



COVID-19 GUIDANCE AND PROTOCOLS

Risk assessment – Live Music; Live Streaming; Learning and Participation

Company name: The Globe

Assessment carried out by: Tom Adams

Date assessment carried out: 18.08.2020

Date of amendment: 22.12.2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---------------------------------------|---|---|---|------------------------------------|-------------------------------|------|
| General Covid-19 contamination | Globe staff, volunteers, members of the public – cross contamination | Providing hand washing and/or hand sanitiser facilities. Clear signage concerning risks. Clear signage in relation to social distancing. | None | Globe staff/Volunteers | Immediately | TA |
| Moving around the building | Musicians, Tutors, Participants/Learners, Audience Members and The Globe Staff/Volunteers | Socially distanced corridors must be clearly marked to allow entrance to the building and free movement around the venue. The use of the gangways should be kept to a minimum, work should be organised so as to reduce movement around the venue where possible. | Globe staff/Volunteers must monitor adherence to social distancing and point out to Musicians, Tutors, Participants/Learners, and Audience Members of the public when it is not | Globe staff/Volunteers, tutors | Immediately | TA |

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| Providing Learning opportunities. | Musicians, Tutors, Participants/Learners, Audience Members and The Globe Staff/Volunteers. Covid-19 cross contamination | Prior to any learning session, Globe staff and tutors must ensure that COVID 19 signage / sanitising equipment is in place in the room to be used for the session, routes around the building and ancillary rooms such as toilets. | On-going vigilance | Tutors, Globe staff/volunteers | Immediately | TA |
| Covid-19 cross contamination via musical instruments/equipment provided by the Globe | Musicians, Tutors, Participants/Learners, Audience Members and The Globe Staff/Volunteers. Covid-19 cross contamination | Globe staff and tutors must ensure that that all equipment provided by the Globe (including instruments, music stands, microphones, sound equipment, etc) is sanitised before the start of a session and at the end of the session. After handling Globe equipment, staff should wash/sanitise hands irrespective of your next task. | On-going vigilance | Tutors, Globe Staff/volunteers | Immediately | TA |
| Covid-19 Cross Contamination in High Traffic | Musicians, Tutors, Participants/Learners, Audience Members and | On a regular basis high traffic areas where transference could occur should be cleaned. | On-going vigilance | Tutors, Globe Staff/volunteers | Immediately | TA |

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| Touch Areas including toilets | The Globe Staff/Volunteers. Covid-19 cross contamination | This includes door presses, handrails and switches. Globe staff should ensure that hand washing and drying facilities and hand sanitiser are available in all toilet/washroom facilities. Tutors should ensure that learners/participants are aware of the restrictions placed on numbers in toilets at any time. | | | | |
| Covid-19 cross contamination between musicians and learners | Musicians, Tutors, Participants/Learners, Audience Members and The Globe Staff/Volunteers. Covid-19 cross contamination | Be vigilant in assisting all to enjoy themselves safely in line with social distancing guidelines. A social distance of 2m is advised. However UK government guidance allows for a 1m+ distance with mitigation where 2m is not possible. | On-going vigilance Tutors should consider the use of screens between learners who are playing woodwind, brass or other blown instruments or singers and other participants to reduce the possibility of aerosol transmission. | Tutors and Globe staff/volunteers | Immediately | TA Amended 22.12.20 |

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| | | <p>Particular attention should be paid to woodwind, brass and all other blown instruments (e.g. flute, clarinet, saxophone, trumpet, etc.) and singers – government guidance suggests a social distance of 3 metres and/or screens between learners who fall into these categories Under no circumstances should instruments be shared.</p> <p>In all contact situations irrespective of distance staff, tutors and learners should consider side-to-side or back-to-back working or passing by.</p> | <p>Tutors should ensure that participants maintain social distancing during the session.</p> | | | |

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| Provision of hospitality e.g. liquid refreshments. Covid-19 cross contamination between staff/tutors and learners participants | Musicians, Tutors, Participants/Learners, Audience Members and The Globe Staff/Volunteers | The bar will be closed to comply with government regulations. The provision of refreshments (tea, coffee, water) will be at the discretion of the tutor and the Globe Staff/Volunteers. | On-going vigilance | Globe Staff/volunteers | Immediately | Amended TA 22.12.20 |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/