



### COVID-19 Risk Assessment

#### **Persons at risk:**

Volunteers  
Members  
Guests  
Private hirers  
Private hirers clients / guests

#### **Controls in place**

##### Social Distancing

- Separate exit and entrance points will be used wherever possible.
- Theatre62 volunteers will be encouraged to monitor and assist with social distancing during Theatre62 events.

##### Doors & Windows

- Where appropriate doors and windows will be kept open to improve ventilation and limit contact with door handles.

##### Personal Hygiene

- Hand sanitiser will be available at all entry points and in all toilet lobbies.
- Hand washing facilities with soap and disposable paper towels will be in place in the toilets, kitchen, and bar.
- Signage encouraging frequent and thorough hand washing will be displayed.

##### Cleaning

- A thorough clean of the premises will be completed at least monthly, and in addition before each run of Theatre62 social or theatrical events.
- Touch points will be cleaned regularly during Theatre62 events.

## Infection

- The Theatre62 NHS Track and Trace App QR code is displayed at entry points, and all volunteers, members, private hirers and their clients / guests are encouraged to use this for registering attendance at the clubhouse.
- A Theatre62 Covid-19 Visitor Register (paper) is also available at the clubhouse for recording attendances in support of the NHS Test and Trace service where the NHS Test and Trace App is not used.
- Volunteers, members, private hirers and their clients / guests are encouraged to take Lateral Flow Tests (LFT) within the 24 hours before attending the clubhouse. If the LFT returns a positive result they should not attend.
- Volunteers are instructed not to attend the clubhouse if they have any COVID-19 symptoms. These include a high temperature, lack of smell and taste and a new dry cough.
- If any volunteer, member, guest or private hirer client / guest shows symptoms of COVID-19 they will be asked to leave the premises immediately.
- If any volunteer, member, guest or private hirer client / guest subsequently has a positive test result, they should include Theatre62 [secretary@theatre62.org.uk](mailto:secretary@theatre62.org.uk) as a contact for the NHS Test and Trace Service.

