

**Michael Sharpe Managing Director The Undercover Waiters LTD ALL VENUES**

**Risk Assessment 15<sup>th</sup> June 2021**

**Next Assessment 19<sup>th</sup> July 2021**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Slips/Trips and Falls	<i>Myself, other performers, venue staff and event guests</i>	Ensure wires are secure to the floor using tape. And all equipment safety positioned. Excess wiring – stored safely Speakers positioned well and securely using appropriate safety fittings	Staff to be briefed about securing all wiring and equipment and ensuring any repairs are undertaken in a timely manner	Myself and other performers	On date of performance	
Food Service	<i>Event Guest</i>	Ensuring allergies and intolerances are briefed to us before food service commences by venue staff – 1 hour prior to food service (where possible)	Discuss with the catering team prior to service beginning any specific food intolerance/allergy/sensitivity	Myself and other performers	On date of performance	
Electrical Equipment	<i>Myself, other performers, venue staff and event guests</i>	Yearly PAT test of all Electrical Equipment brought on site as well as visual inspection and checking of all equipment prior to the performance	Visual inspection of all equipment on each use to ensure Health and Safety standards are met	Myself and other performers	On date of performance	
Risk of Potential Litigation	<i>Myself, other performers,</i>	Ensuring myself and all performers have relevant Public Liability Insurance	N/A	Myself and other performers	On date of performance	
Violence and Aggression	<i>Myself, other performers,</i>	Myself and all staff to report to the venue manager if they are feeling threatened or scared and have a right to stop the performance at any time they deem necessary and maintain their own safety	Brief staff of expected escalation process.	Myself and other performers	On date of performance	
<i>Working with others</i>	<i>Myself, other performers, venue staff and event guests</i>	<i>Make a risk assessment of the event and venue and the potential areas of risk</i>	<i>To carry out my work taking into account the potential hazards &amp; risks and where possible eliminate them or minimise the risk</i>	<i>Myself and liaison with the venue and other performers</i>	Always	
COVID 19	<i>Myself, other performers, venue staff and event guests</i>	<i>Maintaining social distancing; no sharing of microphones; following venue guidelines</i>	<i>Check situation at the performance/venue</i>	<i>Myself and liaison with</i>	On date of performance	

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
limiting personal exposure		<i>avoiding touching surfaces; wearing PPE as appropriate and using 6-point handwashing technique</i>		<i>the venue and other performers</i>		
Checking if I or performers have symptoms	<i>Myself and other performers</i>	<i>Following the Government &amp; NHS advice</i>	Any performers exhibiting symptoms of Covid-19 e.g. Temperature, new and continuous cough, loss of taste or smell will be required to undertake a lateral flow test prior to the performance and recorded accordingly ensuring the result is negative to be able to perform.	<i>Myself</i>	On date of performance	
Protection when travelling	<i>Myself and other performers</i>	<i>Following the Government &amp; NHS advice</i>	N/A	Myself and other performers	On date of performance	
Maintaining cleanliness	<i>Myself and other performers</i>	<i>Carrying sanitiser &amp; suitable wipes for instruments, equipment, surfaces etc.; any other necessary protective equipment to be worn as dictated by the venue for food service</i>	Inform all performers of the requirements prior to the event	Myself and other performers	On date of performance	
Cleaning instrument/s	<i>Myself and other performers</i>	<i>Carrying PA system boxed where possible, covered in transit, wiping down before and after performance,</i>	Carry antibacterial wipes to ensure regular cleaning of equipment	Myself and other performers	On date of performance	
Maintaining distancing	<i>Myself &amp; other performers, staff</i>	<i>Ensuring maintenance of social distancing in performance area and whilst moving around venue. Ensuring all guests are briefed after the reveal to remain in their seats and to not sing and dance along with each other or the performer/s. Each performer will provide their own microphone and not allow guests to use it.</i>		Myself and other performers	On date of performance	

↑ L I K E L I H O O D ↓	← IMPACT →				
	Very High (4)	4	8	12	16
	High (3)	3	6	9	12
	Medium (2)	2	4	6	8
	Low (1)	1	2	3	4
	Low (1)	Medium (2)	High (3)	Very High (4)	

Risk Score	Rating
0 – 3	Low
4 – 6	Medium
6 – 9	High
10 – 16	Very High

Risk Assessed - Scores 0-3 (LOW) on all parts – No further action to be taken by The Undercover Waiters LTD as actions detailed above on general Risk Assessment will be adhered to by all performers at all times.