

OUTDOOR EVENT RISK ASSESSMENT (EVENT SPECIFIC + COVID-19)

OUTDOOR EVENT: Dance Performance 'Mayfly'

LOCATION: -----

EVENT ACTIVITY: Dance performance

LENGTH OF ACTIVITY: 30 mins, 2 PERFORMANCES

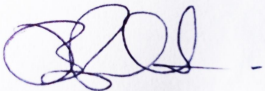
EVENT DATE: -----

NO. OF PERSONS EMPLOYED/STAFF/STEWARDS: 5

ASSESSOR: Beth Powlesland

ASSESSMENT DATE:-----

SIGNATURE:

A handwritten signature in blue ink, appearing to be 'Beth Powlesland', written on a light-colored background.

ASSESSMENT DISCUSSED AND AGREED WITH EVENT ORGANISER:

ORGANISER NAME: -----

RISK ASSESSMENT- KAPOW

HAZARD AND RISK IDENTIFICATION

EVENT: PERFORMANCE OF MAYFLY LOCATION: ----- DATE: -----

ACTIVITY	SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED
			Hazard x Risk = Risk Level				SIGNATURE
Dance Performance (x2 per day)							
A - COVID-19 RISK A1: Spread of Covid-19 through exposure from others	<p>Living with someone with a confirmed case of COVID-19.</p> <p>Come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>Being advised by a public health agency that contact with a diagnosed case has occurred- (e.g. through track and trace)</p>	Performers/Artists/Crew, Public	5	3	15	<p>Performers/artists/crew required to be fully aware of the common symptoms of Covid-19.</p> <p>Performers/artists/crew required to NOT attend if:</p> <ul style="list-style-type: none"> • They have symptoms of the disease • They have been in contact with anyone with the disease in the last 14 days • They have been contacted by health officials from any tracking system e.g. track and trace. <p>They will avoid using public transport where possible (see also Travel below).</p> <p>Performers will be in a 'fixed group' for Mayfly thereby having close contact with as few people as possible.</p> <p>Kapow has registered for workplace testing and can also access lateral flow tests provided by Manchester City Council. Each member of the fixed group will be tested weekly during the fortnight prior to the performance and within the 72 hours prior to</p>	BP

the event, as outlined in the festival contract.

In their fixed group to reduce any potential viral load we will minimise time requiring the performers to be face to face and when rehearsing for Mayfly will reduce necessary close contact work to a minimum to enable us to maintain the high standards within the work without compromising on safety and ensure performers wear a mask for all indoor rehearsals.

They will be required to maintain social distance from all others at the event, and where 2m is not possible they will wear a mask.

They will be regularly washing/sanitising their hands throughout the event.

Each performance team will be responsible for storing, cleaning and maintaining its own costumes, props, make up etc.

Members of the public are generally expected to be aware of their own health and not potentially compromise others knowingly.

Risks from unintended infection by members of the public to be reduced by maintaining appropriate distancing.

Performance area measures: -

Kapow to cordon off their performance area on 4 sides with rope to maintain distance. The rope will be placed 2 meters further away on all sides to ensure appropriate distance from members of the public is maintained.

						<p>The set up, performance and take down will take place within that area on to a trolley to be wheeled in/away easily or by hand by the Kapow crew.</p> <p>We will work with the event organiser to ensure audience distance is maintained in line with current guidance.</p>	
A2: Suspected Illness	Persons displaying symptoms of disease or otherwise feeling unwell prior to attending location	Performers/Artists/Crew, Public	5	3	15	<p>Performers/artists to monitor their personal health and be aware of common symptoms.</p> <p>Maintain records of names and contact details of venues or locations attended whilst on tour.</p> <p>Review recent contacts of persons reporting as ill and advise other contacts.</p> <p>Personnel required to declare any circumstances where they may feel unwell and avoid attending any workplace.</p> <p>Note – Complete honesty is encouraged to help prevent possible unintended spread of disease</p> <p>Follow government advice of self isolation and only leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise</p> <p>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Contact TTI service</p> <p>Public advised to not attend if feeling unwell.</p>	BP
A3: Travel	Exposure to others who may unknowingly	Performers/Artists/Crew,	5	3	15	<p>Avoid use of public transport where possible, travelling by car/van instead.</p>	BP

