

# COVID-19 RISK ASSESSMENT

THE LONDON PALLADIUM PILOT TEST EVENT 1 – 21 JULY 2020

FRONT OF HOUSE OPERATIONS

<p><b>WHAT ARE THE RISKS?</b></p>	<p>Uncontrolled exposure to the COVID-19 virus that may come from:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Individuals and/ or teams of individuals being exposed if one or more become infected.</li> <li>Individuals being exposed to the virus from surfaces/ frequent touch points/ shared equipment and contact with other similar everyday workplace items.</li> </ul>	
<p><b>WHO MIGHT BE HARMED?</b></p>	<p>Any person entering The London Palladium including:</p> <ul style="list-style-type: none"> <li>LW employees working during this event.</li> <li>Contractors working during this event.</li> <li>Production company members working during this event.</li> <li>Guests visiting during this event.</li> <li>Audience members attending this event.</li> </ul> <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"> <li>120</li> <li>20</li> <li>15</li> <li>20</li> <li>745</li> </ul>
<p><b>WHAT METHODS OF CONTROL HAVE BEEN INTRODUCED?</b></p>		
<p><b>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.</b></p> <p><b>The following control measures are to be observed by all LW Theatres employees, contractors and visitors:</b></p>		<p><b>The following additional control measures have been introduced in order to further reduce the risks:</b></p>
<ul style="list-style-type: none"> <li>✓ Only staff and contractors essential to the front of house operation for the event are to attend the theatre to work on the event and then only after discussions with their line manager. Event planning involving other non-essential staff will be carried out remotely.</li> <li>✓ Clinically vulnerable employees will not be required to attend work at the theatre for the event.</li> <li>✓ Employees with symptoms of COVID-19 or who are required to self-isolate must not travel to work on the event.</li> <li>✓ Employees travelling to work on the event have been advised to consider their travel options in accordance with UK Government guidelines.</li> <li>✓ Where reasonably practicable, FOH staff and contractors working on the event should only undertake activities where they can maintain social distancing from one another and from audience members.</li> <li>✓ Staff and contractors working front of house will not be permitted to enter back stage areas for the duration of their shift.</li> <li>✓ Audience members will not be permitted access to the stage or back stage areas during their visit</li> <li>✓ Auditorium seating for the event will be arranged to enable social distancing between parties. Every other row will remain clear to promote the safe passage of FOH staff and audience members through the auditorium space.</li> <li>✓ 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.</li> </ul>		<ul style="list-style-type: none"> <li>✓ Audience members who identify themselves as clinically vulnerable in advance of the event will be advised not to visit the theatre.</li> <li>✓ All employees, contractors and audience members 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.</li> <li>✓ FOH staff will remain in a 'team bubble' with F&amp;B staff separate from staff working back stage, both for the purposes of training and for the duration of the event. A existing member of staff or of the organisation will be appointed as COVID-19 officer who will be responsible for oversight of the 'team bubble' including the risk assessment and ensuring the appropriate mitigations are in place.</li> <li>✓ Dedicated entrance and exit points will be used to reduce traffic through pinch points, where reasonably practicable.</li> <li>✓ Non-fire doors will be pinned open where reasonably practicable to aid ventilation.</li> </ul>

- ✓ All employees and contractors attending the theatre to work on the event will be required to either wash their hands with soap and water or use hand sanitiser on arrival and before departure.
- ✓ All audience members will be asked to use the hand sanitiser provided upon entry to the theatre.
- ✓ Arrival and departure times of FOH staff and contractors will be staggered as far as reasonably practicable.
- ✓ Arrival and departure times of audience members will be staggered as far as reasonably practicable.
- ✓ Audience flow will be managed by FOH staff throughout the event to minimise queuing and to ensure social distancing is maintained as far as is reasonably practicable.
- ✓ One-way systems will be in place in the front of house areas where reasonably practicable.
- ✓ Audience-facing signage will be on display throughout the building.
- ✓ Social distancing floor markers will be in place where people are likely to congregate.
- ✓ Hand sanitiser and hand washing facilities will be provided throughout the front of house areas for the duration of the event. Handwashing with soap and water should be used in preference to sanitiser wherever possible.
- ✓ The front of house areas will be fully cleaned and disinfected prior to the event.
- ✓ Rest areas and areas where FOH staff 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.
- ✓ Audience members with access requirements will be assisted throughout their visit by a dedicated trained staff member.
- ✓ Security checks will be contactless and carried out by SIA accredited contracted security operatives.
- ✓ Face coverings will be provided for use by FOH staff throughout the event whilst working in audience areas.
- ✓ Face coverings will be provided for use by audience members throughout the event (except when eating or drinking).
- ✓ Any FOH staff member or contractor who feels unwell or who develops COVID-19 symptoms whilst working on the event 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.
- ✓ Any audience member who reports that they have developed COVID-19 symptoms during their visit will be accompanied by a staff member to an outdoor area where they will be advised to return home directly and seek advice from the NHS.
- ✓ 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.

- ✓ Audience members will be issued with guidelines relating to the measures in place in advance of the event where reasonably practicable.
- ✓ Front of house tannoy announcements will be made to notify the audience of any important messages during the event if necessary.
- ✓ Cleaning staff will remain on site throughout the event to focus on disinfecting common touchpoints in the front of house areas.
- ✓ Radios allocated to FOH staff will not be shared during the event and will be thoroughly sanitised before and after use.
- ✓ Access equipment provided to audience members during the event will be thoroughly sanitised before and after use.
- ✓ FOH staff will receive training tailored to the event which will focus on how to keep themselves and others safe whilst working on the event.
- ✓ Contact details of individuals working on and attending the event will be taken and retained for 21 days to assist with the NHS Test and Trace programme.
- ✓ Employees or contractors that have been working with a person who develops COVID-19 symptoms will be briefed by their line manager in accordance with current UK Government guidelines.

**WHAT OTHER ACTION SHOULD BE TAKEN:**

- 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.

**THIS RISK ASSESSMENT:**

Prepared by: Hayley Spong  
 On: 15 July 2020  
 Review date: N/A  
 Review to be undertaken by: N/A