, however, in order to oversee this we have access to the system and are able to manually override.</p> <p>Using Government guidelines we have prepared this risk assessment, and constantly monitor updates.</p>	<p>Consider the actions of the venue in your risk assessment.</p> <p>Arranging one-way travel routes between transport hubs and venues.</p> <p>Advising group members to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.</p> <p>Ask group members to leave and arrive in staggered sections, rather than all at one time.</p> <p>Support the venue to continue to provide a covid secure environment and the overall safety of all events.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Individual businesses or venues should consider the cumulative impact of many venues re-opening in a small area.

This means working with local authorities, neighbouring businesses and travel operators to assess this risk and applying additional mitigations. These could include:

Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.

Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.

When members of the public are attending performances, organisers should ensure that steps are taken to avoid audiences needing to unduly raise their voices to each other, such as shouting, chanting and singing along. This is because increased volume can increase aerosol transmission.

This includes, but is not limited to, discouraging singing along to music or cheering, refraining from playing music or broadcasts that may encourage shouting,

Our box office will not allow for large gatherings and we are not taking bookings for any events outside of the guidelines.

We are aware of our surroundings and the other businesses in the area, we are not close to any other entertainment venue which may cause a cumulative impact. We ask our audiences to disperse after the performance, and we will exit audiences by row to ensure that large groups do not form on departure.

Our capacity is reduced from 380 to 125/137 depending on audience bookings. This means that the venue is covid secure at all times.

Both staff and performers will re-iterate the need to not raise voices, sing along or chant. This includes dancing, where audience members will be encouraged to stay seated.

Music will not be played at intervals – unless incidental music.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

including if played at a volume that makes normal conversation difficult, for example during performance intervals.

Organisers can ask performers to help encourage the audience to support the overall safety of the event. You should take similar steps to prevent close contact activities - such as communal dancing in audiences.

This is important to mitigate the potential for increased risk of transmission - particularly from droplets and aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible.

**Objective: To maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Staggering arrival and departure times to reduce crowding into and out of the premises or venue, taking account of the impact on those with protected characteristics.</p> <p>Reducing congestion, for example, by having more entry points in larger premises or venues.</p> <p>Using markings and introducing an accessible one-way flow at entry and exit points, and considering how social distancing markers can be made as accessible as reasonably practicable.</p> <p>Providing handwashing facilities (or hand sanitiser where not possible) at entry and exit points.</p> <p>Providing alternatives to touch-based security devices such as keypads.</p>	<p>Prior to all events, we will contact customers to advise them of arrival procedures, social distancing rules and other requirements.</p> <p>We will use 4 entrances where the audience numbers require additional space to reduce congestion – this will include the front door, the side door, the Stage Left doors and if needed the fire escape from the car park.</p> <p>Markings at entry and exit points are clear and accessible, and tailored to each event. Members of staff team will also be there to provide support and guidance to those with special requirements.</p> <p>Automatic hand sanitiser is available at all entry points, and also free standing in event spaces and other key points across the venue.</p> <p>Alarm fobs are provided to all staff and there are hand sanitisers by each alarm station.</p>	<p>Consider a flexible call schedule so that people can avoid travel at peak times.</p> <p>Communicate ahead of arrival and on arrival the guidance about who should self-isolate, for example to attendees at castings, workshops and rehearsals.</p> <p>Follow and note venue actions in this regard and outline in your risk assessment for groups and activities.</p>



**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.

Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.

Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled individuals, including those with sensory disabilities. For example, maintaining pedestrian and parking access for disabled customers or workers and communicating arrangements effectively.

All changes will be communicated to staff, audiences and users in advance of any event and the needs of all users identified and acted upon.

**Objective: To maintain social distancing as far as possible while people travel through premises or venues**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted. These items require cleaning between users if multi-use.</p> <p>Introducing more one-way flow through buildings. Providing floor markings and signage should remind workers, participants and visitors to follow to social distancing wherever possible.</p> <p>Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.</p>	<p>Our spaces are used only when booked. The office staff stay within their consigned area, and tech team similarly.</p> <p>Rather than radios, we use whatsapp and mobile phone calls within the building to keep personal communication items to each person.</p> <p>Floor markings and reminders are in place – both in terms of flow and social distancing.</p> <p>Pinch points have been identified and we have taken steps to remove the need to use these spaces. The stairs have ‘consider your entry/exit’ before using the stairs, and toilet doors are left open for users to assess the numbers within before entering. The Stage Left toilets are one in one out only and the bar is currently closed.</p>	<p>Please refer to our activities and reference this in your risk assessment.</p> <p>Please ensure you are able to join our whatsapp group.</p>

**Objective: To maintain social distancing as far as possible between front of house and back of house teams during live performances, and between performers, crew members and audience members**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Creating front of house and back of house zones with people operating exclusively within each zone, where possible.</p> <p>Ensuring that members of fixed teams are particularly careful to maintain social distancing when interacting with audience members and others front of house and minimise time spent doing so.</p> <p>Identifying any roles that typically operate both front of house and back of house, and minimising these where possible.</p> <p>Identifying any roles that interact with audiences and manage transmission risk appropriately.</p> <p>Minimising interaction of back of house staff with the audience.</p>	<p>There are three teams within the venue Front of house, Tech and Management/administration. Team members work exclusively within these groups.</p> <p>Front of house will interact with audience members. Tech team with performers and back stage teams. There will be no interaction between backstage and audience members, this will be managed by the tech team. Management/administration with venue hire and bookings, and space users.</p> <p>These teams will be in safe socially distanced areas or using screens and face shields/masks when interacting with audience members and performers. Individual whatsapp groups will be created for each performance or venue use, to ensure issues can be dealt with without any close contact.</p>	<p>Consider your requirements from our team and make contact with the appropriate team member in advance of your activity. Please maintain that contact throughout your event or activity.</p> <p>Ensure your groups are aware of the key point of contact and how they should deal with requests in the venue. Detail this on your risk assessment.</p>

PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT



**Objective: To maintain social distancing when managing ticketing and payments**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Where possible, encouraging guests to purchase tickets online and to use e-ticketing. Where this is not the case, encouraging contactless payment.</p> <p>Allowing for contactless payment and other technology solutions on all purchases made in the premises or venue or on-site.</p> <p>Frequent cleaning of any payment points or ticketing equipment that are touched regularly.</p> <p>Maintaining social distancing as far as possible when checking tickets.</p>	<p>Tickets can be purchased online or via the box office by telephone during stated times. In all cases tickets will be e-ticketed or audiences noted via the front of house sheet to avoid paper ticketing.</p> <p>All payments can be contactless.</p> <p>All payment points, computers and work stations are cleaned between each use.</p> <p>Ticket checks are carried out behind a screened area, or via staff wearing face shields and masks at a safe social distance.</p>	<p>Encourage your teams to promote booking on line.</p> <p>Include details of payments within your risk assessment, or BACS and invoice payments if preferable.</p>