	have the disease					<p>Wear face covering if using public transport or if travelling with a fixed bubble in one car/van.</p> <p>Keep the car/van windows open to help ventilation and face forwards where possible.</p> <p>Carry alcohol based hand sanitiser and use after touching all shared surfaces such as handrails or ticketing machines</p> <p>Maintain high personal hygiene measures including covering face when coughing, clearing throat or sneezing in public areas. Wearing masks where needed in public areas on the journey to/from the performance site.</p> <p>Avoid touching face or eyes as much as possible.</p> <p>Ensure car/van parking arrangements clarified with premises operators</p> <p>Clean face covering every day when used in public areas</p>	
A4: Access to/use of locations- including dressing rooms	<p>Potential spread of disease through contact with surfaces that may harbour viral particles</p> <p>Exposure to others who may unknowingly have the disease</p>	Performers/Artist s/Crew	5	3	15	<p>Kapow staff will cooperate with the Event Presenters (and/or their appointed representatives) at all times, and abide by any site rules, evacuation, fire, procedures, etc., and not to interfere with any safety devices, practices or other provided in the interest of safety.</p> <p>Kapow Dance to liaise with the Event Presenters to ensure the company has details of all relevant procedures in relation to access/use of locations- we will work in line with your Covid-19 protocols</p>	BP

Locations required to provide safe means of access to all work settings with clear procedures for maintaining distancing in queues or provision of site/equipment inductions

All persons required to note and follow local procedures for access to premises.

Follow markings and signage for maintaining distancing at entry points.

Comply with any access temperature checks (if required) and follow directions of premises staff.

Wear masks indoors at all times.

Follow any one-way systems and restrictions on the use of elevators or stairways etc

Location to provide hand sanitiser at entrances.

Dressing rooms to be provided will need to be for use of the Kapow fixed bubble only during the day of the performance.

We will also:

Wash hands on arrival at premises before starting work, regularly throughout the day and at the end of shift.

Use hand sanitiser where hand washing facilities not immediately available.

Arrival times to be scheduled or staggered to avoid excessive queuing or crossover at

						<p>entry points (see also Cleaning and Maintenance)</p> <p>Consider if possible to block open commonly used doorways (except emergency/fire doors) to prevent or reduce unnecessary frequent contact.</p> <p>We require storage of our equipment in a secure location overnight if doing a 2 day gig- we will ensure all equipment is sanitised and bagged up after use, before they are stored and comply as above with covid-appropriate access protocols.</p>	
A5: Suspected case whilst on site	Exposure to others who have the disease or exposing others	Performers/Artists/Crew/Event team/Public	5	3	15	<p>Persons required to advise production management immediately if they or anyone else on the premises is taken ill whilst at work</p> <p>Report to location management circumstances of anyone feeling or being taken ill whilst at a workplace</p> <p>Persons taken ill required to remove themselves from the premises as soon as possible to prevent possible further exposure</p> <p>Inform all persons present at the time of someone being taken ill to consider isolation and contact TTI service</p> <p>Premises management to carry out cleaning or sanitising as necessary.</p> <p>All confirmed cases to be reported via RIDDOR where it is reasonably suspected transmission occurred in a workplace.</p>	BP

