

Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER
• WORKING TOGETHER



OPEN AIR THEATRE REGENT'S PARK

VENUE OPERATIONS

2021 Regent's Park Open Air Theatre Season

Production Risk Assessments

(V5.01 Revision D) June 2021

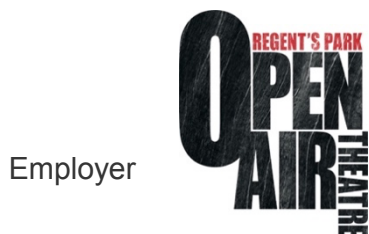
Revision History	Date

Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)



Employer

Date June 2021

Who to contact: Andy Beardmore

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



RISK ASSESSMENT

Number

RPOAT VENUE COVID RA 1

REV

D

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Patrons , Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Venue arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Patrons : Pre-Arrival arrangements	Patrons Open Air Theatre Staff Production Crew Contractors	Point of sale information regarding COVID secure measures and " See it Safely" scheme information to be made available to all patrons , including reduced capacity, social distancing measures , enhanced cleaning, one-way systems, mandatory face coverings, paperless and cashless systems, disposable glassware and meal boxes, and multiple hand sanitiser stations. Patrons will be advised to raise any specific concerns at point of sale . Open Air Theatre staff will be available onsite to answer any specific queries on the day Contact details will be taken for all ticket holders aged 16+ , to assist with any contact tracing required by the NHS test and trace service . Ticket holders will be contacted a few days before the performance and will be advised of any changes to the site arrangements , and to confirm those attending are aware of the health requirements and venue COVID arrangements
Site arrangements - ticketing restrictions / seating arrangements	Patrons Open Air Theatre Staff Production Crew Contractors	Tickets are only available in groups of 1, 2, 3 or 4 seats and each group is distanced from the other groups in the auditorium in line with government guidance. All tickets within a particular group must be purchased by one booker . Following current UK Covid restrictions requirements for Performing Arts Venues , seating capacity has been dramatically reduced to a maximum of 50 % of the original capacity of 1,256 seats . In the auditorium, each group of seats is separated from any other group of seats by at least 1 metre , with additional mitigations in place such that the entire auditorium is outside, audiences are not sat face-to-face and face coverings are mandatory throughout the venue. Performers are also distanced from audience members in line with government guidance, with row A not for sale. Please note: if the government removes or reduces social distancing requirements, we may elect at our sole discretion and at any time to seat other ticketholders nearer to or directly next to your group

Assessed By	On Behalf Of	Date	Review Assessment
Chris Luscombe Dip NEBOSH Grad IOSH	Regent's Park Open Air Theatre	June 2021	In Event of Significant Change



RISK ASSESSMENT

Number

RPOAT VENUE COVID RA 2

REV

C

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Venue arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Patrons : Pre-Arrival arrangements	Patrons Open Air Theatre Staff Production Crew Contractors	<p>All patrons are required to comply with Open Air Theatre terms and conditions for entry into venue , including a health declaration to confirm :</p> <p>You must not attend the venue if you: Believe you may be infected with COVID-19; Have experienced symptoms in the last 14 days; Have been in close proximity to anyone who has experienced symptoms in the last 14 days; Have recently arrived in England and government guidelines require you to self-isolate</p> <p>Any individual who considers themselves to be clinically extremely vulnerable or who is in the same household or support bubble as someone who considers themselves to be clinically extremely vulnerable is advised not to attend.</p>
Patrons : Pre-Arrival arrangements	Patrons Open Air Theatre Staff Production Crew Contractors	<p>Wherever possible , patrons are advised to follow appropriate guidance regarding travel to the Open Air Theatre :</p> <p>When using public transport, please follow government guidance. We are easily accessible by foot or by bike and have a large space within the venue for storing bicycles. Parking is free on the Inner Circle, Chester Road and Outer Circle after 6.30pm every day.</p> <p>Gates will open 90 minutes before performances , please check performance times as these may be different to our previous start times</p> <p>Entry to the theatre is via Queen Mary's Gardens. If you require a more accessible entrance, please enter via the Theatre Exit Gate on the Inner Circle.</p>

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Chris Luscombe Dip NEBOSH Grad IOSH	Regent's Park Open Air Theatre	June 2021	In Event of Significant Change