**Objective: To minimise the risk of transmission in the operation of cloakrooms**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Performance venues and premises and events will need to review whether and how they operate cloakrooms, in particular:</p> <ul style="list-style-type: none"> <li>• Closing cloakrooms wherever possible given the challenges in operating them safely.</li> <li>• Cleaning them very frequently.</li> <li>• Considering using no contact procedures where applicable, such as lockers.</li> <li>• Suggesting to audience they limit items carried to the site, premises or venue.</li> </ul>	<p>The cloakroom is closed at the Palace Theatre. All staff have their own locker.</p> <p>Lockers are provided backstage and cleaned after each performance.</p> <p>In pre-event communications, audiences are asked to bring as little with them as possible.</p>	<p>Encourage your groups to limit the items they carry to site.</p> <p>Back stage: If using the lockers, please allocate and ensure they are used by the allocated person at all times. Please also encourage use of cleaning wipes and hand sanitiser which is provided by the locker area.</p> <p>Please detail this requirement in your risk assessment.</p>

**Objective: To risk assess and manage food, drink and other retail purchases and consumption to maintain social distancing**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Considering allowing guests to pre-order and collect refreshments and other retail merchandise at designated points throughout the site, premises or venue to maximise social distancing and reduce pinch points. For example, avoid selling programmes or ice-cream inside or outside the auditoria, or at points of site of ingress or egress where crowds and queues may form and make social distancing harder to observe.</p> <p>Using screens to create a physical barrier between staff and customers at concessions points.</p> <p>Considering adopting seat service at intervals in order to reduce pinch points at bars.</p> <p>All venues should ensure that steps are taken to avoid customers needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that</p>	<p>All customers are able to pre-order via a form sent pre-event; for those who are not able to book online, we will have an order system on arrival.</p> <p>Drinks will be delivered to seats, as will picnic and other food items, ice creams will be sold by row in the auditorium and audiences will be advised of this. Where possible, interval and ice cream orders will be taken in advance. Merchandise items such as books and programmes, can be pre-ordered and signed by the artist in advance and delivered to seats.</p> <p>Screens will be used in the bar and also at ticket collection/box office points and staff serving to seats and ice creams will wear face shields.</p> <p>Interval music will be switched off or kept at a low level to reduce the need to raise voices or sing along.</p>	<p>Ensure your groups are aware of this change when considering their requirements, pre, during and post performance and order with the relevant member of the team.</p> <p>We will provide tea/coffee and milk in the backstage kitchen for you to serve yourselves and water in the dressing rooms.</p> <p>Considering providing programmes and other performance materials in digital format.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission.		
--	--	--

**Objective: To maintain social distancing wherever possible when people move around the site, premises or venue during performances**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Adapting performance scheduling to support social distancing and good hygiene. For example, scheduling sufficient time between performances to reduce the possibility of different audiences coming into close proximity and to allow time for cleaning.</p> <p>Using space outside the site, premises or venue for queuing where available and safe.</p> <p>Outside queues should be managed to make sure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct visitors or audience, and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.</p> <p>Working with your local authority or landlord to take into account the impact of your processes, for example queues, on public</p>	<p>Performance times will be planned for cleaning, and audience and crew arrival.</p> <p>Floor markings for queuing outside of the building are in place, which allows for staggered audience arrival, ticket and temperature checks.</p> <p>The venue floor markings have been provided by the local authority and are placed at all entrances. Our front steps are blocked off at the start of a performance to encourage audience members to use the floor marked ramp or other entrances.</p> <p>This is removed once the audience is in place for ease of exit. All exits will be used to reduce congestion on the main foyer. Staff will be in place to manage this and announcements will be made. We will exit our auditorium by row, rather than on masse.</p>	<p>Plan to arrive at agreed time.</p> <p>Please be aware that you will be unable to mix with the audience or leave the stage area, and that autographs will not be permitted. Please liaise with the tech team in terms of your arrival and departure in order to minimise any contact with audiences on their arrival or departure.</p> <p>Consider you arrival and arrival needs in your risk assessment and advise us of this in advance.</p>



**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

<p>spaces such as high streets and public car parks.</p> <p>Reducing instances where people might be required to queue. For example, at:</p> <ul style="list-style-type: none"> <li>– Entrances and exits to the building</li> <li>– Escalators, stairs and lifts</li> <li>– Ticket and concessions kiosks and ticket validation points</li> <li>– Entrances and exits to auditoria, and</li> <li>– Toilets and washrooms.</li> </ul> <p>Where possible, designating staff to manage queues and regulate guest access between areas.</p> <p>Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the site, premises or venue.</p> <p>Using queue management and marking out one-way flow systems through the site, premises or venue to reduce contact points. For example, introduce one-way systems through the common areas, using auditorium fire exits as the standard so that guests are not required to pass each other when entering and exiting these spaces.</p>	<p>Staff are trained and available to give advice and direction to audience members to reduce queuing and pinch points.</p> <p>Hand sanitiser and temperature checks are in place at all arrival points.</p> <p>Staff will be aware of visitors with additional needs in advance and we will accommodate these effectively.</p> <p>Additional stewards will be in place at all key points</p> <ul style="list-style-type: none"> <li>- entry</li> <li>- toilets</li> <li>- foyer</li> <li>- drinks service</li> <li>- merchandise at seat service</li> <li>- exit</li> </ul> <p>No visitors will be allowed backstage, and no performers will be able to mix with audience members or backstage. Autographs will not be allowed.</p>	
--	--	--

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Helping visitors maintain social distancing by placing clearly visible markers along the ground, floor or walls, advising on appropriate spacing.

Considering how social distancing markers can be made as accessible as reasonably practicable.

Ensuring any changes to entry, exit and queue management take into account reasonable adjustments for those who need them, including disabled visitors. For example, maintaining pedestrian and parking access for disabled customers.

Extra stewarding/marshalling may be needed at key pinch points and care should be taken to remove any barriers at exits that might cause crowding. This should be considered as part of the event's crowd management plan, in consultation with those responsible for managing security and marshalling etc.

Management of crowd density points, such as where people stop to watch displays, must be considered as part of this planning to ensure social distancing can be maintained.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Limiting the potential for guest contact with performers and support staff by, for example:

- Using theatre security to keep stage door areas clear before and after a performance to allow performers and other staff to enter and exit safely
- Not permitting visitors backstage
- Not permitting autograph signing or photographs with performers

**Objective: To maintain social distancing wherever possible when audience use common areas and the performance area or auditorium**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Each auditorium or performance site, premises or venue should be managed to ensure the maintenance of social distancing. Key principles to follow for seating include:</p> <ul style="list-style-type: none"> <li>• Audiences should be seated as individuals or groups of no more than 6</li> <li>• These individuals and groups should maintain social distancing</li> <li>• Seating and space for those requiring disabled seating or wheelchair space should be considered within the social distancing arrangements with due regard to accessibility responsibilities under the Equality Act 2010</li> <li>• Providing seating in a way which ensures social distancing between individuals or groups of no more than 6</li> </ul> <p>You should consider measures such as:</p>	<p>Our box office automatically socially distances bookings and we are able to manually override should bookings be made of more than 6. Our booking rules clearly state this however, we have a manual override for those who do not follow these rules.</p> <p>Disabled and wheelchair seating is clearly marked and available following the Equality Act 2010.</p> <p>All seating is allocated.</p> <p>Staff will be available to ensure that all covid and social distancing measures are being observed.</p> <ul style="list-style-type: none"> <li>• Encouraging audience members not to bring bags and coats into auditoria where possible to reduce clutter at seats.</li> <li>• Reminding guests who are accompanied by children that they are responsible for supervising them at all</li> </ul>	<p>Please review and consider in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

– Providing allocated seating and managing seating plans through ticketing systems or manually to ensure social distancing is maintained  
 – If unallocated seating is provided, installing seat separation or labelling seats which should not be used, or deploying staff to support the audience in adhering to social distanced seating  
 – It is expected that guests will take responsibility for their own and others' welfare and abide by social distancing in the auditorium.