<p>A6: Personal hygiene</p>	<p>Cross contamination from surfaces or from hands to face</p>	<p>Performers/Artists/Crew/</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>General Hygiene:</p> <p>Production/locations to ensure suitable sanitary facilities are provided that are maintained as clean and with sufficient supplies of soap and paper towels.</p> <p>All staff and visitors are required to wash hands thoroughly and regularly.</p> <p>Use soap and water for at least 20 seconds.</p> <p>Use alcohol-based hand sanitiser if soap and water is not immediately practical.</p> <p>Gel sanitisers will always be carried by Kapow staff in case washing facilities aren't available.</p> <p>Avoid direct physical contact with public.</p> <p>Wash/sanitise hands every hour where possible and where using commonly touched equipment or surfaces.</p> <p>Avoid touching any surfaces unnecessarily</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Sanitise your hands after blowing your nose/sneezing.</p> <p>Each performer will have his/her own dedicated costume.</p> <p>Costumes to be stored in protective bags. No sharing costume will take place.</p> <p>After each gig the costumes must be</p>	<p>BP</p>
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						<p>washed/cleaned at 60 degrees, dried and placed in a clean bag.</p> <p>Each performer will bring his/her own washbag to the event.</p> <p>Hard surface equipment to be wiped down with sanitiser (using disposable cloths) before and after use.</p> <p>Once equipment/costumes are washed/sanitised, store in a clean bag for transportation. Fresh clean bags to be used each time.</p> <p>Kapow will bring their own cable to plug into the PA system and wipe any surfaces touched with antiviral wipes after use of PA.</p>	
A7: Cleaning and Maintenance	Cross contamination from surfaces or from hands to face	Performers/Artists/Crew/	5	3	15	<p>Frequent cleaning of premises/show equipment to include common or frequent touch surfaces where appropriate</p> <p>Staff to use cleaning products suitable for surface (such as bleach solutions for floors, antiviral wipes) etc and use appropriate PPE for chemical hazards.</p> <p>Staff to exercise frequent good personal hand hygiene.</p> <p>Staff to follow company cleaning protocols for props/costumes- once washed/sanitised stored in a clean bag for transportation. Fresh clean bags to be used each time.</p>	BP

A8: Waste Management	Contamination through contact during arrangements for disposal of waste including paper towels, used wipes or other sanitary waste	Performers/Artist s/Crew	5	3	15	<p>Kapow staff are required to dispose of all waste in identified receptacles.</p> <p>Frequent removal of all waste by location management under specific assessment.</p> <p>Staff to use gloves when handling waste bags and ensure containers are wiped at the time of removal.</p> <p>Staff to ensure good personal hand hygiene.</p> <p>Reusable gloves to be cleaned regularly, disposable gloves to be changed regularly.</p>	BP
A9: Manual Handling	Working in team lifting situations may require close personal contact with others leading to potential exposure	Performers/Artist s/Crew	5	3	15	<p>Only Kapow staff to be lifting/handling show specific equipment.</p> <p>Fixed bubble of physical contacts allows us to be in closer contact with mitigation for risk - wear masks for all loading/unloading/set up/take down.</p> <p>Standard manual handling techniques to be employed to reduce or eliminate the need for team lifting as far as possible.</p> <p>Plan tasks to consider efficient use of time and physical exertion required (eg unpack transit case and fit directly to lighting bar)</p> <p>Use of personal gloves when handling equipment.</p> <p>Use of buddy system to ensure the same small teams (2-4 max) work together on all lifting tasks to limit exposure spread.</p> <p>Limit face to face contact within 2m with others as much as possible and reduce</p>	BP

						contact time to periods of 15 minutes at a time (eg. Unloading vehicles or removing heavy equipment from cases).	
A10: First Aid	Arrangements for first aid must consider potential infection of first aider	First Aider	5	2	10	<p>Production management to ensure the procedures for accessing first aid are clarified.</p> <p>Access to first aid kits by authorised persons only and distribution of plasters or similar very minor injuries using medical grade disposable gloves for injured person to self-treat.</p> <p>Kapow will provide a basic first aid kit for the Kapow team and have a first aider on tour or have identified the event organiser's first aid to know who to contact if needed.</p> <p>All serious injury or illness to be treated via 999 response.</p> <p>Resus via defib or compressions avoiding mouth to mouth rescue breaths.</p>	BP
A11: Use of PPE	Shared PPE may present risk of cross contamination		5	3	15	<p>All persons expected to be able to provide their own face covering or mask for occasions it is required.</p> <p>Use of gloves is not a replacement for good personal hand hygiene.</p> <p>Task specific PPE (harnesses etc) to be assessed as normal, kept for personal use only, and cleaned regularly according to manufacturer's instructions.</p> <p>Regular cleaning/disinfection of facemasks or coverings.</p> <p>Avoid sharing PPE.</p>	BP