RISK ASSESSMENT

Number

RPOAT VENUE COVID RA 3

REV **D**

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Audience arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Face Coverings / 1 Metre + Mitigations	Patrons Open Air Theatre Staff Production Crew Contractors	<p>In order to reduce risks of transmission to a minimum , and to enable commercially viable COVID secure performances to take place at the Open Air Theatre , where social distancing is reduced to between 1 Metre + (as it is in the auditorium), additional mitigations are in place :</p> <p>The entire auditorium is outside; audiences are not sat face-to-face and the use of face coverings is mandatory at all times (other than momentarily to enable eating and drinking when seated). You will not be required to wear a face covering if: you have a physical or mental illness or impairment, or a disability that means you cannot put on, wear or remove a face covering; or putting on, wearing or removing a face covering would cause you severe distress. In these cases, you should wear an exemption lanyard which are available to download from the Open Air Theatre website</p>

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RISK ASSESSMENT

Number

RPOAT VENUE COVID RA 4

REV **A**

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Venue arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
One Way Systems	Patrons Open Air Theatre Staff Production Crew Contractors	<p>One-way systems have been created around the venue , the amount of furniture front-of-house has been reduced and signage is in place to indicate direction of movement around the venue and maintaining appropriate distancing. Staff will be on hand to assist patrons in keeping to the site requirements , including use of one way systems</p> <p>Patrons will be advised to queue outside the venue if required following social distancing . The immediate area outside the theatre entrance in Queen Mary's Gardens will have a small queueing area , segregated by rope and post , and patrons are requested to wait until there is sufficient space to join the queue in a socially distanced manner . The Open Air Theatre will open gates 90 minutes before each performance</p>
One Way Systems	Patrons Open Air Theatre Staff Production Crew Contractors	<p>Once inside the venue , one way systems are clearly marked to keep patrons socially distanced , including consideration of crossover routes for bars , merchandising etc . Open Air Theatre staff will be available to direct and assist patrons</p> <p>Wherever possible , pre-ordering of drinks and Grill food is encouraged to reduce congestion / interactions at the venue . Separate queues for bar / grill / merchandising orders and collections will be in place</p> <p>Toilets are available at the venue , with a dedicated one way system in place which will allow any queues to maintain social distancing . Appropriate signage , lighting and access will be provided .</p> <p>Patrons will be encouraged to take their seats as early as possible , to avoid any bottlenecks . Please maintain a distance of 2 metres where possible when queuing and taking your seats. Whilst the capacity in the auditorium has been greatly reduced, you may need to pass someone to take your seat. Please mitigate any risk by keeping your mask on and turning away as you pass.</p>

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RISK ASSESSMENT

Number

RPOAT VENUE COVID RA 5

REV **B**

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Venue arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Cleaning & Hygiene arrangements	Patrons Open Air Theatre Staff Production Crew Contractors	<p>All public and staff areas will be subject to an enhanced cleaning regime to assist with COVID secure arrangements . Hand sanitiser stations are located throughout the venue , and at all entrance points . Welfare facilities are provided and maintained for all staff and patrons . COVID secure Handwashing guidance is provided at wash stations</p> <p>The auditorium , toilets and public areas will be thoroughly cleaned prior to each performance , including particular attention to high touch surfaces such as door handles , handrails , armrests and seats . There is sufficient time between performances to enable an efficient cleaning / sanitisation regime . An external cleaning contractor is engaged to ensure all cleaning / sanitisation is undertaken to the highest standard , in line with the UK Government / DCMS guidance for the entertainment sector https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>

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RISK ASSESSMENT

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RPOAT VENUE COVID RA 6

REV **B**

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Venue arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Food , Beverage & other retail points	Patrons Open Air Theatre Staff Production Crew Contractors	Where possible , pre-ordering of food and drink items is encouraged , to reduce risks of transmission and interactions . Separate ordering and collection points will be in place , with protective screens in place between patrons and venue staff , in addition to the requirement for wearing face coverings Only electronic payments will be accepted via contactless , or card terminals . No cash will be accepted for payments Bars will shut 15 minutes before the start of the production and at the interval and will not be open during or after the performance
Interactions between patrons and Open Air Theatre staff	Patrons Open Air Theatre Staff Production Crew Contractors	Where practicable , social distancing will be maintained between patrons and staff , to reduce transmission risks , in line with the guidance . Screens will be in place between staff at retail and collection points . Where screens are not practicable , or for interactions such as bag searches etc. - these will be undertaken outdoors , with additional PPE such as face visors used by Open Air Theatre staff in closer proximity to audience members . Cleaning / sanitising equipment will be available for PPE and screens at retail / collection points will be subject to enhanced cleaning regimes to reduce transmission risks

