

COVID-19 RISK ASSESSMENT

THE LONDON PALLADIUM PILOT TEST EVENT 1 – 21 JULY 2020

REAR OF HOUSE OPERATIONS

<p>WHAT ARE THE RISKS?</p>	<p>Uncontrolled exposure to the COVID-19 virus that may come from:</p> <ul style="list-style-type: none"> Someone infected with COVID-19 working in or visiting The London Palladium could spread the virus to other individuals. The infected individual may not display symptoms of COVID-19 but could still be carrying the virus. Individuals and/ or teams of individuals being exposed if one or more become infected. Individuals being exposed to the virus from surfaces/ frequent touch points/ shared equipment and contact with other similar everyday workplace items. 	
<p>WHO MIGHT BE HARMED?</p>	<p>Any person entering The London Palladium including:</p> <ul style="list-style-type: none"> LW employees working during this event. All contractors/ visitors working during this event. Production company members working during this event. Guests visiting during this event. Customers attending this event. <p>Any of these people may be 'clinically vulnerable' individuals that are at a higher risk of severe illness if they are infected by COVID-19. Be aware that they may not know they are vulnerable.</p>	<p>Approximate number of people on site for the event:</p> <ul style="list-style-type: none"> 120 20 15 20 745
<p>WHAT METHODS OF CONTROL HAVE BEEN INTRODUCED?</p>		
<p>Wherever possible work that is likely to expose people to the risk of COVID-19 should not be carried out. Where work has to be carried out, the principle must be to reduce the number of people at risk and to keep their exposure to the lowest possible level for the shortest possible time.</p> <p>The following control measures are to be observed by all LW Theatres employees and visitors:</p>		<p>The following additional control measures have been introduced in order to further reduce the risks:</p>
<ul style="list-style-type: none"> ✓ Only essential staff are to attend the theatre to work on the event and then only after discussions with their line manager. ✓ Clinically vulnerable employees will not be required to attend work at the theatre. ✓ Employees with symptoms of COVID-19 or who are required to self-isolate must not travel to work on the event. ✓ Employees travelling to work on the event have been advised to consider their travel options in accordance with UK Government guidelines. ✓ Where reasonably practicable, employees working on the event should only undertake activities where they can maintain social distancing from one another and from audience members. ✓ The temperature of each individual will be taken on arrival. If the reading is above 38°C then the individual will be asked to leave the site. Provided the individual feels well, they will be permitted to return after 15 minutes for a second temperature check. If their reading is still too high then entry will be refused. This process will be managed by contract security operatives and front of house employees in respect of audience members. ✓ All employees and visitors to the theatre will be required to either wash their hands with soap and water or use hand sanitiser on arrival and before departure. ✓ All staff and visiting production staff will be asked to use the hand sanitiser provided upon entry to the theatre and at regular intervals with signage displayed encouraging this. ✓ Arrival and departure times of employees will be staggered as far as reasonably practicable. ✓ Arrival and departure time of audience members will be staggered as far as reasonably practicable. 		<ul style="list-style-type: none"> ✓ Individuals from both LW Theatres and visiting production who identify themselves as clinically vulnerable will be advised not to visit the theatre. ✓ All employees and visiting production staff will be asked to self-declare that they have not knowingly been exposed to COVID-19 and that they are not currently suffering from any of the recognised symptoms. ✓ Production staff will be arriving at venue by private car/taxi/public transport (masks), and will have use of separate Dressing Rooms to minimise social contact in which they will style their own hair/make up. ✓ Event is based on a solo artiste with 4 backing musicians/2 backing singers + 5 production staff to minimise social contact. ✓ Minimal production set to be installed to reduce social contact/shared touching of equipment – all shared equipment/touching areas to be sanitised after use. ✓ Musicians will be socially distanced from audience and each other by a distance of 2 m, and sing facing forwards (not face to face) ✓ ROH and FOH operations will be kept separate throughout event as far as is practical to do so; communications to be made via radio wherever possible. ✓ Requiring, if appropriate, appointment by the production company of an individual as a COVID-19 officer who will be responsible for oversight of the production staff present on site including the risk assessment and ensuring the appropriate mitigations are in place. ✓ Appointing an existing member of staff or of the organisation as a COVID-19 officer who will be responsible for oversight of ROH staff, including the risk assessment and ensuring that the mitigations are in place.

<ul style="list-style-type: none"> ✓ One-way systems will be put in place in the rear of house area where reasonably practicable. ✓ Current and up to date signage will be on display throughout the backstage area. ✓ Social distancing floor markers are in place as appropriate throughout the backstage area. ✓ Hand sanitiser and hand washing facilities are being provided throughout the building and will be encouraged regularly with signage. Handwashing with soap and water should be used in preference to sanitiser wherever possible. ✓ The theatre will be fully cleaned and disinfected prior to the event – cleaning staff will be on duty throughout the event if required. ✓ Rest areas and areas where people take refreshment must be kept scrupulously clean. Individuals are responsible for clearing and cleaning any areas and surfaces they have used and for putting any waste into the appropriate bin. ✓ Face coverings will be provided for use by staff throughout the event. ✓ Anyone feeling unwell or who develops COVID-19 symptoms whilst at the theatre must immediately put on a face covering, avoid touching anything and leave the theatre immediately. They should contact their line manager as soon as it is safe to do so. They should seek advice as soon as possible from the NHS and apply for testing. ✓ If anyone presents with COVID-19 symptoms whilst at the theatre, the Group will arrange a deep clean by a specialist company. ✓ Any work to facilitate the event should be planned so that as few people as possible are involved. Any work required to be carried out in close proximity to others should last for the shortest possible period of time. 	<ul style="list-style-type: none"> ✓ Individuals that have been working with a person who develops COVID-19 symptoms should be briefed by their line manager in accordance with current UK Government guidelines.
<p>WHAT OTHER ACTION SHOULD BE TAKEN:</p>	<p>THIS RISK ASSESSMENT:</p> <p>Prepared by: Chris Green On: 15 July 2020 Review date: N/A Review to be undertaken by: N/A</p>
<ul style="list-style-type: none"> • Continue to closely monitor changing advice from the UK Government, Public Health England and the Health and Safety Executive. • Ensure employees are briefed on any changes to LW Theatres Policy in relation to the management of COVID-19 risks. • In the event that production-led work takes place at the theatre, this risk assessment should be shared with the producer. 	