

Company Name	Delfont Mackintosh Theatres Limited			Title	COVID-19 Safe Working Risk Assessment (General)
RA Reference Nos	DMT-CV19-Gen-01	New Assessment		Review	Annually, or periodically following significant changes in guidance
Date of RA / Review	24 th February 2022	Review	X	Business Type/ Work Activities	Theatrical / Performing Arts Venue Owner. Theatrical Producer.
Assessor / Reviewer	Richard Beale CMIOSH, MIIRSM, MBA				
People Involved (Estimated numbers of people at risk)					
Employees	100+	Contractors	10+	Any other relevant information	
Visitors		Members of the Public	100+	<p>This document is for the general management of COVID-19 transmission controls as an overarching assessment. Individual venues and productions will be subject to specific Risk Assessments and remobilisation controls.</p> <p>All control measures are compliant with government guidance at the time of publishing and will be under constant monitoring and review.</p> <ul style="list-style-type: none"> • Face masks are no longer mandatory in public places. • NHS Covid pass are no longer a legal requirement for venues or events to check the COVID-19 status of attendees as a condition of entry. • It is no longer a requirement to work from home where able to. • If a worker gets a positive test result self-isolation rules - people who test positive can stop self-isolating on day 6 if they have negative rapid lateral flow test results on days 5 and 6. 	
Clients Employees	10+	Others	Unknown		

Hazard	Risk	What control measures are currently in place?	Risk Rating (RR) L x S = RR			Actions / Next Steps (If nothing extra is required, please write "Nothing Required in Further control column)	Revised RR L x S = RR		
			L	S	RR		L	S	RR
PRIMARY RISKS FROM COVID-19									
The primary risks are as listed below and include the three main transmission routes of the virus. The control measures are general and are addressed in detail throughout the main body of this assessment.									
Airborne / Droplet Infection (e.g. through sneezing, coughing etc).	Risk of contracting COVID-19 through airborne droplet infection	<ul style="list-style-type: none"> Staff and patrons advised to observe social distancing as much as possible All front of house staff members (apart from those who are exempt for medical reasons) are required to wear face coverings when in common areas or in contact with members of the public All members of the public are advised to wear face coverings within the venue, unless medically exempt, eating or drinking Perspex droplet screens are installed in all high-risk areas There is a regular testing policy in place for staff members Staff members who come into close contact with someone with COVID 19 are required to undertake a negative lateral flow test every day for 7 days Members of the public who are unwell are advised to contact customer services 48 hours before their booking 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to. <input type="text"/>			

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		<p>The ventilation systems at Delfont Mackintosh Theatres (DMT) have been assessed and modified where necessary to comply with current government guidelines and the Chartered Institute of Building Services Engineers (CIBSE) Covid-19 Ventilation guidelines.</p> <p>In public areas:</p> <ul style="list-style-type: none"> • Ventilation systems are set to 100% fresh air. • Ventilation of auditoria begins at least two hours prior to performances and carbon dioxide levels are monitored and controlled. • Toilets are ventilated 24 hours a day and where possible, windows are open before, during and after the performance. <p>DMT will keep these measures under review in line with any changes to guidance or regulation.</p>							
Infection through person to person contact	Risk of contracting COVID-19 through contact with others	<ul style="list-style-type: none"> • Booking and ticketing is to be undertaken electronically where possible, with e-ticketing a preferred method • There is a regular testing policy in place for staff members • Staff members who come into close contact with someone with COVID 19 are 	1	4	4	<p>Risk is considered to be low, providing control measures are understood and adhered to</p> <p>Note: Any tasks, including production-specific activities requiring members of staff to work in close</p>			

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		<p>required to undertake a negative lateral flow test every day for 7 days</p> <ul style="list-style-type: none"> Members of the public who are unwell are advised to contact customer services 48 hours before their booking 				proximity with one another or with members of the public may need to be risk assessed separately and specifically.			
Infection through person to object contact (e.g. door-handles, keypads etc)	Risk of contracting COVID-19 through cross-infection due to multiple people coming into contact with high-touch areas	<ul style="list-style-type: none"> Regular cleaning regimes are in place across all venues and offices General Policies are in place for the use of shared equipment Booking and ticketing is to be undertaken electronically where possible, with e-ticketing a preferred method Personal Hygiene – All washrooms are supplied with adequate levels of handwash and hot water. Hand Sanitiser stations are available throughout all venues There is a regular testing policy in place for staff members Staff members who come into close contact with someone with COVID 19 are required to undertake a negative lateral flow test every day for 7 days 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
STAFF									
Travelling to and from work	Commuting using busy public transport can raise the risk of infection	<ul style="list-style-type: none"> Staff are asked to consider wearing a face covering (where this is not still mandatory), and observe social distancing to the best of their ability on public transport 	2	3	6	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			