- times and should follow social distancing guidelines.
- Having clearly designated positions from which site, premises or venue staff can provide advice or assistance to guests whilst maintaining social distance.
  - Considering the needs of disabled audience members, for example access to captioning or audio description services, when managing seating.
  - Cleaning auditoria very frequently and scheduling performances to allow sufficient time to undertake necessary cleaning before the next audience arrives.

We work with sterifog to sanitise the auditorium. The system, chemicals and machines have been acknowledged by the ambulance service and we regularly service the Plymouth area fleet.

Sterifog carry out a risk assessment to ensure it is completely safe to carry out the treatment. They use a small hand held sterilising bio mist machine to concentrate on high risk areas such as door frames, equipment and furniture.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

	<p>This is followed by the use of a larger fogging machine that ensures all surfaces such as ceilings, walls and floors are covered, nothing is left untouched.</p> <p>The anti viral chemical we use is Steri-7Xtra which not only kills 99.999% of all pathogens but also leaves a reactive protective barrier on all surfaces including soft furnishings and pillows which kills pathogens should they come into contact with those surfaces within 30 days.</p> <p>The process includes a treatment certificate for display purposes and free use of our logo on your website and social media channels as well as window stickers to reassure staff and customers.</p>	
--	---	--

**Objective: To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach e.g one in one out, and reducing the number of facilities available (whilst avoiding the creation of additional bottlenecks).</p> <p>To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.</p>	<p>There are posters and signs around the venue, as well as information on our display screens.</p> <p>All toilet areas have signs to promote good handwashing and other hygiene information.</p> <p>We have floor markings and signage across the venue, particularly at pinch points and where queues may form. We have plans in place to manage each event on its own merit and staff are trained how to deal with each specific situation based on the front of house information we have.</p> <p>All toilets are one in one out, with relevant signage and information on how to social distance on stairways and in corridors.</p> <p>Hand sanitiser is available at all entries and paper towels are available in the toilets.</p>	<p>Please ensure your groups and members are aware of the need for improved hygiene activities and include this in your risk assessment.</p> <p>Please note the signage in relation to toilet facilities back stage and also the use of hand sanitiser. There is a hand sanitiser outside of the down stairs back stage toilets and individual hand sanitiser in each off stage toilet.</p> <p>Please encourage all group members to use hand sanitiser and where possible to carry their own. There are also cleaning wipes in all toilets and we would encourage users to use these before and after use.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.

Keep the facilities well ventilated, for example by fixing doors open where appropriate.

Putting up a visible cleaning schedule can keep it up to date and visible.

Providing more waste facilities and more frequent rubbish collection.

Considering the likely patterns of use during a performance, for example during intervals, and modifying any requirements or restrictions to reduce likelihood of these areas becoming pinch points.

Cleaning in all areas has been increased and there are notices for cleaning regimes in place – the schedule of cleaning and cleaning checks.

There are also wipes in all toilets for public use.

Doors are propped open to the toilets in the venue.

There are bins in the toilet areas and around the theatre, and these are emptied and checked regularly.

We work with sterifog to sanitise the auditorium.

The system, chemicals and machines have been acknowledged by the ambulance service and the Plymouth area fleet.

Sterifog carry out a risk assessment to ensure it is completely safe to carry out the treatment. They use a small handheld sterilising bio mist machine to concentrate on high risk areas such as door frames, equipment and furniture.

This is followed by the use of a larger fogging machine that ensures all surfaces such as



**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

	<p>ceilings, walls and floors are covered, nothing is left untouched.</p> <p>The anti viral chemical we use is Steri-7Xtra which not only kills 99.999% of all pathogens but also leaves a reactive protective barrier on all surfaces including soft furnishings and pillows which kills pathogens should they come into contact with those surfaces within 30 days.</p> <p>The process includes a treatment certificate for display purposes and free use of our logo on your website and social media channels as well as window stickers to reassure staff and customers.</p>	
--	---	--

**Objective: To minimise the contact resulting from visits to performance sites, premises or venues by providing adequate guidance**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Providing clear guidance on social distancing and hygiene to visitors before arrival, for example by email when purchasing tickets, and on any digital marketing and websites.</p> <p>Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the venue, including clear guidance on social distancing and hygiene to people on arrival and throughout the site, premises or venue, for example, signage and visual aids. You should display posters or information setting out how audience members should behave at your venue to keep everyone safe and consider accessible ways of communicating information.</p> <p>Reviewing external messaging to visitors and audience to make sure it does not provide information that may present a security risk, such as the location of queues or the number of people permitted in a queue.</p>	<p>We will be sending emails to customers in advance of their performance with clear information, we also have information on our website and social channels. Where we do not have email information for our customers we will be sending hard copy information to their addresses or calling them personally.</p> <p>The latest guidelines are included in our risk documentation and updated regularly. This is shared with our staff team and user groups.</p> <p>We have signage and screens with information and staff are trained to share this information with our visitors and user groups.</p> <p>We are sure that all of our messaging presents no security risk to those attending or working in the venue. This will be supported by additional volunteer stewards at each performance. We are also clear that changes and guidance does not impact on any of our users.</p>	<p>Please ensure your group members are clear of the guidance and adhere to the processes in place by the venue.</p> <p>Ensure that any changes you make or information you impart protects the safety of your group members and venue staff.</p> <p>Consider the equalities impacts of the changes made and what advice or guidance you will need to provide for users who might be adversely impacted.</p>

**Objective: To reduce transmission and maintain social distancing where possible whilst broadcasting performances without a live audience in attendance at the premises or venue**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Film or other broadcast crews not mixing with performers in the performance area if to do so would breach social distancing, unless they are part of a fixed group with the performers. Following the guidance on <a href="#">broadcast</a>, <a href="#">film</a>, and <a href="#">music production</a> where relevant.</p>	<p>With any filming we will follow the guidance in relation to this aspect.</p> <p>Crews will not mix with performers or audience members.</p>	<p>We encourage any film or broadcast crews to follow the specific guidance in relation to their activities and update the venue with the risk assessment in relation to this.</p>

**Objective: To maintain social distancing between individuals during training, rehearsals, pre-production and performance**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Providing space for performers and other attendees to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during training, rehearsal, pre-production, performance and any other form of performing arts activity.</p> <p>Ensure all rehearsal, training and performance areas, with particular regard to indoor and covered areas, have maximum ventilation whenever staff or audiences are present.</p> <p>Organising and designing repertoire, rehearsals, training and performance to avoid situations where performers cannot socially distance, wherever feasible.</p> <p>Reducing as far as possible any time that individuals are not able to maintain social distancing.</p>	<p>All spaces are measured to allow for social distancing at all times. When bookings are taken we ensure we are aware of the numbers using the space and the reasons for this in order to allocate the correct spaces for the correct number of people.</p> <p>We will work with users and performers to ensure that their risk assessment includes reference to all elements outlined in the Government guidance and that we provide the necessary support in order for this to be adhered to.</p> <p>All doors are kept open and windows in our activity spaces. In flow air is brought into the auditorium with an extract system also in place.</p> <p>We will create a whatsapp group for all users and performance groups, to ensure effective</p>	<p>Speak to our technical team when making your booking to ensure that your numbers meet the required number per space and follow the guidance when you are in the venue.</p> <p>Review the guidance in relation to organisation, design, cast sizes etc., and clearly detail this in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Reducing group and cast sizes where possible to maintain social distancing. Conducting rehearsals and training in smaller fixed teams wherever possible.