B - EVENT MANAGEMENT B1: Event Management			N / A	N/ A	N/ A	<p>Overall management of the event is the responsibility of the Event Presenters (and/or their appointed representatives), and as such falls outside the remit of these assessments.</p> <p>All those directly engaged by Kapow Dance for the show will be expected to cooperate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any site rules, evacuation, fire, procedures, etc., and not to interfere with any safety devices, practices or other provided in the interest of safety.</p>	BP
B2: At-Risk Audience Members	Children Young persons Vulnerable children Vulnerable adults		1	1	1	<p>Overall management of the audience is the Members Persons responsibility of the Event Presenters (and/or their Vulnerable children appointed representatives).</p> <p>Kapow Dance will provide a clearly defined performance area and audience members will be safe as long as they remain outside of this area at all times. The Event Presenters are to ensure all children, young persons, vulnerable children (as defined in the Children’s Act 2004 and amendments) and vulnerable adults (as defined in the Dept. of Health No Secrets documentation, 2000) to be accompanied by a parent or legal guardian at all times.</p>	BP
C - THE SITE C1: Nature of the Site	Trips, slips, falls Vehicle collision Damage to site Injury	ALL	2	2	4	<p>Any elements introduced as part of the show will be done so with these particular risks in mind, and collision measures taken to ensure that any work carried out by the company does not expose anyone to potential obstacles, trip hazards, etc.</p> <p>The performance does not entail the audience moving around the site other than</p>	BP

					<p>arrival/dispersal. If the performance is part of a wider festival/event, and if deemed necessary, the work area will be cordoned off using hazard tape and road pins (or similar) during the construction process, and access restricted to company staff only.</p> <p>Kapow Dance staff will cooperate with the Event Presenters (and/or their appointed representatives) at all times, and abide by any site rules, evacuation, fire, procedures, etc., and not to interfere with any safety devices, practices or other provided in the interest of safety.</p> <p>Kapow Dance to liaise with the Event Presenters to ensure the company has details of all relevant procedures as well as other site services such as first aid provision.</p>	
C2: Management of Site Services- Electrical Supply					<p>N/A</p> <p>Overall management of any temporary electrical supply is the responsibility of the Event Presenters (and/or their appointed representatives), and should have been assessed accordingly, and as such falls outside the remit of this assessment.</p> <p>All those directly engaged by Kapow Dance for the show will be expected to cooperate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any rules, or other given regarding the use of temporary electrical supplies in conjunction with the show.</p>	BP

<p>C3: Vehicular access</p>	<ul style="list-style-type: none"> • Vehicle collision • Damage to site • Injury to staff and public 	<p>ALL</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Kapow Dance requires site vehicular access for one collision transit van (or equivalent) in order to load-in/out. Vehicles do not need to be parked on-site once they have unloaded.</p> <p>If vehicles need to be driven off the public highway and onto footpaths or other pedestrian walkways, they will be driven at a slow walking pace and be marshalled in front by a member of the company to ensure the safety of the public and the site.</p> <p>Vehicle access routes to the site and parking to be agreed between Kapow Dance and Event Presenter beforehand</p>	<p>BP</p>
<p>D- FIRE D1: General Fire Safety</p>					<p>N/A</p>	<p>Overall management of the event, including general fire safety is the responsibility of the Event Presenters (and/or their appointed representatives), and as such falls outside the remit of these assessments.</p> <p>All those directly engaged by Kapow Dance for the show will be expected to cooperate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any site rules, evacuation, fire, procedures, etc., and not to interfere with any safety devices, practices or other provided in the interest of safety.</p> <p>Kapow Dance to liaise with the Event Presenters to ensure the company has details of all relevant procedures</p>	<p>BP</p>

