



Risk Assessment Templates

Arts Working Group Recovery Toolkit



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Welcome to the Arts Working Group Recovery Toolkit

The Arts Working Group has compiled this module of the toolkit to address risk assessments which is an important first step towards reopening.

The toolkit is designed to support venues, theatres, and arts organisations across the UK as they plan for recovery, prepare for reopening, and protect their teams and their audiences in the process. Share it with your network and your neighbour. Together, we'll create a unified approach to reopening and rebuild consumer confidence towards attending the arts.

We hope the templates below will support your team and create a little more certainty around new procedures.

Stay safe and let's keep working together!

Arts Working Group

Disclaimer:

This document is designed to aid venues in the creation of their own risk Assessments. It is strongly recommended that venues also seek current advice from relevant bodies to ensure that the most up to date information is used in the creation of all documents, policies and procedures.



Template 1 - Increased Cleaning Regime Guidance and Checklist

Reduce spread of infectious disease (Covid-19), staff guidance and checklist

You can download a copy of the [Cleaning Checklist](#) template or use the template below.

Overview

[Venue Name] has reviewed and updated working procedures to combat the effects of Covid-19 and reduce the possible spread and cross contamination. Increase cleaning of facilities using disinfectant cleaner with focus on high contact areas. Cleaning checklist MUST be completed at the end of every shift.

Staff undertaking cleaning of facilities will be provided with additional PPE;

- Face mask
- Eye protection
- Gloves
- Disposable apron
- Hand Sanitiser



CLEANING CHECKLIST

Task	Tick
Handrails 1. Dress circle stairwells 2. Dress circle 3. Tiered seating 4. Dressing rooms stairwells	
Door handles and push plates 1. Front entrance 2. Foyer 3. Men's toilet 4. Ladies toilet 5. Dressing rooms 6. Bar 7. Corridor 8. Theatre doors	
Seat armrests 1. Dress circle 2. Tiered seating	
Toilet facilities 1. Door handles and push plates 2. Sink taps and counters, and toilet handles 3. Lids of women's sanitary product disposal units. 4. Soap dispensers and towel dispenser handles 5. Baby changing stations 6. Bin touch points 7. Light switches	
Technical equipment 1. Fly system 2. Microphone 3. Mic stand 4. Laptop 5. iPad 6. Sound desk 7. Lighting desk	
Dressing rooms: 1. Work surfaces 2. Fridge 3. Bathroom 4. Light switches 5. Door handles / push plates	

COMMENTS / REPORTS / FURTHER ACTION REQUIRED



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LOW ON CLEANING PRODUCTS / PPE

Name:		Signature:	
Date:			



Template 2 - Employees Questionnaire Covid-19

Employee Questionnaire - Return to Work (Covid-19)

You can download a copy of the [Employee Questionnaire - Return to Work](#) template or use the template below.

Question		YES / NO	Action needed
1	Have you visited any country outside of the United Kingdom?		
2	Are you suffering from any flu like symptoms / symptoms of Coronavirus Covid-19 (New continuous cough, fever, high temperature, sore throat, breathlessness, loss of smell or taste)		
3	Are you in close contact with a person who has a confirmed or suspected case of Covid-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
4	Have you been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days?		
5	Have you been advised by a doctor to self-isolate at this time?		
6	Have you been in contact with someone who has visited an affected region in the past 14 days?		
7	Do you fall into any of the at-risk categories, or been told to self-isolate?		
8	Have you read the Staff Guidance and Covid-19 Information document provided by your employer?		
9	Have you completed Training Company Name training - Returning to Work (during/after Covid-19)?		
10	Have you completed <i>Training Company Name</i> training - Resilience?		
11	Do you feel well and fit enough to return to work?		



12	Are you keeping up to date with the latest Covid-19 advice from the Government?		
13	Do you have any worries or concerns about returning to work?		
14	Do you know what to do in relation to social distancing, good hand and respiratory hygiene?		
15	Do you understand the purpose and reasons behind new proposed staff rota's, changing of start / finish times and more structured break times?		
16	Have you been made aware of any changes to Risk Assessment relevant to your work area and activities?		
17	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?		
18	Have you been made aware that any personal items brought into the workplace must be cleaned and stored in storage lockers provided?		
19	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of it?		
20	Do you know what support is available to you if you are feeling anxious or stressed?		