Adapting live performing arts to ensure they are safe. If that is not possible, consider the use of technology solutions to reduce interactions and ensure social distancing (for example for castings, rehearsals, training and performance).

Removing non-essential common areas such as waiting rooms.

Using floor tape or paint to mark areas to help people maintain social distance, where possible.

Positioning side-to-side or back-to-back and avoiding working face-to-face wherever possible.

Screening of anyone prior to entry into venues, which may include, but not be limited to, a COVID-19 symptom questionnaire.

Ensuring there is a clear policy in place for managing a COVID-19 positive individual, and

communication between the staff team and performers whilst in the venue.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

abiding by government and PHE guidelines and reporting requirements.

Considering using booths, barriers or screens between performers and any audience, noting that:

- The effectiveness of the booth, barrier or screen varies substantially depending on the type of booth, barrier or screen used
- Only some types of booth, barrier or screen will be effective enough to be viable for use in situations where social distancing cannot be maintained
- Comprehensive risk assessments will be needed whenever using booths, barriers or screens to ensure that transmission risk is appropriately contained and that other health and safety risks such as noise exposure are managed, particularly when using booths, barriers or screens in situations where social distancing cannot be maintained

**Objective: To reduce transmission and maintain social distancing where possible whilst rehearsing and performing**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Reducing cast, orchestra and other performance group sizes wherever possible to enable social distancing to be maintained.</p> <p>Taking steps to improve ventilation as far as possible, both through the use of mechanical systems and opening windows and doors.</p> <p>Limiting the numbers to safely match the available ventilation of the space and the ability to observe social distancing.</p> <p>Maintaining social distancing wherever possible in rehearsals and performance. If close contact is absolutely essential, minimising this and using fixed teams where possible.</p> <p>Mapping out productions in advance of commencing in-person rehearsals.</p> <p>Learning lines or parts in advance to avoid carrying scripts in rehearsal.</p>	<p>All spaces are measured to allow for social distancing at all times. When bookings are taken we ensure we are aware of the numbers using the space and the reasons for this in order to allocate the correct spaces for the correct number of people.</p> <p>We will work with users and performers to ensure that their risk assessment includes reference to all elements outlined in the Government guidance and that we provide the necessary support in order for this to be adhered to.</p> <p>All doors are kept open and windows in our activity spaces. In flow air is brought into the auditorium with an extract system also in place.</p> <p>We will create a whatsapp group for all users and performance groups, to ensure effective communication between the staff team and performers whilst in the venue.</p>	<p>Speak to our technical team when making your booking to ensure that your numbers meet the required number per space and follow the guidance when you are in the venue.</p> <p>Review the guidance in relation to organisation, design, cast sizes etc., and clearly detail this in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

If performers are likely to spit during their performance, organisers should consider additional mitigations such the use of face coverings or screens.

Displaying scripts onto screens in rehearsal rooms to reduce contact requirements and to support accessibility.

Increasing use of technology in rehearsals such as to complete read-throughs, and in performance where feasible.

Avoiding rehearsing and performing face-to-face wherever possible.

Performers attending rehearsals and performances only when required for their part.

Changing the call schedules so that only those required are on-site.

Detailing rotating of cast when entering and exiting the stage trying to minimise the number of people working in the same area at the same time.

Using radio, phone and video links where possible to avoid face-to-face contact



**Objective: To maintain social distancing between individuals when they are at their workstations**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Reviewing layouts to allow workers to work further apart from each other.</p> <p>Using floor tape or paint to mark areas to help people keep the social distance.</p> <p>Avoiding people working face-to-face. For example, by working side-by-side or facing away from each other.</p> <p>Using screens to create a physical barrier between people.</p> <p>Using a consistent pairing system if people have to work in close proximity. For example, maintenance activities that cannot be redesigned.</p>	<p>All of our offices have been reconfigured to enable back to back working and own workstations. There are floor markings outlining the need to social distance and the team are trained to give advice and maintain these standards.</p> <p>We have screens at the box office, bar and pop up check in desks as well as the team wearing face shields and coverings.</p> <p>Our team is set into three paired groups: Front of House   Management and administration   Technical.</p> <p>When staff meetings are held, we use the auditorium as the space allows more than 2-meter social distancing, due to the size of the space.</p> <p>Doors are propped open and windows are open in smaller areas.</p>	<p>Consider the arrangements we have in place and respect these when meeting with our teams. If you can call or email, please do or use zoom for meetings.</p> <p>If you would like to meet face to face please ensure that you follow the advice from the team member you are meeting.</p> <p>Consider all government guidance when planning to meet at the venue or with venue staff.</p>

**Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Taking steps to improve ventilation as far as possible, both through the use of mechanical systems and opening windows and doors.</p> <p>Using remote working tools to avoid in person meetings.</p> <p>Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with robust risk mitigation where 2m is not viable, is acceptable).</p> <p>Avoiding transmission during meetings, for example avoiding sharing pens and other objects.</p> <p>Providing hand sanitiser in meeting rooms.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p>	<p>We have screens at the box office, bar and pop up check in desks as well as the team wearing face shields and coverings. Floor markings are in place to ensure safe social distancing.</p> <p>When staff meetings are held, we use the auditorium as the space allows more than 2 meter social distancing, due to the size of the space. Where possible we hold team meetings by zoom.</p> <p>Doors are propped open and windows are open in smaller areas.</p> <p>We ensure that stationery and pens are not shared or are cleaned thoroughly before sharing.</p> <p>There is hand sanitiser available in all rooms and at the entrance to all rooms.</p>	<p>Consider the arrangements we have in place and respect these when meeting with our teams. If you can call or email, please do or use zoom for meetings.</p> <p>If you would like to meet face to face please ensure that you follow the advice from the team member you are meeting.</p> <p>Consider all government guidance when planning to meet at the venue or with venue staff.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

For areas where regular meetings take place, use floor signage to help people maintain social distancing.		
---	--	--

**Objective: To maintain social distancing while using common areas**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Staggering break times to reduce pressure on the staff break rooms or places to eat.</p> <p>Creating additional space by using other parts of the premises, venue, workshop or location that have been freed up by remote working.</p> <p>Installing screens to protect workers in receptions or similar areas.</p> <p>Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions.</p> <p>Encouraging workers or participants to remain on-site during breaks and, when not possible, maintaining social distancing while off-site.</p> <p>Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.</p> <p>Encouraging workers or participants to bring as few personal items with them as possible.</p>	<p>The venue has ample space for us to socially distance at any break times, due to the nature of performances this is not relevant, but breaks will be taken in fixed teams and they will remain on site.</p> <p>Seating in the bar area is set to 1 metre plus safe distance and the flexible seating in Stage Left and Down Stage Left means that this is configured to suit the numbers using the space.</p> <p>Signage for common areas are clearly in place.</p> <p>Staff have lockers to use, which are individual to themselves and not shared.</p>	<p>Consider the use of shared or common areas and how your group members will adhere to government guidance whilst in the venue.</p> <p>Allocate and use lockers individually and encourage your group members not to bring too many additional items with them when they are using the venue.</p>

