

Carnon Downs Drama Group

Covid Policy and Risk Assessments

The Group is committed to protecting all of its members from harm, and recognises that this duty of care extends also to members of its audiences. The Group will seek at all times to minimise the risk of infection with the Covid 19 virus, and to that end risk assessments will be prepared to cover specific activities.

To date three risk assessments have been drawn up, covering rehearsals at the Perranwell Centre, rehearsals at The Barn at Gwennap Pit, and performances at the Perranwell Centre. These reflect current guidance and will be revised as circumstances change.

These risk assessments have been approved by the Committee and it is the responsibility of all officers and members of the Group to ensure that the actions identified to mitigate risk are implemented at all times.

Revised, 26 November 2021

CDDG Covid Risk Assessment 1 - Rehearsals at Perranwell Centre (PC)

| Area of Risk | Risk Identified | Actions to Mitigate Risk, & Notes |
|--|--|--|
| Cleanliness of hall and equipment | Users have not cleaned surfaces or equipment | Currently there are no other regular bookings, so there will be over 72 hours between users; if use increases, CDDG must sanitise chairs, doors and other equipment at beginning and/or end of session as appropriate PC Covid guidelines to be observed |
| Social distancing | People not maintaining adequate distancing during rehearsals | Onstage: members to maintain distancing as far as is practical; no 'skin to skin' contact Offstage: chairs to be distanced, except for family groups; distancing to be maintained while moving around |
| Contact | Transmission to other members | Sanitise hands on arrival, after toilet visits and on leaving; avoid touching shared surfaces; bring own mugs or wash up hall mugs in hot soapy water All members to have individual scripts and song words Rehearsals are usually a week apart, so water heater, tea supplies and stage equipment will be safe, but greater care will be required during later rehearsals |
| Build-up of aerosol particles | Transmission to other members | Risk minimised by size of hall and very high ceiling Windows should be opened on arrival; while singing, cast should face forward whenever possible, not face to face |
| Respiratory hygiene | Transmission to other members | Use tissues to catch it, bin it, kill it Cough or sneeze into tissue or crook of arm Promptly dispose of used tissues into bin |
| Member displays Covid symptoms during rehearsal or after | Transmission to other members and other users of hall | Remind members they should not attend within seven days of displaying any Covid symptoms Temperature of all members and parents to be taken on arrival and attendance register to be kept Inform all members, parents and PC trustees if symptoms develop If symptoms apparent during rehearsal, isolate individual and remove them from premises as soon as possible |

CDDG Covid Risk Assessment 2 - Rehearsals at The Barn, Gwennap Pit

| Area of Risk | Risk Identified | Actions to Mitigate Risk, & Notes |
|---|--|---|
| Cleanliness of hall and equipment | Users have not cleaned surfaces or equipment | CDDG are sole users and rehearsals will be over 72 hours apart; if rehearsals were more frequent, chairs, doors and other equipment should be sanitised at end of session |
| Social distancing | People not maintaining adequate distancing during rehearsals | 'Onstage': members to maintain distancing as far as is practical; no 'skin to skin' contact 'Offstage': chairs to be distanced, except for family groups; distancing to be maintained while moving around |
| Contact | Transmission to other members | Sanitise hands on arrival, after toilet visits and on leaving; avoid touching shared surfaces; bring own mugs or wash up Barn mugs in hot soapy water All members to have individual scripts and song words Rehearsals are usually a week apart, so water heater, tea supplies and other equipment will be safe |
| Build-up of aerosol particles | Transmission to other members | Risk minimised by size of Barn and high ceiling Doors should be opened on arrival; while singing, cast should face forward whenever possible, not face to face |
| Respiratory hygiene | Transmission to other members | Use tissues to catch it, bin it, kill it Cough or sneeze into tissue or crook of arm Promptly dispose of used tissues into bin |
| Member displays Covid symptoms during rehearsal or afterwards | Transmission to other members and other users of hall | Remind members they should not attend within seven days of displaying any Covid symptoms Temperature of all to be taken on arrival and attendance register to be kept Inform all members and parents if symptoms develop If symptoms apparent during rehearsal, isolate individual and remove them from premises as soon as possible |

CDDG Covid Risk Assessment 3 - Performances at Perranwell Centre (PC)

| Area of Risk | Risk Identified | Actions to Mitigate Risk, & Notes |
|---|--|---|
| Cleanliness of hall and equipment | Transmission from uncleaned surfaces and equipment, as performances will be less than 24 hours apart | Sanitise chairs, doors and other equipment in auditorium and dressing rooms at end of performance PC Covid guidelines to be observed |
| Social distancing | People not maintaining adequate distancing | Cast onstage: members to maintain distancing as far as is practical; no 'skin to skin' contact Cast offstage: dressing room chairs to be distanced; distancing to be maintained while moving around Audience: seats to be grouped by booking group with distance between; one way system around hall, lobby and West Room |
| Contact | Transmission to cast and audience members | Cast and audience to sanitise hands on arrival, after toilet visits and on leaving; avoid touching shared surfaces; audience refreshments to be served in single use cups; front of house staff to sanitise hands after handling cash |
| Build-up of aerosol particles | Transmission to cast and audience members | Risk minimised by size of hall and very high ceiling Windows should be opened on arrival; adequate distance between stage and front row of audience While singing, cast should face forward whenever possible, not face to face |
| Respiratory hygiene | Transmission to cast and audience members | Use tissues to catch it, bin it, kill it Cough or sneeze into tissue or crook of arm; promptly dispose of used tissues into bin |
| Cast or audience member displays Covid symptoms during performance or after | Transmission to cast and audience members and other users of hall | Remind cast and audience they should not attend within seven days of displaying any Covid symptoms Temperature of all cast, crew and audience to be taken on arrival; attendance register and booking information to be kept (discourage 'on the door' ticket sales) Inform all members, parents and PC trustees if symptoms develop If symptoms apparent during performance, isolate individual and remove them from premises as soon as possible |