Note	When in the [Venue Name] and its related facilities, please stay safe and adhere to our standard process/procedures regarding infection control, i.e., handwashing/hand sanitizing and general coughing/sneezing etiquette. Use of PPE including face coverings may be required and will be provided.
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Name:		Signature:	
Date:			



Template 3 - Staff Guidance and Covid-19 Information

Staff guidance and Covid-19 Information

You can download a copy of the [Staff Guidance and Covid-19 Information](#) template or use the template below.

How is Coronavirus (Covid-19) spread?

Covid-19 is a highly infectious disease that can lead to severe illness and in some cases death.

The virus is most likely to be passed on when there is close contact with an infected person. There are two main ways Covid-19 can be spread:

- By coming into close contact with someone who has the virus and is coughing or sneezing.
- If an individual comes into contact with surfaces, objects or the hand of an infected person that has been contaminated with respiratory secretions and then the individual touches their own face (eyes, nose or mouth).

How to prevent transmission?

1. Keep a distance (2m), cleanliness, surface disinfection, hand/respiratory hygiene (cough/sneeze etiquette)
2. Regularly wash hands with soap and warm water (At least 30 seconds)
3. Clean hands with alcohol based hand sanitiser gel when soap and water is not possible
4. Avoid touching your eyes, nose and mouth
5. Cover your cough or sneeze with tissue, and dispose of immediately and wash your hands
6. Protect particularly vulnerable people; and
7. Isolation of sick people and people who had close contact with them

Reduce cross contamination / Social distancing

To reduce cross contamination between yourself and members of your household, respect social distancing. When returning home keep 2m distance at all times and follow the steps below before getting in close contact:

1. Do not interact with family or pets
2. Remove clothing and put in the wash
3. Have a shower or bath, wash your hair
4. Put on clean clothing

Reporting symptoms

If you are experiencing any symptoms listed below seek medical advice immediately, self-isolate and inform your line manager.



If you experience symptoms while at work, report to your line manager immediately and isolate in the “isolation zone” located in Dressing Room 1. Your line manager will call a qualified First Aider. Please be aware First Aider will be in full PPE and will record your details.

If a member of the public experiences symptoms while at [Venue Name], report it to the House Manager immediately and isolate the member of public in the “isolation zone” located in Dressing Room 1. Use the appropriate PPE provided to reduce risk of cross contamination. The House Manager will call a qualified First Aider.

What are the symptoms?

It can take up to 14 days for symptoms of Covid-19 to appear. They can be similar to the symptoms of cold and flu. Common symptoms of Covid-19 include:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If an individual has any of these symptoms, follow current government guidance. To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home (self-isolate) and get a test.

How long should I self-isolate?

If your symptoms are mild you must not leave your home. This is called self-isolation.

- Anyone with symptoms must self-isolate for 7 days from when their symptoms started.
- Anyone who does not have symptoms must self-isolate for 14 days from when the first person in your home started having symptoms.

During isolation period **DO NOT**

- go to work, school or public places – work from home if you can
- go on public transport or use taxis
- go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- have visitors in your home, including friends and family – except for people providing essential care
- go out to exercise – exercise at home or in your garden, if you have one

You can stop self-isolating after 7 days if either:

- your symptoms have gone
- you just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone

Keep self-isolating if you still have any of these symptoms after 7 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling or being sick
- diarrhea
- loss of appetite

Only stop self-isolating when these symptoms have gone.



If you have diarrhea or you're being sick, stay at home until 48 hours after they've stopped.

Ask for a test if you have symptoms

Ask for a coronavirus test if you have symptoms. Getting tested will help you find out if you and anyone you live with can stop self-isolating.

Get an isolation note for your employer if you're unable to work

If you need to self-isolate, you can get an isolation note to send to your employer as proof you need to be off work.

You **DO NOT** need to get a note from a GP.

Hand hygiene/Hand sanitising

Good hand hygiene and washing hands properly will help to stop the spread of Covid-19. It is important to wash your hands frequently using soap and warm water. Between hand washing, the use of hand sanitisers (70% alcohol base) is recommended.

No Handshake Policy

To avoid physical contact we will have a No Handshake Policy in place. Theatre Management have made additional considerations to make this possible, including purchase of ticket scanners, shields and shields etc. Customers will be sent an email prior to attending the theatre to outline what to expect and ask them to follow the rules.