**Objective: To minimise the risk of transmission in changing rooms and showers**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Where shower and changing facilities are essential, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing can be achieved as much as possible.</p> <p>Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.</p> <p>Where showers are shared, consider cleaning more frequently.</p> <p>For additional reassurance, providing cleaning materials and hand sanitiser for use at touch points.</p> <p>Providing additional signposting in these areas to maintain social distancing.</p> <p>Considering changes in policies to ensure limited time is taken in changing areas,</p>	<p>All showers and backstage rooms are cleaned thoroughly and information provided in each space on the schedule. This has been enhanced during this period.</p> <p>Wipes and hand sanitiser is available in all back stage space and in the showers and toilets.</p> <p>Floor markings and signage is in space back stage to maintain social distancing.</p> <p>For larger performances, Stage Left and Down Stage Left will be provided to create more dressing room space.</p>	<p>Discourage the use of showers unless absolutely imperative.</p> <p>Encourage your group members to use the cleaning wipes before and after use.</p> <p>Ensure your group members are clear about the needs for hygiene and social distancing, and the government guidance in relation to sharing equipment, and include details of your plans in your risk assessment.</p> <p>Speak to the theatre team about the spaces you will require back stage and numbers you expect, and if you require Down Stage Left for additional space.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

<p>especially during the changeover of group activity to maintain social distancing. Permitting use of lockers provided social distancing can be maintained.</p> <p>Consider creating additional dressing rooms in order to minimise contact between performers.</p> <p>Where dressing rooms are shared, minimise the number of objects in the room that could be shared between performers.</p>		
--	--	--

**Objective: To prioritise safety during incidents**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Reviewing your incident and emergency procedures to ensure they reflect and enable the social distancing principles as far as possible.</p> <p>Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.</p> <p>Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.</p>	<p>We have considered the guidance against our current incident and emergency procedures to ensure these enable social distancing regulations.</p> <p>We have reviewed security in relation to Covid19 changes and we are clear that there are no impacts.</p> <p>We will ensure that there are ample staff to keep audiences and users safe and bring in additional volunteers should numbers increase.</p>	<p>Make yourself aware of our incident and emergency procedures.</p>

PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT



**Objective: To minimise the risk of transmission playing in music groups**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Observing social distancing at all times whilst playing. For professionals (i.e. for work purposes) where social distancing is not possible, using fixed teams which are positioned socially distanced from any other fixed team or anyone else.</p> <p>– Note that this fixed team approach is not recommended in non-professional environments unless all the members of the fixed team are part of the same household or support bubble.</p> <p>– It is also unlikely that this fixed team approach will be feasible where professional performers work with more than one group or organisation simultaneously.</p> <p>Using back-to-back or side-to-side positioning (rather than face-to-face) whenever possible.</p> <p>Playing outdoors wherever possible.</p> <p>If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance.</p> <p>Considering regular private testing (noting that this will not allow any relaxation of other</p>	<p>We will work with our performers and users to ensure they are clear about government guidance, any updates and their responsibilities therein.</p>	<p>Review government guidance in relation to playing music and reflect your actions in your risk assessment.</p>



**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

control measures) with an accredited provider, particularly for those who play with more than one group at a time such as deputising musicians and teachers.

Considering using screens or barriers in addition to social distancing.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**



**Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker or participant has**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>As far as possible, where workers or participants are split into teams or shift groups, fixing these teams or shift groups so that, where contact is unavoidable, this happens between the same people.</p> <p>Members of fixed teams observing social distancing amongst themselves, and between fixed teams.</p> <p>You should assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days, and assist NHS Test and Trace with requests for that data if needed.</p> <p>This could help contain clusters or outbreaks. Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones.</p> <p>Creating zones in a venue or premises to separate groups, for example those who work front of house (such as sound operators) from</p>	<p>Our staff teams are split into three groups, these groups work with in specific areas of the theatre, using whatsapp to communicate across the venue. FOH   Management and Administration   Tech team</p> <p>We maintain social distance within teams and across teams at all times.</p> <p>We keep details of all staff in the venue and times of shift via rota cloud. We also have NHS track and trace QR code in place for volunteers and supporters who are providing additional support.</p> <p>Each member of staff has their own keys and PPE, however, we also have drop off zones, cleaning stations and quarantine areas for technical equipment.</p> <p>We have temperature checks for all team members and users.</p>	<p>Please review government guidance in relation to working in teams and how the venue team are operating.</p> <p>Please include your processes in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

other production team members and performers.

Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals:

- Maintaining distancing requirement with each group
- Avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing
- Making efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made
- Considering a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures.

**Objective: To reduce transmission and maintain social distancing where possible whilst casting and auditioning**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Self-taping or online auditions to reduce numbers on-site. A live feed may help reduce numbers of a creative team attending casting and auditions.</p> <p>Removing waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting.</p> <p>Using screens to create a physical barrier between people, for example between casting team or accompanist and candidates.</p> <p>Considering how to appropriately protect any supporting creative team, for example by using screens or ensuring social distancing can be maintained.</p> <p>Considering the needs of disabled and deaf workers and participants in making adjustments to casting and auditions management.</p>	<p>We will support our users and performers to be able to adhere to government guidelines when using the venue</p>	<p>Review government guidelines and reflect these in your risk assessment in relation to casting and auditioning.</p> <p>Please liaise with the venue team if these will take place in the venue and then follow venue guidelines in terms of social distancing and additional hygiene.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Reducing size of cast where possible to reduce the number of contact points, for example by reducing numbers of non-essential supernumeraries, players taking dual roles.		
---	--	--

**Objective: To reduce transmission and maintain social distancing where possible whilst training**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Avoiding any training exercises that compromise the social distancing guidelines set out in the introduction.</p> <p>Where it is essential for performers in training to breach social distancing, keeping them in place for the minimum possible time.</p> <p>Avoiding face-to-face positions where possible.</p> <p>Dividing classes and training sessions into small groups.</p>	<p>All spaces are measured to assess numbers and activities which can take place in our spaces.</p>	<p>Please adhere to the venue specifications in terms of numbers and space and reflect this in your risk assessment.</p> <p>Please consider social distancing, positioning and class sizes before your activities take place.</p>

PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT



**Objective: To reduce transmission and maintain social distancing where possible whilst designing and constructing the set**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>To maintain social distancing or, where not possible, to minimise close proximity during setup and transportation, consider:</p> <ul style="list-style-type: none"> <li>– Using additional trucks for transport of equipment and large items</li> <li>– Increasing the use of mechanical handling equipment such as forklifts to reduce the number of people required to lift heavy cases and scenery.</li> </ul> <p>Allocating sufficient time and workspace for any off-set prep work to be carried out safely. Pre-fabricating as much set as possible off-site, only assembling and painting on site, following as necessary any additional published guidance such as <a href="#">operating in factories</a>.</p>	<p>All tech team will wear face coverings and will expect get in teams to do the same.</p> <p>Set building will be socially distanced with as few members of the team as possible.</p> <p>Set building in the basement will be socially distanced, with as few members of the team as possible.</p> <p>Temperature checks before all team operations. Single working on specific areas where possible.</p> <p>Use of hand sanitiser at all times. Located at all entries and exits</p>	<p>Advise number of stage crew and processes in advance.</p> <p>Consider government guidance in development of your risk assessment and agree arrival and construction detail with our technical manager.</p>

