

Thame Charter Fair

COVID-19 Specific Risk Assessment

EVENT: 9 & 10 OCTOBER 2020 (12:00-20:00)

BUILD: 7 OCTOBER 2020

DERIG: 11 OCTOBER (BEFORE 12:00)



SIDESHOW
PRODUCTIONS

Event Address:	Thame, Upper High Street Car Park, United Kingdom	Date Prepared:	September 2020
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Introduction:

This section aims to categorize the varying risks specifically associated with the **COVID-19 (Coronavirus)** pandemic in relation to the operation of Thame Charter Fair 2020 and explain the control measures and planning that are being put into reducing the risks to the minimum acceptable in each case.

The Risk Assessments will continue through the planning and building stages of the event and will be a significant part of checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted and included in the post-event draft of this document for any de-brief.

Important: The Showmen's Guild of Great Britain hold the sole responsibility of implementing the measures stated in this risk assessment. Sideshow Productions Ltd retains no responsibility over the implementation of this risk assessment.

This document will still endeavor to use as much risk mitigation as possible in line with the government guidance at time of this version of the document being released.

This document consults the following guidance:

[Working safely during the coronavirus \(COVID-19\) outbreak](#) (HSE, 2020)

[working-safely-during-coronavirus-covid-19/the-visitor-economy](#) (gov.uk, 2020)

<https://iosh.com/media/7811/iosh-risk-assessment-guide.pdf> (IOSH, 2020)

[Covid-19 Secure Advice and Risk Assessments for Hospitality Businesses](#) (UK Hospitality, 2020)

[Keeping Workers and Audiences safe during COVID-19](#) (Events Industry Forum, 2020) – you may need to sign in to view this document.

Method:

Shown below is the method used for giving numerical quantification to specific risks:

For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk Rating is calculated by taking the **Likelihood** of a hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

- Risks with a rating of 15 or more (red) are considered to need immediate remedial action or an alternative method of provision in that area.
- Risks with a rating of 8 to 12 (amber) require constant monitoring and review.
- Risks with a rating below 8 (green) will be occasionally monitored.
- The Event Team will be able to provide rapid decision making on site regarding arising hazards, incidents, and emergencies.

For ease of reading this risk assessment has been split into 3 sections:

1. Staff/Contractors
2. Operators
3. Public

In some instances hazards relative to a section below affect more than just the persons related to the section. Where this is the case more than one element is listed in the "persons at risk"

Risk Assessment

Staff

No	Hazards	Outcome	Persons at Risk	Risk Rating			Control Measures	Further Controls	Residual Risk	Responsibility
				S	L	R				
1	Exposure to Covid-19 (Airborne - General)	Contracting Covid-19 Becoming Unwell Possible Death	Staff	4	5	20	<p>Masks must be worn by all staff at all times.</p> <p>Enforce social distancing.</p> <p>A minimum of 1 meter must be maintained between staff where 2 meters is not possible.</p> <p>Non-Contact Temperature Checking</p> <p>Educate staff on government guidelines</p> <p>Display Government Guidance Signage as a visual reminder.</p> <p>All non-essential vehicles prohibited.</p> <p>Track & Trace System Implemented</p>	<p>Regular Review of Control Measures</p> <p>Identify Vulnerable Persons to further risk assess.</p> <p>Instruct staff on good personal hygiene.</p>	Medium	The Showmen's Guild

							<p>Limit interaction between staff whenever safe to do so.</p> <p>Self-Isolation of periods for staff displaying symptoms.</p>			
2	Exposure to Covid-19 (Surface Contact - General)	<p>Contracting Covid-19</p> <p>Becoming Unwell</p> <p>Possible Death</p>	Staff	4	5	20	<p>All work area surfaces to be treated with Microbe Shield Virus Protector.</p> <p>Regular hand washing</p> <p>Hand Sanitizer available for use at all locations</p> <p>Refrain from sharing of equipment wherever possible.</p> <p>Masks Must be worn by all staff at all times.</p> <p>Enforce social distancing.</p> <p>A minimum of 1 meter must be maintained between staff where 2 meters is not possible.</p> <p>Educate staff on government guidelines</p>	<p>Regular Review of Control Measures</p> <p>Identify Vulnerable Persons to further risk assess.</p> <p>Instruct staff on good personal hygiene.</p>	Medium	<p>The Showmen's Guild</p> <p>Contractors</p>

