**MU ADAPTION OF HSE RA TEMPLATE - you can add other potential risk areas at end -**

**this is an interactive form (if copied in Word copy remains interactive)**

**Your name:** **venue:**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Working with others* | *Myself or other performers or production staff* | *Make a risk assessment of the event and venue and the potential areas of risk* | *To carry out my work taking into account the potential hazards & risks and where possible eliminate them or minimise the risk* | *Myself and liaison with the main producer and other performers* |  |  |
| COVID 19  limiting personal exposure | *Myself* | *Maintaining social distancing; no sharing of instruments; wiping down seats & music stands; following venue guides; avoiding touching surfaces; wearing gloves where appropriate.* | *Check situation at the performance/venue* | *Myself and liaise with the main producer and other performers* |  |  |
| Checking if I show symptoms | *Myself* | *Following the Government & NHS advice* |  | *Myself* |  |  |
| Protection when travelling | *Myself* | *Following the Government & NHS advice* |  |  |  |  |
| Maintaining cleanliness | *Myself* | *Carrying sanitiser & suitable wipes for instruments, equipment, surfaces etc; any other necessary protective equipment* |  | *Myself* |  |  |
| Cleaning instrument/s | *Myself* | *Carrying instrument boxed, cased or otherwise covered in transit; wiping down before and after performance, emptying any liquids into a capped container* |  | *Myself* |  |  |
| Maintaining distancing | *Myself & other performers, staff etc* | *Ensuring maintenance of social distancing in performance area and whilst moving around venue; minimise joint handling of sheet music and possibly explore using phones/tablets etc.* | *Check venue has appropriate signage etc and cleanliness regime in place including for toilets* | *Myself and liaise with the main producer and other performers* |  |  |
|  |  |  |  |  |  |  |

It is important venues discuss their risk assessment and proposed actions with you.

You should review your risk assessment if you think it might no longer be valid, eg if there are any significant changes in your work

Employers with five or more employees must have a written health and safety policy and risk assessment.

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