**Objective: To reduce transmission and maintain social distancing where possible whilst managing sound and lighting**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Creating a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the sound team and audience or other crew.</p> <p>Where the sound desk is positioned close to audience seating, consider leaving empty the closest row of seats.</p> <p>Regularly cleaning desks, for example, sound, lighting, mics and battery packs.</p>	<p>Rows around the technical crew are socially isolated.</p> <p>Tech crew to wear face coverings at all times; hand sanitiser in all tech areas. Wipes and cleaning products located in tech area for use before and after each performance.</p> <p>No transfer or sharing of items, such as head sets, microphones and communication sets.</p> <p>Quarantine box for items, dated and sealed.</p>	<p>Ensure you do not share equipment, follow the guidance outlined and discuss your needs with our technical manager in advance.</p> <p>Follow instruction from our technical team at all times.</p>



**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**



**Objective: To reduce transmission and maintain social distancing where possible whilst managing the stage and back-stage**

<b>GOVERNMENT GUIDANCE</b>	<b>WHAT WE ARE DOING</b>	<b>WHAT YOU NEED TO THINK ABOUT</b>
<p>Restricting workers allowed back-stage and on-stage to those who are essential.</p> <p>Not permitting visitors back-stage or at stage door.</p> <p>Considering how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers.</p> <p>Reconfiguring back-stage to introduce one-way systems and use of green rooms and crew rooms by fixed teams.</p> <p>Limiting prop handling to the minimum possible number of people and clean after every performance, and where possible between uses if handled by different people.</p> <p>Limiting handling of key props on set to a dedicated crew member and relevant cast.</p>	<p>Hand sanitiser in prompt corner and at prop tables.</p> <p>No visitors or FOH staff back stage.</p> <p>Stage Manager to manage those on stage and in wings. Hand washing procedure in place following each act and change over. Face coverings to be worn off stage and whilst walking around back stage.</p> <p>Use of fixed microphones on stands where possible, single user for hand held microphones and head mics only.</p> <p>Exclusive area around prompt corner, single use for communications information.</p> <p>Minimum crew assessed for each performance.</p> <p>Cleaning wipes at all stations for use before, after and during performance.</p>	<p>Do not invite visitors backstage or ask FOH to support back stage, all queries via tech manager or using the Whatsapp assigned for your performance.</p> <p>Do not include segments which involve performers entering the audience or auditorium.</p> <p>Follow guidance and our processes carefully and reflect this in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

<p>Providing markers on-stage for music groups to adhere to social distancing.</p> <p>Marking out a clear route onto the stage for soloists and conductors entering for a performance.</p> <p>Limiting the staging of the performance to the performance or stage area only and excluding directions for the performers or crew to exit the stage area and move amongst the audience.</p> <p>Considering cover responsibilities, such as Assistant Stage Manager covering the book, maintaining where possible a separation between those operating front of house and back of house.</p>	<p>All performances assessed prior to event for social distancing markings and performance spaces.</p> <p>Performers not to enter auditorium/audience during performance or as part of performance.</p>	
---	---	--

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**



**Objective: To reduce risk of working in orchestra pits**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Considering reducing the number of musicians using the orchestra pit or band area, for example by moving them to other locations within the performance space to enable social distancing to be possible.</p> <p>Marking up the orchestra pit or band area so that all musicians are clear about their spacing and social distancing.</p> <p>Positioning musicians side-by-side or back-to-back where feasible and avoiding face-to-face.</p> <p>Considering using screens or barriers, especially where musicians are facing each other, whilst taking account of health and safety requirements regarding noise exposure.</p> <p>Maintaining the appropriate distance between players in the orchestra pit or band area and anyone on stage.</p> <p>Forming fixed teams of regular musicians as permitted by this guidance.</p>	<p>Orchestra pit is limited to maximum of 3 musicians and the front row of the auditorium will be off sale when there is an orchestra in place.</p> <p>It will be a preference to locate orchestra upstage with a screen between them and performers.</p> <p>Screens will be placed between musicians and cast/audience when required, on a case by case basis.</p> <p>Stage will be marked with 2 metre distance from orchestra. Musicians must not swap instruments at any time.</p>	<p>Liaise with the technical manager when preparing your performance and considering your musical requirements.</p> <p>Include and refer to all guidance in your risk assessments/</p>

**Objective: To reduce transmission and maintain social distancing where possible whilst managing costumes and concert dress**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, organisations should consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff, workers, participants and audiences.</p> <p>Some productions may require costume fitting where social distancing and avoidance of intimate face-to-face contact is impractical. In these instances, consider:</p> <ul style="list-style-type: none"> <li>– Using screened-off cubicles for cast to receive their costume and dress without assistance where possible. Where assistance is unavoidable (for example for quick changes in the wings), where possible avoid face-to-face positioning during fittings</li> <li>– Where face-to-face positioning during fittings is unavoidable, following the <a href="#">government guidance on working in close contact settings</a> where relevant</li> <li>– Using fixed teams and only where essential</li> </ul>	<p>Face coverings must be worn back stage and when moving around back stage.</p> <p>Any dressers or supporters must be in agreed bubble.</p> <p>Dressing rooms will be segmented to allow back to back quick changes</p>	<p>Be aware that dressing room space is reduced and that there is little space for changing and quick changing.</p> <p>Review your requirements for backstage or changing and carefully identify this with the technical manager in advance, allocating names to spaces.</p> <p>Ensure all participants are aware of their space and that these remain exclusive.</p> <p>Review guidance in relation to costume, musicians and instruments and detail your activities and requirements in your risk assessment so that the theatre can be set in advance.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

and unavoidable. It is unlikely that this fixed team approach will be possible in non-professional environments or where professional performers work with more than one group or organisation simultaneously  
Reducing cross-contamination risk by where possible:

- Sanitising and ventilating changing cubicles between use
- Separating individual cast members' costumes in plastic bag
- Hanging cast members' own clothes inside a clean plastic cover
- Laundering costumes between each use and covering individually in plastic covers after cleaning

Avoiding sharing equipment, for example maintaining a dedicated sewing machine for one user.

Completing costume fittings as far as possible during prep or off-site to avoid people congregating back-stage.

Reducing the number of quick changes or increasing time between changes.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Musicians arriving at a performance venue or premises in the clothes they will wear for the performance.		
--	--	--

**Objective: To reduce transmission and maintain social distancing where possible whilst managing hair and make-up**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Some productions may require hair and make-up where social distancing and avoidance of intimate face-to-face contact is impractical. In these instances, consider:</p> <ul style="list-style-type: none"> <li>– In the first instance asking performers to do their own hair and make-up where appropriate. Request cast and supporting artists remove their own make-up where possible</li> <li>– Where it is not possible for someone to do their own hair or makeup, following the <a href="#">government guidance on working in close contact settings</a> where relevant</li> <li>– Using fixed teams as outlined. It is unlikely that this fixed team approach will be possible in non-professional environments or where professional performers work with more than one group or organisation simultaneously. Positioning hair and make-up stations to allow appropriate social distancing or using screens between stations.</li> </ul>	<p>Ensure all performers and companies are aware of the regulations in respect of hair and makeup.</p> <p>We will provide additional cleaning wipes and bins in all dressing rooms and identify areas kept clear for social distancing.</p> <p>We will mark on the dressing room doors the maximum number per room and the need for additional ventilation.</p>	<p>Please refer to the government guidance in respect of hair and makeup and detail this in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Limiting the time spent in a hair and make-up chair whenever possible.

