

Covid-19 Risk Assessment

Location: The Portsmouth Guildhall, Guildhall Square, Portsmouth, PO1 2AB **Author:** Nick Coles Head of Support Services

Activity: Dance Live

Date: 28/09/2020

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Dance Live	Performer, Teacher and Support staff	HIGH	<p>The Covid-19 risk assessment is issued in conjunction with risk assessment for customers attending concerts or events and covid-19 cleaning regime.</p> <p>Dance Live schools will be required to follow the following measures</p> <ul style="list-style-type: none"> • Each school will be allocated a time slot for entry into the building. • Temperature check will be carried out on all entering the building. • One-way system will be enforced when moving around the building. • Schools will be given an allocated area within the main auditorium and will be instructed to stay within this area while within this area when not either in their dressing rooms or on stage. • Each school will be allocated dressing room areas for their school only, and where possible this will be divided into year bubbles. • Schools will be allocated their own toilet area for own use where possible. • Senior Schools will be encouraged to wear face covering when not in their dressing rooms of performing on stage. • More time will be allocated for movement of schools to and from stage. • School waiting area will be away for congested areas. 	LOW



<p>Box Office</p>	<p>Customers, Staff and Tenants</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Contact screens have been provided in the box office this is to protect both the employee and the customer. • The box office team should clean the lift touch pad every hour as well as the door handles to the south corridor. • When a customer comes to the box office to purchase a ticket they will be behind the screen, staff should ask the customer not to lean on the desk and they should only come forward to use the card machine. • Once the customer has left the area then the key pad of the card machine should be wiped down with the wipes provided and placed In the bin. You will then be ready to ask the next customer to come forward. • The box office area will be clearly marked as to wear a customer should stand, these marking will be down to the duty manager to complete on a show or event day but should be a process marked by the box office team day to day. There will be signage to place out which will say "wait here to be called forward" those signs will be 6ft apart. 	<p>LOW</p>
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Security	Customers, Staff	HIGH	<ul style="list-style-type: none"> • The team working on the front doors will operate with just one security & 1 FOH member on each door, more entrance doors will be opened than usual and we shall be operating a timed entry system whereby customers will be told what time to arrive to reduce flow on the door and so we can adopt distancing where possible. • Team members on the front doors will be required to wear a visor as provided by the guildhall whilst stood on entry points and operating a search procedure, as per normal they will be required to use disposable gloves for any search on person and the gloves to be disposed of after use. • Unless specifically instructed to do so by the duty manager, no person searches should be carried out. • Team members should clean down with antibacterial wipes any shared items used such as radios and clicker at both the beginning and end of shift, and no one should be sharing a radio or clicker on shift. • Any bag checks will be operated by the customer pushing their bag toward staff along a table, the customer should then be asked to step back from the table while the bag search is completed. • Security colleagues will be required to set out the distancing queue system using barrier and clearly marked signage, as such security shifts may start earlier than previously required to facilitate this as well as the timed entry system. • The queue systems will lead people by where they are sitting to 3 access points, the octagon, The North side fire exit by the lifts and the south side fire exit by the lifts. • The octagon will be used by those in the upper stalls and accessible areas, The north side entrance will be for those in the circle and the south side entrance for those in the stalls, this being as we have the largest space to queue people in the alfresco area. • Those security colleagues working in the queue system should be clear, polite and direct to customers and should wear a mask covering. 	LOW
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<p>Concert and Event Front of House Operations</p>	<p>Customers, Staff</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • The team working on the front doors will operate with just one FOH team member + one security on each door, more doors will be opened than usual and we shall be operating a timed entry system whereby customers will be told what time to arrive to reduce flow on the door and so we can adopt distancing where possible. • Team members on the front doors will be required to wear a mask covering as provided by the guildhall whilst stood on entry points. • Team members should clean down with antibacterial wipes their scanner at both the beginning and end of shift, and no one should be sharing scanners. • When ushering on the doors to circle and auditorium, mask covering should be worn by Ushers and will be provided by the guildhall. • When directing or assisting a customer Ushers should keep a safe distance and usher by hand gesture the way to the area they are looking for. 	<p>LOW</p>
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