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RISK ASSESSMENT

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RPOAT VENUE COVID RA 7

REV **A**

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Venue arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Interactions between patrons and Open Air Theatre staff - Emergency assistance / First Aid etc	Patrons Open Air Theatre Staff Production Crew Contractors	Wherever practicable , assistance will be given to patrons following social distancing . Where this is impracticable , or for emergency assistance such as first aid provision , appropriate guidance will be followed https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm , and additional PPE will be used by Open Air Theatre Staff Post incident disposal / cleaning of any equipment or areas involved in emergency / first aid incident in line with current relevant guidance

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RISK ASSESSMENT

Number

RPOAT VENUE COVID RA 8

REV **C**

This Assessment should be circulated to :

Open Air Theatre Management & Staff, Production Crew & Contractors

Activity	COVID-19 SECURE ARRANGEMENTS
Description of Activity	Venue arrangements

Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Performance related activities - social distancing measures	Patrons Open Air Theatre Staff Production Crew Contractors	<p>Staging of productions to maintain an effective social distance between patrons and performers / production staff . FOH technicians / production crew are located away from public areas and have separate access and egress areas from audience members to eliminate any crossover / interactions</p> <p>Front of House and Rear of House workers will be separated on site . Individual rest and changing area provision ensures there are minimised contacts / transmission risks between teams . Performers , creative team , stage management and orchestra have maintained social distancing throughout rehearsal and performance period or are working in 'fixed teams' to reduce risks of transmission / potential self-isolation which may affect rehearsals or performances . Performers and backstage staff will not enter public areas during performances</p>
Performance related activities - social distancing measures	Patrons Open Air Theatre Staff Production Crew Contractors	<p>Audience Seating / Performance Staging arrangements have been set to maintain safe distances between patrons and performers . The whole of Row A & side blocks of Row B on the lower tier are off sale to increase distance between performers and patrons .</p> <p>Performers are distanced from audience members in line with government guidance , and are re either distanced from each other, or have created bubbles to allow closer contact with others within the same bubble</p>

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Activity	COVID-19 SECURE ARRANGEMENTS
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Identified Hazards/ Risks	Persons at Risk	Additional Controls / Actions to Reduce Risk
Welfare Arrangements - Toilet facilities	Patrons Open Air Theatre Staff Production Crew Contractors	<p>In line with current Government advice , additional precautions have been taken with regard to provision of toilet and washing facilities for patrons</p> <p>A completely revised system was put in place for the 2020 season to handle potential queues , with a dedicated and clearly marked one way system in place . These arrangements will be continued for the 2021 season , with a Unisex facility for all patrons . Access toilet facilities will be available to patrons as per previous arrangements and are subject to the same rigorous cleaning regimes</p> <p>The entrance and walkway has been created from the upper dining area , with a fixed walkway and stair to the rear of the toilet block , to allow for a fully social distanced queue for anticipated patron numbers . Floor markers and clear signage has been provided to make patrons aware of the system and assist with spacing . Front of house attendants and duty managers will be available to guide and assist patrons as required</p>
Welfare Arrangements - Toilet facilities	Patrons Open Air Theatre Staff Production Crew Contractors	<p>All high touch surfaces such as handrails will be thoroughly cleaned prior to each performance and again after the performance has begun to ensure COVID secure hygiene</p> <p>Cubicles will be designated as Unisex to assist with reducing queue times . One way system will reduce risks of pinch points or overcrowding . From the front of the queue , it will be easy to see as a cubicle becomes available at busy times .</p> <p>Sufficient wash basins and hand drying facilities will be available , with additional signage with instructions of efficient hand washing techniques available inside cubicles and at wash basins . One hand basin nearest the cubicles has been taken out of service to maintain social distancing requirements</p>

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Welfare Arrangements - Toilet facilities	Patrons Open Air Theatre Staff Production Crew Contractors	Due to the greatly reduced capacity of the audience , and the revised measures for the toilet facilities , it is not anticipated there will be any significant queues or delays at the toilets . The production of Romeo & Juliet will run for approximately 110 minutes without an interval , and bars are closed during and after the performance to reduce risks of overcrowding at toilet facilities
Welfare Arrangements - Toilet facilities	Patrons Open Air Theatre Staff Production Crew Contractors	Enhanced cleaning and disinfection of all public areas , including toilet and washing facilities will be undertaken by the venue's external cleaning contractors . All public areas will be thoroughly cleaned before each performance . High touch surfaces and toilet / washing facilities will undergo an enhanced clean before each performance , and again during the performance , to ensure areas used by patrons are as hygienic and clean as practicable . Duty managers will monitor arrangements and ensure that any additional cleaning / sanitation is undertaken as required during operations

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