In addition to a **No Handshake Policy** it is recommended to wash your hands:

- After coughing and sneezing
- Before and after eating
- Before and after preparing food
- If in contact with someone who is displaying any Covid-19 symptoms
- Before and after being on public transport (if using it)
- At the start and end of a work task
- Before and after being in a crowd
- When arriving and leaving the centre
- Before having a cigarette or vaping
- When hands are dirty
- After toilet use

Avoid use of shared equipment where possible. For example, carry your own personal pen, or Skype phone/headset. If this is not possible, clean and sanitise equipment before and after each use with the disinfectant cleaning wipes provided.

- Radios
- Radio headset pieces
- Microphones
- Skype headset
- Keyboard
- Calculator
- Pens
- Office stationery
- Sound / lighting desk
- iPad
- Ticket scanners

Theatre Management where possible to give option to complete paperwork remotely through use of Google Drive.



- Time sheets
- House sheets
- Technical show report

To reduce clutter and use of shared equipment all staff **MUST** use storage lockers provided.

Personal Protective Equipment (PPE)

The [Venue Name] will be responsible for providing all their staff with appropriate PPE, where social distancing cannot be adhered to. For example, during a show get-in, or quick changes.

Minimise time undertaking tasks where social distancing cannot be followed to reduce risk.

Avoid direct contact e.g., stand side-to-side, or back-to-back. If this is not possible use of PPE required; face mask.

If a production company is working in the [Venue Name] it will be responsible for providing its own staff (crew, performers, creatives etc.) with PPE.

Production Company, act or agent should inform the [Venue Name] of PPE requirements in advance, preferably on the show technical specification or rider. [Venue Name] will have a contingency of stock for productions that arrive with insufficient Covid-19 specific PPE (masks, gloves and eye protection), to ensure appropriate level of safety is being adhered to.

PPE used by a production company will be charged back to the Production Company, act or agent at cost-price and deducted from settlement.

[Venue Name] and [Main Company/Council] to install screens/barriers or use of additional PPE as identified by risk assessment. Screens to be installed in Box Office, reception and bar.

Best practice and safe use

- Wash your hands thoroughly with soap and water for 30 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practice social distancing wherever possible

Maximum capacity

To adhere to social distancing rules the [Venue Name] will implement maximum capacities in all areas as follow;

- Theatre auditorium
 - Seated - TBC
 - Standing tiered out- TBC
 - Standing tiered back - TBC
 - Standing Exhibitor layout - TBC



- Bar - TBC
- Behind bar - TBC
- [Bar Name] - TBC
- Dressing rooms
 - #1 Room - TBC
 - #2 Room - TBC
 - #3 Room - TBC
 - #4 Room - TBC
- Theatre Office - TBC
- Stage - TBC

Signage will be displayed on every room/area to show its maximum capacity.

Capacity has been calculated by Theatre Management following social distance guidance (2m) and taking into account what the room is being used for, available space, appropriate ventilation, room access, duration of use and cleaning requirements.

Please note, any numbers are subject to Government guidance and may change in the future.

Pre/Post show meet and greets to be cancelled until further notice. Unless specific tickets are sold in advance, to allow Theatre Management to put appropriate measures in place, such as staggered arrival.

Team lifting should be avoided where possible and mechanical solutions used. For example, using a line or hoist instead of walking up a scenery flat, use of trolley and motors etc.

Increased cleaning regime

[Venue Name] has reviewed and updated working procedures to combat the effects of Covid-19 and reduce the possible spread and cross contamination. Increase cleaning of facilities using disinfectant cleaner with focus on high contact areas. Cleaning checklist **MUST** be completed at the end of every shift.

Staff undertaking cleaning of facilities will be provided with additional PPE;

- Face mask
- Goggles
- Gloves
- Disposable apron
- Hand sanitiser



CLEANING CHECKLIST

Task	Tick
<p>Handrails</p> <ol style="list-style-type: none"> 1. Dress circle stairwells 2. Dress circle 3. Tiered seating 4. Dressing rooms stairwells 	
<p>Door handles and push plates</p> <ol style="list-style-type: none"> 1. Front entrance 2. Foyer 3. Men's toilet 4. Ladies toilet 5. Dressing rooms 6. Bar 7. Corridor 8. Theatre doors 	
<p>Seat arm rests</p> <ol style="list-style-type: none"> 1. Dress circle 2. Tiered seating 	
<p>Toilet facilities</p> <ol style="list-style-type: none"> 1. Door handles and push plates 2. Sink taps and counters, and toilet handles 3. Lids of women's sanitary product disposal units. 4. Soap dispensers and towel dispenser handles 5. Baby changing stations 6. Bin touch points 7. Light switches 	
<p>Technical equipment</p> <ol style="list-style-type: none"> 1. Fly system 2. Microphone 3. Mic stand 4. Laptop 5. iPad 6. Sound desk 7. Lighting desk 	
<p>Dressing rooms:</p> <ol style="list-style-type: none"> 1. Work surfaces 2. Fridge 3. Bathroom 4. Light switches 5. Door handles / push plates 	

For further information, advice and guidance visit www.gov.uk, www.nhs.uk, www.hse.gov.uk, www.who.int



Template 4 - Social Distancing and One Way System Plans

You can download a copy of the [Social Distancing and One Way System Plans](#) template or use the template below.