Allowing extra time for processes to limit cross-contamination risk, for example:

- Allocating own makeup kit, brushes, hair products and equipment to each cast member, to be sterilised each day and only used on them.
- Supplying pins, disposable brushes for lips and glues where possible.

Increasing equipment and surface hygiene. For example, use air borne sanitising sprays, maintain minimum equipment, sterilise and disinfect equipment and surfaces after each application, use disposable brushes and applicators.



**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**



**Objective: To make sure all workers and participants understand COVID-19 related safety procedures and are kept up to date with how safety measures are being implemented or updated**

<b>GOVERNMENT GUIDANCE</b>	<b>WHAT WE ARE DOING</b>	<b>WHAT YOU NEED TO THINK ABOUT</b>
<p>Providing clear, consistent and regular communication, and in accessible formats, to improve understanding and consistency of ways of working.</p> <p>Engaging with workers, worker representatives and participants through existing communication routes to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for workers and participants prior to returning to site, especially around new procedures for arrival.</p> <p>Ongoing engagement with workers and participants (including through trade unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty. The</p>	<p>All teams are regularly updated and have sight of the risk assessment and any changes made in the theatre and across the venue.</p> <p>Teams are trained in advance of any performance and updated pre-performance.</p> <p>Procedures are communicated in advance of all performances and events. Where possible, for long running events, we provide a walk through with group members in advance of the event to enable questions and a better understanding of the procedures.</p> <p>All information is provided on signage and screens across the venue.</p> <p>All suppliers are asked to sign in, to wear face coverings, to use hand sanitiser and to follow the social distancing guidelines.</p> <p>Suppliers, performers and event managers are not scheduled to be in the venue at the same</p>	<p>Ensure you are clear about all procedures for your performance or event and share this information with your group members.</p> <p>Include these procedures in your risk assessment and performance procedures.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

government has published [guidance](#) on the mental health and wellbeing aspects of coronavirus (COVID-19).

Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language, and addressing the needs of those with protected characteristics.

Using visual communications, for example whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.

Communicating approaches and operational procedures to suppliers, visitors or trade bodies to help their adoption and to share experience.

Considering the equalities impacts of the changes made and what advice or guidance you will need to provide for users who might be adversely impacted.

time. We manage our diary to keep all groups apart.

We create a whatsapp group for each performance in order to share information across teams and performers/event managers.

**Objective: To make sure that any premises, venue or location that has been closed or partially operated is clean and ready to restart, including:**

- An assessment for all or parts of premises or venues that have been closed, before reopening or resuming activity
- Cleaning procedures and providing hand sanitiser, before reopening or resuming activity

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Establishing new cleaning regimes for the premises or venue and determining how they will be delivered effectively with the planned hours of operation, for example on a daily basis, with some surfaces cleaned regularly throughout the day.</p> <p>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p>Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</p>	<p>We work with sterifog to sanitise the auditorium. The system, chemicals and machines have been acknowledged by the ambulance service and the Plymouth area fleet.</p> <p>Sterifog carry out a risk assessment to ensure it is completely safe to carry out the treatment. They use a small hand held sterilising bio mist machine to concentrate on high risk areas such as door frames, equipment and furniture.</p> <p>This is followed by the use of a larger fogging machine that ensures all surfaces such as ceilings, walls and floors are covered, nothing is left untouched.</p> <p>The anti viral chemical we use is Steri-7Xtra which not only kills 99.999% of all pathogens but also leaves a reactive protective barrier on</p>	<p>Encourage your group members to practice exceptional personal hygiene and to make use of the additional wipes and sprays in the event spaces.</p> <p>Include steps in relation to cleaning in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Using any natural ventilation systems such as doors (except fire doors) and windows where feasible to ventilate enclosed space.

all surfaces including soft furnishings and pillows which kills pathogens should they come into contact with those surfaces within 30 days.

The process includes a treatment certificate for display purposes and free use of our logo on your website and social media channels as well as window stickers to reassure staff and customers.

Each space has a clear cleaning regime which is checked regularly, particularly during performances. All surfaces are cleaned throughout the day and Dettol spray is used in all rooms prior to use.

All areas have individual wipes for use by users at any time to supplement the cleaning regime in place by theatre staff. There is clear signage to identify where and when we have cleaned and what the regime is.

Our air conditioning system in the auditorium is brand new and works in conjunction with our inflow and extract systems.

Natural ventilation is used across the building where possible.

PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT



**Objective: To keep the environment clean and prevent transmission by touching contaminated surfaces. Venues should not spray people with disinfectants (such as in a tunnel, cabinet, or chamber) under any circumstances (see guidance)**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Frequent cleaning during events, particularly of touchpoints like door handles and areas which are likely to be used extensively, such as toilets.</p> <p>Frequent cleaning of work areas and equipment between use, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly such as coffee or vending machines or staff handheld devices, and making sure there are adequate disposal arrangements for cleaning products.</p> <p>Extra, frequent deep cleaning of shared spaces such as audition spaces, rehearsal and backstage areas.</p> <p>Owners keeping instruments and other personal kit clean, and not sharing these items with others.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a class, rehearsal or performance.</p>	<p>We work with sterifog to sanitise the auditorium. The system, chemicals and machines have been acknowledged by the ambulance service and the Plymouth area fleet.</p> <p>Sterifog carry out a risk assessment to ensure it is completely safe to carry out the treatment. They use a small hand held sterilising bio mist machine to concentrate on high risk areas such as door frames, equipment and furniture.</p> <p>This is followed by the use of a larger fogging machine that ensures all surfaces such as ceilings, walls and floors are covered, nothing is left untouched.</p> <p>The anti viral chemical we use is Steri-7Xtra which not only kills 99.999% of all pathogens but also leaves a reactive protective barrier on all surfaces including soft furnishings and pillows which kills pathogens should they come into contact with those surfaces within 30 days.</p>	<p>Please be clear about our cleaning regimes and encourage your group members to use the additional cleaning wipes provided in all spaces.</p> <p>Please support us to remove waste from rehearsal spaces and dressing rooms after each event.</p> <p>Please encourage group members to keep their instruments and kit clean and not to share their equipment with others.</p> <p>Please detail this in your risk assessment.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.

Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.

The process includes a treatment certificate for display purposes and free use of our logo on your website and social media channels as well as window stickers to reassure staff and customers.

All handles and touch points are cleaned regularly throughout the day and during performances.

Additional wipes are available in all toilet cubicles for customer use.

All devices and surfaces in the bar and workstations are cleaned regularly and hand sanitiser and wipes are located by each device or surface.

Each member of the team has their own PPE and cleaning equipment which is clearly labelled. All staff work stations are cleaned at the start and end of each day and during the day when they have left and returned to their space.

The space is well ventilated.