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		<ul style="list-style-type: none"> There is a testing policy in place for staff members 			4				
Arriving at / Departing from the workplace	Access / egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<ul style="list-style-type: none"> Hand Sanitiser is available at all access/ egress points, and at various locations throughout the building, and all staff are encouraged to make free use of it Staff are asked to continue to observe social distancing as much as they can when arriving at their place of work and waiting to enter 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Break Times	Break times are traditionally times for social congregation and interaction, which could raise the risk of transmission	<ul style="list-style-type: none"> Staggered break times to avoid high numbers of staff using facilities where this is deemed practical 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Staff Hygiene	Regular and thorough handwashing has been identified as an effective control against the spread of Coronavirus	<ul style="list-style-type: none"> Personal Hygiene – All washrooms are supplied with adequate levels of handwash and hot water Hand Sanitiser stations are available throughout all venues, and staff are encouraged to make use of them All washrooms and toilet areas are included within venue/ building specific cleaning regimes Hand Sanitisers and supplies of handwash are regularly monitored to ensure an adequate supply of essential hygiene provisions 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			

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Office / Desk Work	Office desks and other work areas (e.g., photocopier/ printer) can be high-contact areas	<ul style="list-style-type: none"> Minimal sharing of desk / office equipment Natural ventilation (e.g. open windows) to be used as much as possible to promote fresh airflow around the work area 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Clinically Vulnerable Staff Members	Clinically Vulnerable and Extremely Vulnerable Individuals have a higher risk of serious effects from COVID-19	<ul style="list-style-type: none"> In the event that a staff member is identified to be at especially high risk of ill-health due to COVID-19, the situation will be separately risk assessed, and control put in place to minimise risk to that individual There is a testing policy in place for staff members. 	2	3	6	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			
Staff with special requirements	Some staff members (due to disability or other characteristic) may have special access or other requirements	<ul style="list-style-type: none"> All employees requiring special consideration will be risk assessed individually, and control measures specific to their requirements put in place There is a testing policy in place for staff members. 	1	4	4	Risk is considered to be low, providing control measures are adhered to.			
Staff with special requirements can include any members of staff with one or more of the protected characteristics as defined in the Equality Act 2010. These include staff with disabilities and expectant mothers. It is an employer's duty to ensure that these individuals are afforded the same opportunity to attend work safely (or work from home, where appropriate) as their colleagues.									
Staff members potentially infected with COVID-19	Infected staff members present in the workplace will result in a significant increase in the risk of transmission and infection within the workplace.	<ul style="list-style-type: none"> Staff members who come into close contact with someone with COVID 19 are required to undertake a negative lateral flow test every day for 7 days 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			

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		<ul style="list-style-type: none"> There is a testing policy in place for staff members 							
Staff Awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously	<ul style="list-style-type: none"> All staff to be informed of the control measures as detailed in this Risk Assessment Additional training covering COVID-19 specific control, equipment and processes (e.g. COVID Compliance Officer Training) has been given to relevant staff members 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Symptoms presenting whilst at work	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation	<ul style="list-style-type: none"> Staff who begin to present symptoms whilst at work are required to take a COVID test at the earliest opportunity Staff members who come into close contact with someone with COVID 19 are required to undertake a negative lateral flow test every day for 7 days 	2	4	8	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			
WORKING, CARRYING OUT TASKS AND EVERYDAY OPERATIONS									
All areas of working will carry their own specific risks and control measures.									
Meetings	Potential for contact with a number of other staff members in (usually) close proximity	<ul style="list-style-type: none"> The sharing of items (such as pens, mice or other computer equipment) is strongly discouraged Meeting rooms are to be naturally ventilated (via openable windows/ doors or fresh air handling systems) 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			