Overview

[Venue Name] has put in place social distancing and one way system measures to reduce the risk of Covid-19.

Bar

Insert images and information to show customer pathways implemented in you specific venue

Auditorium

Insert images and information to show customer pathways implemented in you specific venue

Toilets

Insert images and information to show customer pathways implemented in you specific venue

Reception / Box Office

Insert images and information to show customer pathways implemented in you specific venue



Template 5 - Act and Contractor Questionnaire Covid-19

Visitor / Contractor Covid-19 Questionnaire

You can download a copy of the [Act and Contractor Questionnaire](#) template or use the template below.

Name:	
Company:	
Mobile no:	
Email:	

Questions (please circle your answers)		
1	Have you visited any country outside the United Kingdom?	YES / NO
2	Are you suffering from any flu like symptoms / symptoms of Coronavirus Covid-19 (New continuous cough, fever, high temperature, sore throat, breathlessness, loss of smell or taste)	YES / NO
3	Are you in close contact with a person who has a confirmed or suspected case of Covid-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?	YES / NO
4	Have you been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days?	YES / NO
5	Have you been advised by a doctor to self-isolate at this time?	YES / NO
6	Have you been in contact with someone who has visited an affected region in the past 14 days?	YES / NO
7	Have you been advised by a doctor to self-isolate at this time?	YES / NO
8	Can Contractor produce copies of the following Documents <ul style="list-style-type: none"> • Public Liability Insurance • Employees Liability Insurance • Risk Assessments • Risk Assessments for Covid-19 • Health & Safety Policies 	YES / NO YES / NO YES / NO YES / NO YES / NO

Note	When in the [Venue Name] and its related facilities, please stay safe and adhere to our standard process/procedures regarding infection control, i.e., handwashing/hand sanitizing and general coughing/sneezing etiquette. Use of PPE including face coverings may be required and will be provided.
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Name:		Signature:	
Date:			

Template 6 - Act & Contractor Guidance and Covid-19 Info

Act & Contractor guidance and information

You can download a copy of the [Act and Contractor Guidance and Covid-19 Info](#) template or use the template below.

Shower facilities

Showers amplify the distribution of virus droplets, in view of this Theatre shower facilities will be closed until further notice. Please inform cast and performers so they can make alternative arrangements.

Personal Protective Equipment (PPE)

The [Venue Name] will be responsible for providing all their staff with appropriate PPE, where social distancing cannot be adhered to. For example, during a show get-in, or quick changes.

If a production company is working in the [Venue Name] it will be responsible for providing its own staff (crew, performers, creatives etc.) with PPE.

Production Company, act or agent should inform the [Venue Name] of PPE requirements in advance, preferably on the show technical specification or rider. [Venue Name] will have a contingency of stock for productions that arrive with insufficient Covid-19 specific PPE (masks, gloves and eye protection), to ensure appropriate level of safety is being adhered to.

PPE used by a production company will be charged back to the Production Company, act or agent at cost-price and deducted from settlement.

Risk Assessments

A show specific risk assessment should identify tasks that will require the use of PPE and the type of PPE to be used, including non-Covid-19 related hazards. Where masks are indicated as a requirement, staff should be trained and aware of any conditions that can make mask-wearing difficult e.g., asthma, autism etc. and management should ensure tasks are delegated appropriately to take these considerations into account.

Maximum capacity

To adhere to social distancing rules the [Venue Name] will implement maximum capacities in all areas as follow;

- Theatre auditorium
 - Seated - TBC
 - Standing tiered out- TBC
 - Standing tiered back - TBC
 - Standing Exhibitor layout - TBC
- Bar - TBC
- Behind bar - TBC

- [Bar Name] - TBC
- Dressing rooms
 - #1 Room - TBC
 - #2 Room - TBC
 - #3 Room - TBC
 - #4 Room - TBC
- Theatre Office - TBC
- Stage - TBC

Signage will be displayed on every room/area to show its maximum capacity.