**Objective: To help everyone keep good hygiene at all times**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Providing regular reminders and signage to maintain hygiene standards.</p> <p>Providing hand sanitiser in multiple accessible locations in addition to washrooms, and considering the needs of wheelchair users in where these are placed.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhancing cleaning for busy areas.</p> <p>Providing more waste facilities and more frequent rubbish collection.</p>	<p>There is signage in all toilets and washroom areas outlining good handwashing technique.</p> <p>Signage is in place and also on our display screens.</p> <p>Hand sanitiser is available at all entry points and within the theatre and across the venue.</p> <p>The hand sanitiser at our accessible entrance is automatic which means that wheelchair users can access this easily.</p> <p>We have signage at all toilets, with one in one out within Stage Left toilets. Toilets are regularly cleaned and the cleaning regime noted with the toilets. There are also additional wipes in each toilet cubicles for customer use.</p> <p>Enhanced cleaning takes place in busy areas, with surfaces wiped and Dettol spray activated at the end of each day.</p>	<p>Review the venue activities in relation to additional hygiene measures. Include reference to this in your risk assessment and ensure your group members are aware of the additional cleaning measures in place.</p> <p>Additional wipes will be available for your group members to use within their rehearsal and performance areas.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC**  
**COVID SECURE RISK ASSESSMENT**

Providing hand drying facilities, either paper towels or electrical dryers.	Bins are emptied regularly.  Paper towels are in place for hand drying.	
---	---	--



**Objective: To reduce transmission through contact with objects**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Encouraging increased handwashing and introducing more handwashing facilities for workers or providing hand sanitiser where this is not practical.</p> <p>Avoiding sharing personal items such as phones, chargers, pens, and owners take responsibility for regularly disinfecting their own personal equipment.</p> <p>Using designated storage for large instrument cases; musicians with smaller instruments keep cases under their seat.</p> <p>Avoiding sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user, for example cameras, percussionists maintaining their own sticks and mallets.</p> <p>Handling of music scores, parts and scripts to be limited to the individual using them.</p>	<p>Handwashing and hand sanitiser in all spaces.</p> <p>Wipes available for small items.</p> <p>All performers advised no sharing of items.</p> <p>We have a quarantine box available for single use headsets and microphones, items are cleaned and dated in preparation for next use. There is an exchange table for these items; for collection and return. This is managed exclusively by the technical manager.</p> <p>We are limiting the number of hire companies we work with and we ensure cleaning before delivery and on arrival as per our protocols.</p> <p>Disinfectant wipes are located at all places within the theatre for immediate cleaning of items, such as piano keys and smaller items.</p>	<p>Ensure all members of your group are aware of guidance in relation to sharing of objects.</p> <p>Follow instruction in relation to the quarantine and cleaning of items carefully.</p> <p>Label all equipment clearly.</p> <p>Please note no audience members must be called on stage and no performers or cast must enter the audience as part of the performance.</p>

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Making available extra radios and headsets or earpieces, dedicating a member of each team to be responsible for them for the duration of the production, and making sure these are appropriately cleaned if not single use.

If equipment has to be shared, regularly disinfecting it (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following UK Government guidance.

Consider limiting number of suppliers when hiring equipment. Responsibility of cleaning hired instruments should be discussed with the suppliers.

Transporting equipment in accordance with Government guidance for vehicles.

Cleaning hire equipment, tools or other equipment on arrival and before first use. If receiving deliveries in advance of when required, store in a clean location and clean before first use.

Cleaning of musical instruments by musicians playing them, where possible.

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

Cleaning of audio description headsets between use and after handling by staff.

Creating picking-up and dropping-off collection points where possible, rather than passing equipment such as props, scripts, scores and mics hand-to-hand.

Not permitting audience onto the stage or to touch equipment, props, instruments, set or other objects used by performers.

Taking precautions when handling heavy equipment, including:

- Re-evaluating spaces to avoid people working in close proximity (e.g. using more trucks for transport of goods)
- Increasing the use of mechanical handling equipment (such as forklifts) to reduce large numbers of workers working in close proximity (e.g. lifting heavy cases and scenery)
- Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned
- Reducing job and equipment rotation
- Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles

**Objective: To minimise the risk of transmission in auditoria**

GOVERNMENT GUIDANCE	WHAT WE ARE DOING	WHAT YOU NEED TO THINK ABOUT
<p>Cleaning auditoria very frequently, typically between each performance, with particular attention paid to surfaces that hands of audience and staff are likely to come into contact with such as doors, seat arms and handrails.</p> <p>Scheduling performance to allow sufficient time to undertake necessary cleaning before the next audience arrives.</p>	<p>We work with sterifog to sanitise the auditorium. The system, chemicals and machines have been acknowledged by the ambulance service and the Plymouth area fleet.</p> <p>Sterifog carry out a risk assessment to ensure it is completely safe to carry out the treatment. They use a small hand held sterilising bio mist machine to concentrate on high risk areas such as door frames, equipment and furniture.</p> <p>This is followed by the use of a larger fogging machine that ensures all surfaces such as ceilings, walls and floors are covered, nothing is left untouched.</p> <p>The anti viral chemical we use is Steri-7Xtra which not only kills 99.999% of all pathogens but also leaves a reactive protective barrier on all surfaces including soft furnishings and pillows which kills pathogens should they</p>	

**PALACE THEATRE PAIGNTON | JAZZ HANDS CIC  
COVID SECURE RISK ASSESSMENT**

	<p>come into contact with those surfaces within 30 days.</p> <p>The process includes a treatment certificate for display purposes and free use of our logo on your website and social media channels as well as window stickers to reassure staff and customers.</p>	
--	--	--



## COVID-19 early outbreak management



### Arts, heritage and cultural venues

#### Who should use this information?

Directors and senior leadership of arts, heritage and cultural venues. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

#### What you should do to manage a possible outbreak

Step  
**1**

#### Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, staff, a visitor or your local Public Health England Health Protection Team (PHE HPT).

When you are informed of more than one confirmed case with symptoms dating within 14 days of each other, go to **step 2**.

Step  
**2**

#### Report

Immediately contact your local PHE HPT for help and advice. Refer to [www.gov.uk/health-protection-team](http://www.gov.uk/health-protection-team) for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

Step  
**3**

#### Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here: .....

#### General guidelines to prevent the spread of COVID-19:

There are important actions that everyone should take at all times to help prevent the spread of COVID-19. Refer to [Working safely during coronavirus](#) guidance or search the title on GOV.UK. This has practical steps to take and explains how you must carry out a COVID-19 risk assessment for your organisation.

The information contained on this card is specifically in relation to an outbreak, and should not replace health and safety and infection steps you already take, or have implemented as a result of consulting the 'Working safely during coronavirus' guidance.

#### Information your local PHE HPT may request from you:

##### Details of your organisation

- name of company/organisation
- location (including postcode and Local Authority)
- key contact details: name, phone number, email
- number of staff

##### Details of the cases

- contact details of the people affected
- when the individual(s) became unwell
- when they were last present in the setting
- nature of the roles/job undertaken by any staff affected
- known links between the individual(s) with COVID-19 (in or out of the setting)
- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE)

#### Types of actions you may need to put in place include:



Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).



Increased staff/visitors' awareness of and adherence to preventative measures.



Additional measures to limit access to the venue and the handling of items.



Temporary closure of the setting or building.

#### To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [working safely during coronavirus - heritage locations](#)
- [guidance for DCMS sectors in relation to coronavirus \(COVID-19\)](#)
- [good practice guidelines on opening museums](#)

Last updated: 25/8/2020