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Training	Potential for contact with a number of other staff members in (usually) close proximity	<ul style="list-style-type: none"> The sharing of items (such as pens, mice or other computer equipment) is strongly discouraged Training rooms are to be naturally ventilated (via openable windows/ doors or fresh air handling systems) 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Moving around the building(s)	Potential for unnecessary contact whilst moving around the building	<ul style="list-style-type: none"> Staff to pay attention to other personnel and observe appropriate social distancing where possible All staff advised to wear face-coverings in common areas (e.g. corridors, stairwells, etc) and any public/ front of house areas 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Back-stage operations	Back-stage operations can include tasks which require working in close proximity with others.	<ul style="list-style-type: none"> Where close proximity tasks are unavoidable, face coverings are advisable to staff Venue-specific Risk Assessments have been undertaken for all venues, with specific measures implemented to suit each back-stage area, and the tasks undertaken within it 	2	3	6	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			
Performances	Performances require performers to appear before members of the public without face-coverings, and work (at times) in close proximity with one another	<ul style="list-style-type: none"> All productions are subject to specific Risk Assessments and Plans to address the particular requirements of each performance 	2	3	6	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			
OTHER PEOPLE IN THE WORKPLACE									

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This section covers controls put in place to manage the risk posed by people entering the building who are not members of staff (including those employed by the same company, but at a different location)									
Customers (any members of the public attending the premises with the intention of purchasing goods or services)	Potentially infected members of the public could increase the risk of infection	<ul style="list-style-type: none"> Hand Sanitiser offered to all customers upon entry All members of public are advised to wear face-coverings within venues (apart from those exempt due to medical reasons or when eating or drinking) 	2	3	6	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			
Contractors (any external company or person entering the premises to undertake works)	Potentially infected contractors could increase the risk of infection, or contact could increase the risk of contractors becoming infected	<ul style="list-style-type: none"> Contractors are advised to wear face coverings while on premises unless exempt through medical reasons Contractor induction includes COVID-19 controls and requirements Contractors to include their COVID-19 controls in documentation submitted during vetting Contractor personnel are only permitted within the venue after submitting documentary proof of a negative COVID-19 test taken within the last 48 hours 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Delivery Processing	Potential for infection due to contact with delivery personnel or contaminated goods	<ul style="list-style-type: none"> Delivery drivers only to enter the premises if essential, and time spent within the premises to be kept to an absolute minimum Delivery drivers to wear face-coverings whilst in the building 	2	3	6	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			

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Internal Visitors (employed by the same company, but at a different location)	Potential for infection due to contact with extra personnel, or confusion in the case of differing protocols	<ul style="list-style-type: none"> All Delfont Mackintosh Theatre Staff are aware of the COVID controls in place, and what is required of them to adhere to these There is a regular testing policy in place for staff members 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
External Visitors (anyone entering the premises not included in the categories above).	Potential for infection due to contact with external visitors, or for infection to spread outside the premises	<ul style="list-style-type: none"> External visitors to undergo a site safety induction including COVID-19 control measures, prior to visiting or entering the premises No member of the public is permitted backstage, or to meet and greet performers at any time External visitors are only permitted within the venue after submitting documentary proof of a negative COVID-19 test taken within the last 48 hours External visitors requested to wear face-coverings whilst in the building unless medically exempt 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
BUILDING									
Measures taken to ensure the building is kept as clean and infection-free as possible									
Premises (General)	A high standard of general hygiene and sanitation has been identified as an effective control measure against the spread of infection	<ul style="list-style-type: none"> Building to undergo regular cleaning as part of cleaning regimes in place 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			

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Access/ Egress	Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<ul style="list-style-type: none"> Cleaning regimes are in place across all venues and offices Hand sanitiser stations are installed at all public and private access and egress points Alternative access/ egress points are in use at some venues and premises, where this is practical and useful There is a testing policy in place for staff members 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Wash / Bathroom Facilities	Washroom facilities are high-contact areas frequented by the majority of staff during the day. Personal hygiene can also be a factor	<ul style="list-style-type: none"> All toilet and washroom facilities are subject to a regular and cleaning schedule by third-party cleaners Personal Hygiene – All washrooms are supplied with adequate levels of handwash and hot water There is a regular testing policy in place for staff members 	2	3	6	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			
Workstation Layout	A poor layout of work areas can lead to social distancing being hard to maintain, and increase the risk of infection	<ul style="list-style-type: none"> Natural ventilation (e.g. open windows) to be used as much as possible to promote fresh airflow around the work area 	1	4	4	Risk is considered to be low, providing control measures are understood and adhered to.			
Use of Equipment	Improper or untrained use of COVID-19 safety equipment could lead to an infected individual entering the premises	<ul style="list-style-type: none"> All relevant staff are to receive comprehensive training on the use of any equipment installed or supplied specifically for COVID-19 control 	1	4	4	Risk is considered to be low, providing control measures are adhered to.			

