|  |  |  |
| --- | --- | --- |
| RISK ASSESSMENT FOR: | ASSESSMENT UNDERTAKEN BY: DATE:  | ASSESSMENT REVIEWBY WHOM:DATE |

| **HAZARD** **RATINGS****A** | **1 = Minor Injury****3 = Major Injury****5 = Serious Injury** | **LIKELIHOOD****B** | **2 = Unlikely****4 = Occasional****6 = Probable** | **RISK PRIORITY****C** | **18-30 = High****6-12 = Medium****2-4 = Low** |
| --- | --- | --- | --- | --- | --- |
| **HAZARD** | **PERSONS AT RISK** | **A****Hazard** **Rating** | **B****Likelihood** | **C****(A X B)****Risk** | **CONTROL MEASURES** | **ACTION** **(Additional)** |
| General Measures | Cast/CrewFestival Organisers | 5 | 4 | High 20 | * Only people not displaying symptoms to be allowed to attend/participate
* Sanitiser stations will be set up on entry and in dressing rooms. Complementing the venues own COVID 19 measures.
* All participants contact details to be kept via a signing in policy backstage
* Additionally a contactless thermometer can be used to track high temperatures
* Additionally a signed form to indicate the member is not suffering from or been around people with Corona Virus to the best of their knowledge.
* Cast and crew should wear masks wherever possible.
 | To ensure all participans adhere to social distancing as much as possible cast and crew will be confined to delegated areas.A designated person will ensure sanitising takes place on entry along with collecting contact details.A Designated person will undertake temp checks A designated person will collect signed forms.  |
| Sharing equipment | Cast and Crew | 3 | 4 | 12MEDIUM | * Cast and Crew will be responsible for their own costumes, make up and personal props. These will not be shared and be properly sanitised prior to arrival.
* Each cast member will be allocated a specific chair in the dressing rooms.
* Organisers will monitor and clean down equipment at the end of each session.
* Cast and crew will not share personal items such as phones.
* Set will only be able to be moved by the participating team
 | Chairs to be wiped between uses – last user to wipe down,Using an anti- bacterial spray. |
|  |  |  |  |  |  |  |
| Backstage | Cast and Crew | 5 | 4 | 20HIGH | * Cast/Crew to be directed to designated dressing room. Cast/Crew to provide their own drinking container and water.
* Specify Toilets to be used ideally one at a time dependent on the venues requirements
* Organisers to be responsible for cleaning all equipment and areas unless told otherwise by the venue.
* Designated person should meet 1 representative of the team at the loading bay or appropriate area. They will then be informed where their set should be unloaded and what performers should do with props and costumes.
* The team will take full responsibility for unloading their own set and should not touch any other teams belongings. This will be monitored by the stage manager. A sanitising station will be available in the wings.
 | All areas to be cleaned at the end of the session All other areas to be locked.Signage to remind people to wash hands and socially distance. |
| Backstage |  | 5 | 4 | 20 HIGH | * A designated person per team will be allocated to liaise between a team and front of house/backstage crew. This will prevent too many people moving around the building.
* working areas are regularly and effectively cleaned, potentially using disinfectant or sanitisers. It may well be that cleaning staff are employed to sanitise areas on the festivals behalf. It remains the teams responsibility to keep their areas clean and tidy whilst they are occupying them.
 |  |
| Fire – risk of fire | Group Members | 4 | 2 | 8MEDIUM | * All participants need to ensure they are familiar with the COVID fire procedures (generally as per normal fire procedures which take precedence over COVID 19)
 | Please check normal fire procedures. |
|  |  |
| Adjudication & watching other teams | Cast Crew Adjudicator | 4 | 5 | 20HIGH | * team members will be allocated specific seats booked in accordance with the Government's guidelines . Teams should not greet members of the audience etc but go directly to their seats. (dependent on guidelines)
* At the end of the evening teams will send a designated person to the stage manager who will inform then when they can come backstage to strike their set. Cast will also be able to empty their dressing rooms at this stage to avoid congestion in backstage areas. Teams should not go backstage after they have entered the auditorium unless called to do so.
* Awards will be announced by the adjudicator and a platform party of no more than three. On receiving an award one representative will come to the stage where their trophy will be placed on a small table for collection. They should not shake hands.
 |  |
| Space management– physical space | Group Members | 4 | 5 | 20HIGH | * Where possible ensure members are separated as much as possible.
* open windows to provide ventilation.
 |  |