

Minack Risk Assessment

Operating with management for protection against Covid19

Description

Risks associated with staging performances, workshops or filmed events at the Minack during the Covid19 pandemic.

Who is affected?

Everyone on the Minack site, however, this risk assessment is for performers, crew and Minack staff who work on performances. It should be read in conjunction with the Covid19 Risk Assessment for the site.

What are the risks?

1. Staff or performers passing the virus among each other or to visitors
2. Visitors passing the virus to staff, performers or other visitors
3. Visitors refusing to adhere to government guidance that staff are trying to implement

The next section looks at each stage of bringing a performance, workshop or filmed event to life.

L: likelihood 1 very unlikely, 2 unlikely, 3 may occur, 4 likely, 5 very likely, 6 will occur

S: severity 1 very minor injury, 2, minor injury, 3 lost time, 4 major injury, 5 single fatality, 6 multiple fatality

RF: risk factor 0-6: low 7-12: medium 12+ action required 18-36: immediate action required

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
I.	Performers and crew interactions with each other.	4	4	16	<p>Staff, performers and crew from different households must maintain social distancing at all times. 2m where possible, 1m with other measures.</p> <p>Any performer or crew member accessing the dressing rooms should check and record their temperature at the entrance door. If this is high then this person must leave the site immediately.</p> <p>All performers and crew members must carry out lateral flow testing at least twice a week and record the date of their most recent negative test on the sign in sheets at the dressing rooms.</p> <p>Any performer or crew member who feels unwell must stay at home: if they have symptoms of Covid19 they must follow the current NHS advice.</p> <p>Any person accessing the dressing rooms must wear a face covering to enter and move around the building.</p>	2	4	8

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
2.	Performers and crew in rehearsals	4	4	16	<p>Social distancing should be maintained as much as possible in rehearsal where performers and crew are from different households. Props and scripts should only be handled by the actor who uses them. Where props are shared, hands should be washed as soon as possible.</p> <p>Face coverings may only be removed by those directly involved in rehearsals in the rehearsal room. Others in the room should keep face coverings on at all times.</p>	2	4	8
3.	Getting equipment to the stage / backstage	4	4	16	<p>Minack Technical Manager to liaise with Duty Manager to close off areas to the public so equipment can be carried without needing to worry about distancing from the public.</p> <p>Vehicles to be unloaded by (or ideally inside) the double gates nearest Porthcurno (the old main entrance). Equipment can be carried to the next set of gates without public needing to be diverted.</p> <p>From these gates diversions to be in place if the Exhibition Centre is open.</p> <p>All easily carried equipment for the dressing rooms to be taken down the player's path (turn left after the café).</p> <p>Equipment for the stage to be carried down the main steps onto the circle of the stage.</p> <p>Where equipment requires two people or more to lift then face coverings MUST be worn and all those helping must wash their hands once the equipment is on the circle.</p> <p>Once everything is on the circle then this area to be closed to the public (onstage and backstage) to ensure segregation between performers/crew and the public.</p>	2	4	8

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
4.	Performers on stage may infect each other	4	4	16	Any event with multiple performers will either: a) preserve social distancing between performers, or b) performers will be in a 'household' If b) applies then this will be clearly communicated to the audience.	2	4	8
5.	Wardrobe team or dressers may have to get close to performers	4	4	16	The dresser will wear a face covering, apron and gloves whilst they are closer than 1m to a performer. They will wash their hands once the dressing is finished.	3	4	12
6.	Stage management and performers may both have to handle props during a performance.	4	4	16	Stage management should wear gloves, or, alternatively, wash or sanitise their hands before and after handling props. Performers should wash or sanitise their hands before and after going on stage.	2	4	8
7.	Performers and crew may infect each other in the dressing rooms	4	4	16	Social distancing will be adhered to backstage. Where multiple performers are using the building they will be assigned their own changing space and toilet facilities if possible. They must check stairways are clear before using them. Face coverings should be worn as a default and only removed to apply make-up or in the rehearsal room as above. The dressing rooms will be deep cleaned weekly, but daily cleans will be carried out of all areas that have been used in that day particularly focussing on toilets, handrails, door handles and other communal touch points. Hand sanitiser will be available at the entrances to the building.	2	4	8
8.	Risk to wardrobe team from performers due to the need to wash and maintain costumes	5	4	20	Wardrobe team to wear face covering and gloves putting costumes into the washing machine and when removing and ironing items before returning to performers.	2	4	8

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
9.	Risk to performers and crew from using radio mics	5	4	20	<p>Crew will wear face coverings and use hand sanitiser before touching mic packs. Packs to be wiped down with sanitiser wipes.</p> <p>Crew to use hand sanitiser once packs have been prepared. Mic checks will only be done by performer.</p>	2	4	8
10.	Visitors as audience	4	4	16	<p>When visitors come to watch a performance they will be seated in their household groups by the FoH team, at least 1m apart from all other household groups. The number of visitors will be controlled by pre-sales.</p> <p>Announcements will be made before the show instructing visitors that they must remain where they have been sat.</p> <p>Staff will be deployed to ensure visitors remain where they are sat: the FoH Manager will be responsible for monitoring this.</p> <p>Visitors will be able to leave their seats to access the toilet facilities at any point. They will be told which route to take for this in order to preserve social distancing.</p> <p>At the end of the performance they will be reminded of the need to preserve social distancing as they leave. The house-light system will provide adequate lighting for audiences to maintain social distancing.</p>	2	4	8
11.	Interaction between performers and audience	4	4	16	<p>Audience members will be seated a minimum of 2m from speaking performers (3m where performers are singing).</p> <p>Where a performance involves audience participation, a separate RA will be completed to minimise risk due to audience members communicating with actors.</p>	2	4	8

Further action needed

Review these actions weekly until the pandemic has passed.

Assessed by: Zoë Curnow, Executive Director, 29 March 2021