D2: Show Specific Fire Safety	<ul style="list-style-type: none"> • Injury • Material damage • Panic particularly during get-in/get-out. • Smoke •inhalation/asphy 	ALL	5	1	5	<p>The importance of maintaining clear fire exits at all times Safety will be stressed continually to company members. Any risks that cannot be dealt with locally will be reported to the Event Presenters.</p> <p>With regards to set and scenery, all flame proofing, where deemed necessary, will be carried out using, FLAMECHECK", (or similar equivalent product). Flamecheck has BS 5852 parts 2 and BS 5867 part 2 for both natural and synthetic products.</p>	BP
E - THE SHOW ELEMENTS E1: General Construction/Dismantling	<ul style="list-style-type: none"> • Fatigue • Material damage • Slips, trips, falls • Adverse weather 	PERFORMERS STAFF	3	2	6	<p>The get-in/get-out will be overseen by Eithne Kane or Beth Powlesland. If deemed necessary the work area will be cordoned off using tape (or similar) during the construction process, and access restricted to staff only.</p> <p>Special care will be taken with regard to the sensitive nature of the venue, i.e. lawns, plants & structures.</p> <p>Set-up and dismantling of scenery and technical equipment will be carried out by experienced personnel, using appropriate procedures, tools and PPE (i.e. sensible cover footwear).</p> <p>In the case of adverse weather during the construction of the set precautions will be taken by those engaged with the company. All elements of the set will be securely fastened or weighted down in high winds and the full performance area will be covered in the event of strong rain.</p> <p>No set construction or dismantling will be undertaken during extremely high wind, the final say being with the company director.</p>	BP

						<p>The importance of minimising potential hazards at all times will be stressed continually to all, e.g. set, scenery and/or equipment will be suitably placed to minimise the risk of trip hazards.</p> <p>Suitable refreshments to be made available throughout. If get-in or get-out is to take place in hours of darkness, then working lights will be requested from Event Presenters. Production Manager and all company staff to make regular inspections of all equipment, tools, vehicles, etc., to ensure they are fit for use; regular maintenance to be carried out as necessary.</p>	
E2: Water fountain stage	<ul style="list-style-type: none"> • Injury • Damage • Collapse • Slips, trips, falls 	PERFORMERS	2	2	4	<p>The show takes place upon a stage with an integrated fountain and water system. Only the performers of the show are permitted to mount this platform.</p> <p>All audience and other event staff stay at least 2 metres from the equipment.</p> <p>The set piece will be constructed and checked regularly by the company. Loading capacity of the performance equipment has been assessed and far exceeds the requirement to support Eithne Kane and Beth Powlesland.</p> <p>Full specification available upon request. Event organiser to provide a flat performance area so the set piece behaves predictably throughout the performance hence ensuring the safety of the performers.</p> <p>Water provided for use in the structure must be safe water free from contaminants. Ordinary tap water is sufficient.</p> <p>1500-2000litres of water to be provided and if the water is compromised by any unforeseen</p>	BP

						<p>action by audience or public fresh water will need to be accessible in order for it to be safe to proceed.</p> <p>The performers will conduct themselves with utmost care on the water to avoid unnecessary slipping in the wet conditions.</p> <p>All electricity sources must be clearly signposted by event staff to avoid any dangerous interaction between electricity and water. Kapow will ensure the electrical dimmer rack is underneath the stage in a dry zone elevated off the floor.</p> <p>The stage floor used for performance will be safe to be used when wet to avoid slipping and sliding as much as possible, and performers will be trained in best practice to stay safe on the equipment.</p> <p>Kapow will bring the appropriate tools to clean up any spills of water, mops and water blades etc.</p> <p>Kapow will bring appropriate towels and drying provisions to ensure performers do not get too cold from being wet from the performance.</p> <p>Kapow Dance will provide signage stating the general public may not mount the set.</p>	
E3: Manual Handling	• Injury	PERFORMERS STAFF	2	2	4	All event personnel are expected to have been instructed in correct manual handling procedures. Due care will be taken when moving heavy equipment especially as the ground may be slippery owing to the outdoor environment. Suitable PPE will be issued where appropriate, e.g. appropriate flat soled, covered footwear.	BP