Capacity has been calculated by Theatre Management following social distance guidance (2m) and taking into account what the room is being used for, available space, appropriate ventilation, room access, duration of use and cleaning requirements.

Please note, these numbers are subject to Government guidance and may change in the future.

Pre/Post show meet and greets to be cancelled until further notice. Unless specific tickets are sold in advance, to allow Theatre Management to put appropriate measures in place, such as staggered arrival

Team lifting should be avoided where possible and mechanical solutions used. For example, using a line or hoist instead of walking up a scenery flat, use of trolley and motors etc.

Template 7 - Amended Fire Safety and Evacuation Procedure - Dispersal

You can download a copy of the [Amended Fire Safety and Evacuation Procedure](#) template or use the template below.

(Instead of assembly point)

Overview

Due to current health and safety measures in place to prevent spread and cross contamination of Coronavirus (Covid-19) the [Venue Name] has re-evaluated its Fire Safety and Evacuation Procedure. Social distancing causes implications to our current Assembly Point procedure and as such has prompted a review; Assembly Point has been scrapped and replaced with a dispersal model while social distancing is being enforced by Government.

[Venue Name] Fire Evacuation Procedure is still in force, with the following amendments, taking into account the risk of Coronavirus (Covid-19):

Dispersal model

In the case that the House Manager or responsible employee deems it necessary to evacuate the building;]

- One way systems cannot be followed, and the fastest and safest route should be taken; the immediate risk outweighs possible contamination of Covid-19.
- Continue to adhere to social distancing, members of staff to advise the public to remain calm and keep their distance where possible.
- Once building is evacuated members of the public will be advised to;
 - Disperse from the area and return in 10 minutes at which point staff will advise further action;
 - 1. Safely return to seats and commence show
 - 2. Advised to go home and refunds will be issued
 - Follow social distancing, keeping at least 2m distance at all time
- Members of staff on duty to congregate in normal Assembly Point located in [insert]. Following social distancing, keeping at least 2m distance at all times.

To assist with the update in procedure Theatre Management will make customers and attendees aware of current information and guidance, outlining what to expect when they attend the Theatre, including dispersing from the area in case of fire or emergency;

- Email all attendees prior to the event
- Regular announcements to be made through Theatre PA and relay systems
- Signage displayed throughout venue

Template 8. Restroom Cleaning Checklist

You can download a copy of the [Restroom Cleaning Checklist](#) template or use the template below.

Overview

[Venue Name] has reviewed and updated working procedures to combat the effects of Covid-19 and reduce the possible spread and cross contamination. Increase cleaning of facilities using disinfectant cleaner with focus on high contact areas. Restroom cleaning checklist MUST be completed before and at the end of every shift.

Inspect restroom facilities frequently at the start and end of each shift, and before interval with focus on checking and filling: tissues, soap, toilet paper and hand sanitizer.

Staff undertaking cleaning of facilities will be provided with additional PPE;

- Face mask
- Eye protection
- Gloves
- Disposable apron
- Hand sanitiser

Restroom Cleaning Checklist	
Task	Tick
1. Apply disinfectant inside toilets and to all touchpoint surfaces	
2. Check and fill: tissues, soap, toilet paper and hand sanitizer	
3. Pick up all rubbish, sweep floor and empty rubbish bins	
4. Clean high touch areas; door handles, countertops, sinks and dispensers	
5. Clean inside of toilets and urinals	
6. Wipe outside of toilets and urinals including toilets seat	
7. Spot clean walls and tiles	
8. Clean mirrors	
9. Clean and mop the floor	
10. Treat any restroom odors; air freshener (Spray or gel)	
11. Inspect and double check all areas, lock middle door in ladies and men's	

COMMENTS / REPORTS / FURTHER ACTION REQUIRED

LOW ON CLEANING PRODUCTS / PPE

Name:		Signature:	
Date:			

Template 9: Main Risk Assessment Templates

The links below will bring you to two example risk assessments, one for a venue and the other for an exhibition. These examples will offer your team a better insight into the level of detail required. Use these templates to guide you but make sure that you make the necessary changes so that they reflect your organisation accordingly.

1. Venue Template

Please note that all references to appendices reflect the above templates within this risk assessment.

You can download a copy of the [Venue Template](#) template here.

2. Exhibition Template

Please see the Main Risk Assessment Template using the link below:

You can download a copy of the [Exhibition Template](#) template here.



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