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Maintenance of Equipment	Improperly maintained COVID-19 safety equipment could result in an infected individual entering the premises, or hygiene levels to be compromised	<ul style="list-style-type: none"> All safety equipment to be subject to recorded checks Any battery-powered items (e.g. cordless hand sanitiser dispensers) to be regularly checked, and a supply of replacement batteries kept in stock 	1	4	4	Risk is considered to be low, providing control measures are adhered to.			
Ventilation	Poor ventilation and airflow have been identified as a potential hazard, allowing contaminated air to 'stagnate' in certain areas	<p>The ventilation systems at Delfont Mackintosh Theatres (DMT) have been assessed and modified where necessary to comply with current government guidelines and the Chartered Institute of Building Services Engineers (CIBSE) Covid-19 Ventilation guidelines.</p> <p>In public areas:</p> <ul style="list-style-type: none"> Ventilation systems are set to 100% fresh air. Ventilation of auditoria begins at least two hours prior to performances and carbon dioxide levels are monitored and controlled. Toilets are ventilated 24 hours a day and where possible, windows are open before, during and after the performance. <p>DMT will keep these measures under review in line with any changes to guidance or regulation.</p>	1	4	4	Risk is considered to be low, providing control measures are adhered to.			

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EMERGENCIES & FIRST AID									
Emergency evacuations and situations calling for the use of First Aid will require a modified approach, within reason									
Emergency Evacuation	Potential for injury due to fire or other emergency event, as well as the heightened potential for cross infection due to inevitable contact with others during the evacuation	<ul style="list-style-type: none"> Muster points to be arranged by department with appropriate social distancing This is assessed on a per-premises basis, with individual requirements and control implemented as required 	1	4	4	Risk is considered to be low, providing control measures are adhered to.			
Government Guidance indicates that an emergency evacuation is to be regarded as an extenuating circumstance (e.g. Social Distancing should not be regarded as a priority where this would impede a safe evacuation). However, where it is possible for control measures to be safely observed, they should be.									
First Aid Situations	Increased potential for infection due to necessity for person-to-person contact	<ul style="list-style-type: none"> Mouth-to-mouth discouraged, in favour of 'compression only' CPR PPE Grab Bags (such as aprons, gloves and masks) are kept with every First Aid Kit to protect First Aiders if required All First Aid trained staff have received COVID-specific First Aid addendum training, covering COVID-safe First Aid and COVID response protocols 	2	4	8	Risk has been managed to a currently acceptable level, providing control measures are adhered to.			
PPE									
Supply and correct use of personal protective equipment									

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Improper use of PPE	Improper use of PPE negates its effectiveness, increasing the risk of infection	<ul style="list-style-type: none"> All personnel are to be trained in company requirements and the correct use of any PPE supplied Use of PPE is to be monitored by supervisory staff 	1	4	4	Risk is considered to be low, providing control measures are adhered to.			
Lack of PPE	A lack of PPE may mean that protocols cannot be followed correctly, increasing confusion, and a risk of infection	<ul style="list-style-type: none"> PPE will be supplied. In the event of this supply failing, secondary measures can be taken (e.g. further reducing staff numbers/ increasing distancing etc.) 	1	4	4	Risk is considered to be low, providing control measures are adhered to.			

Note: All PPE should be regarded as a last-defence measure. Face-coverings should be kept clean, and in good condition, and gloves should be clean and changed regularly, depending on the policy for their use.

Risk Rating System

$RR \text{ (Risk Rating)} = L \text{ (Likelihood)} \times S \text{ (Severity)}$

		Severity (S)				
		1	2	3	4	5
Likelihood (L)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

	Risk Rating
1 - 4	Acceptable – No further controls required but ensure controls are maintained
5 - 9	Adequate – Monitor control measures to ensure they are being implemented
10 - 16	Tolerable – Look to improve control measures within specified time scale
17 - 25	Unacceptable – Task is deemed too high and urgent control measures are required



Important:

LIKELIHOOD	
1	Improbable – very unlikely
2	Low – unlikely
3	Medium – Possibility
4	High – likely
5	Almost Certain – very likely

SEVERITY	
1	Negligible – minor injuries, cuts, scratches
2	Minor – first aid treatment, sprains, bruises, cuts
3	Moderate – temporary disability, fracture
4	Serious – major injury, permanent disability, life-threatening illness
5	Major – fatality, serious loss or damage