E4: Electrical equipment- PA system	<ul style="list-style-type: none"> • Electrical fault/shock • Fire 	STAFF PERFORMERS CONTRACTORS	3	1	3	<p>Kapow Dance has arranged to borrow a PA system from the organiser. Overall management of the PA system is the responsibility of the Event Presenters (and/or their appointed representatives), and should have been assessed accordingly, and as such falls outside the remit of this assessment.</p> <p>All those directly engaged by Kapow Dance for the show will be expected to cooperate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any rules, or other given regarding the use of temporary electrical supplies in conjunction with the show.</p>	BP
E5: Inclement Weather	<ul style="list-style-type: none"> •Sunstroke/burn • Hot Weather • Hypothermia • Damage to property • Foul weather 	ALL	3	4	1 2	<p>As the event is taking place outdoors there is a fair chance that it may be subject to foul weather.</p> <p>The company's policy is as follows: "Given that the event is a one-off occasion and cannot be rescheduled then it will proceed, <u>as long as it is deemed safe to do so</u>, the company remain open to a change of time slot if predictions indicate waiting until later the same day will make the scheduled performance possible."</p> <p>On the day of the event, the event will not go ahead if weather conditions dictate that it is not safe to do so.</p> <p>The performance can take place in strong wind as long as the wind is not strong enough to independently move the permanence equipment or drastically affect the path of the water jets.</p> <p>In the event of rain fall, the piece can continue as planned. Due to the content of the piece, rain is not so much of a problem for the</p>	BP

						<p>performance and we can proceed if there is an audience present to witness the work. In the case of torrential rain, the decision will be at the discretion of the company.</p> <p>Hot Weather The weather will also be monitored in terms of potential hot weather. If such weather is potentially forecasted then measures will be taken, including, at a minimum, ensuring that a plentiful supply of suitable liquids/sun cream are available for all company members.</p> <p>Regular breaks to be given, and shelter from the sun to be provided. Company members remain vigilant to potential problems with the audience, particularly the elderly.</p>	
F - WELFARE SERVICES F1: Toilets	<ul style="list-style-type: none"> • Insufficient • Poor hygiene • Public urination 	ALL	1	1	1	<p>Kapow Dance to ensure suitable facilities are available on site for all company members. Event Presenters to ensure suitable toilet facilities are available for the public, based upon expected audience numbers.</p>	BP
F2: Breaks	<ul style="list-style-type: none"> • Exhaustion/fatigue • Hunger/thirst • Injury 	PERFORMERS STAFF	2	1	2	<p>Kapow Dance to schedule regular breaks and provide plentiful supply of water and refreshments. To ensure suitable facilities are available.</p>	BP
F3: Security	<ul style="list-style-type: none"> • Theft • Violence • Material Damage 	ALL	3	1	3	<p>Event Presenters to provide security and stewarding to ensure company members remain safe throughout time on site and to ensure set and equipment are safe. Company staff and performers are reminded to keep all valuables on them, or in a secure location, at all times.</p>	BP

Risk Rating		
Hazard (Severity)	Value	Risk (Likelihood)
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

Hazard Value x Risk Value = Risk Level

Ranking of Risk (Risk Level)	
1 – 4	Low Risk
5 – 15	Medium Risk
16 - 25	High Risk

Low Risk – risk can be acceptable.

Medium Risk – acceptable with adequate control measures in place.

High Risk – action must be prioritised and timetabled to reduce risk to an acceptable level.