



Greengage: standard COVID-19 risk assessment for shoots. *Last updated 19 July 2020*

What is the hazard?	Measures taken to mitigate
Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Covered by Venue assessment (separate document)</p> <ul style="list-style-type: none"> • Provide water, soap and drying facilities at wash stations in line with number of people • Provide information on how to wash hands properly and display posters • Provide hand sanitiser
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	<p>Covered by Venue assessment (separate document)</p> <p>Identify high risk areas:</p> <ul style="list-style-type: none"> • Places that people will congregate: bathrooms, entry / reception area, kitchen / tea areas, changing areas • 'Bottleneck' areas where people can't socially distance: narrow corridors and doorways, lifts • Shared surfaces: kettles and other kitchen tools, door handles, camera or tech equipment including cords • Communal areas with limited ventilation <p>Plan to mitigate risks in all of these:</p> <ul style="list-style-type: none"> • Put in place one-way systems to manage the flow of people moving around: instrument delivery, crew load-in, players and other staff or freelancers • Stagger arrival and leaving times, clear break schedule -- to reduce contact • Washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas • Put signs up to remind people to wash and sanitise hands and not touch their faces • Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it • Reorganise facilities in communal areas such as spacing out tables • Put in place physical impervious barriers (eg Perspex in reception areas) • Leave non-fire doors open to reduce contact with doors <p>Safe food and beverages (No food - boxed water places open nearby)</p> <ul style="list-style-type: none"> • Coffee / tea, biscuits: served to minimise multiple people handling shared equipment • Disposable cups • Water: individuals to bring own water bottles • Lunch: on site or off site. Bring own or buy



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Getting or spreading coronavirus through workers living together and/or travelling to work together	Not applicable, other than awareness about what mode of transport individuals take to the shoot. This is covered in the pre-shoot questionnaire and rules communication.
Getting or spreading coronavirus by not cleaning surfaces, equipment and rooms	<p>Covered by Venue assessment (separate document)</p> <p>Prepare the venue</p> <ul style="list-style-type: none"> • Cleaning: before anybody arrives. Check latest regulations / guidelines for hygiene for bathrooms and other areas and spaces to be used during the day • Air quality and ventilation before people arrive <p>Ensure ongoing hygiene and cleaning throughout the shoot (venue assessment)</p> <ul style="list-style-type: none"> • Ventilation: air conditioning, windows that open • Equipment: list of all equipment, what is shared and by whom, what are the requirements, how often will these surfaces / equipment be cleaned and by whom, what precautions (gloves, masks) are taken • Technical equipment: cameras, show laptop, cables, external hard drives... • Shared surfaces / objects: bins, door handles etc • Venue itself? Do we need to wipe floors etc? <p>Ensure hygiene in bathrooms (venue assessment)</p> <ul style="list-style-type: none"> • Cleaning rota, with consideration for frequency of use (check the gender mix of players) • Process to manage flow of people going to the bathroom <p>Ensure we leave the venue safely (venue assessment)</p> <ul style="list-style-type: none"> • Final clean at end - part of ongoing protocol. Do we need to provide any assurances to the venue? Where does Greengage's responsibility end and the venue's begin?
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Not applicable given length of engagement
Contracting or spreading the virus by not social distancing	<p>Covered by scientific research on musicians and spacing exercise (separate document)</p> <p>Adhere to scientific research on spacing of musicians, and of other individuals involved in the shoot</p>



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	<ul style="list-style-type: none"> • Check latest government regulations / guidelines on numbers of people permitted within ensemble, audience and production team. Location capacity within these rules • Government guidance and scientific research to determine distance between players; rules for different instruments • Mark pre-designated positions for players' positions • Mark pre-designated positions for cameras • Mark where staff and crew can go during shoot
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Not applicable
Poor ventilation leading to risks of coronavirus spreading	Covered by Venue assessment (separate document)
Increased risk of infection and complications for vulnerable individuals	<p>Questionnaire and self-assessment to determine health risk, agreement and opt-in indemnity forms where needed.</p> <ul style="list-style-type: none"> • Ensuring all performers, crew and staff understand the risks they are taking and are comfortable with this • Mode of transport (e.g. Tube) to get to the venue • Ensure all players, crew and staff receive all instructions and sign an agreement to adhere to regulations before arriving
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Not applicable
Enable easy, quick tracking throughout the day and afterwards	<p>Informal post-shoot check-in with all players, crew and staff.</p> <ul style="list-style-type: none"> • Not relevant we are too small • Way to record who came in closest contact with who during the session/performance - and how bubbles can be formed wherever possible to minimise risk of spread. For example - if there is more than one toilet, ensure that the same groups are using each one to create bubbles and aid with tracking if a case should subsequently occur. • Recommended as a "feedback loop" by BBC TV/film production guidelines but also will help us keep making this process more robust

Adapted from HSE COVID risk assessment guidance and government guidance research.



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SOURCES

Interviews

- Hirespace - Safer Events Team
- Charite - COVID-19 Research Network
- MU
- ABO
- UK Music - Tom Kiehl
- Other arts organisations:
 - NSO - Taiwan
 - Berlin Phil
 - ROH
 - Garsington
 - etc. . .

References

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Close Contact Services: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>