							<p>Display Government Guidance Signage as a visual reminder.</p> <p>All non-essential vehicles prohibited.</p> <p>Track & Trace System Implemented</p> <p>Hand Shaking and any other form of physical greeting is prohibited.</p> <p>Limit interaction between staff whenever safe to do so.</p> <p>Self-Isolation of periods for staff displaying symptoms</p>			
3	Event Management Infection	Unable to adequately staff event control to the required level leading to a loss of control of the event.	Staff	4	5	20	<p>All control measures stated in parts 1 and 2 plus:</p> <p>Staff to work wherever possible within fixed teams.</p> <p>Staff are not permitted to leave site during shift unless deemed essential. Avoid contact with others outside of work hours.</p>	<p>Regular Review of Control Measures</p> <p>Identify Vulnerable Persons to further risk assess.</p> <p>Instruct staff on good personal hygiene.</p>	Medium	<p>The Showmen's Guild</p> <p>Contractors</p>

4	Vehicles	Exposure to Covid-19	Staff	3	5	15	<p>Identify groups of staff who live together</p> <p>Encourage use of private vehicles</p> <p>Encourage cycling and walking to work</p>	<p>Use of PPE (Masks, Gloves)</p> <p>Restrict wherever possible different staff accessing vehicle.</p>	Low	All Staff and Contractors
5	Returning to work following lockdown	Exposure to Covid-19	Staff	2	4	8	<p>Engaging with employees through existing communication routes to explain and advise any changes in working arrangements.</p> <p>Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</p>		Low	<p>The Showmen's Guild</p> <p>Contractors</p>
6	Communication on Site	Exposure to Covid-19	Staff/Operators/Public	2	4	8	<p>Whenever possible meetings will take place outside.</p> <p>Encrypted Messaging Apps to be used.</p>		Low	<p>The Showmen's Guild</p> <p>Contractors</p>

7	Use of Toilet	Exposure to Covid-19	Staff	2	4	8	<p>Hand sanitizer to be used before entering the toilets to clean hands before access and to wash hands after using the toilets.</p> <p>Toilets to be maintained and disinfected by dedicated staff.</p>		Low	<p>The Showmen's Guild</p> <p>Contractors</p>
8	Break times	Exposure to Covid-19	Staff, Operators, Public	2	4	8	<p>Masks to be worn.</p> <p>Use hand sanitiser before and after breaks</p> <p>Dedicated space for breaks, away from the public.</p> <p>Staff encouraged to bring own reusable water bottle.</p>	<p>Management to remind those on breaks to follow government guidelines</p>	Low	<p>The Showmen's Guild</p> <p>Contractors</p>

Operators

No	Hazards	Outcome	Persons at Risk	Risk Rating			Control Measures	Further Controls	Residual Risk	Responsibility
				S	L	R				
1	Exposure to Covid-19 (Airborne – General)	Contracting Covid-19 Becoming Unwell Possible Death	Operators/Public	4	5	20	<p>Masks Must be worn by all staff at all times.</p> <p>Enforce social distancing wherever possible</p> <p>A minimum of 1 meter must be maintained between staff where 2 meters is not possible.</p> <p>Educate staff on government guidelines</p> <p>Display Government Guidance Signage as a visual reminder.</p> <p>All non-essential vehicles prohibited.</p> <p>Track & Trace System Implemented</p> <p>Limit interaction between staff whenever safe to do so.</p>	<p>Regular Review of Control Measures</p> <p>Identify Vulnerable Persons to further risk assess.</p> <p>Instruct staff on good personal hygiene.</p> <p>Identifying areas where people have to directly pass things to each other.</p>	Medium	<p>The Showmen's Guild</p> <p>Operators</p>

							Self-Isolation of periods for staff displaying symptoms.			
2	Exposure to Covid-19 (Surface Contact - General)	Contracting Covid-19 Becoming Unwell Possible Death	Operators/Public	4	5	20	<p>All work area surfaces to be treated with Microbe Shield Virus Protector including parts of the attraction all persons come into contact with.</p> <p>Regular hand washing</p> <p>Hand Sanitizer available for use at each attraction/trader unit.</p> <p>Refrain from sharing of equipment wherever possible.</p> <p>Masks Must be worn by all staff at all times.</p> <p>Enforce social distancing.</p> <p>A minimum of 1 meter must be maintained between staff where 2 meters is not possible.</p> <p>Educate staff on government guidelines</p> <p>Display Government Guidance Signage as a visual reminder.</p> <p>All non-essential vehicles prohibited.</p>	<p>Regular Review of Control Measures</p> <p>Identify Vulnerable Persons to further risk assess.</p> <p>Instruct staff on good personal hygiene.</p>	Medium	<p>The Showmen's Guild</p> <p>Operators</p>

							<p>Track & Trace System Implemented. QR code to be available</p> <p>Hand Shaking and any other form of physical greeting is prohibited.</p> <p>Limit interaction between staff whenever safe to do so.</p> <p>Self-Isolation of periods for staff displaying symptoms</p>			
3	Vehicles	Exposure to Covid-19	Operators	3	5	15	<p>During ingress and egress drivers are to remain in vehicles until the required location is reached.</p> <p>Identify groups of staff who live together</p> <p>Encourage cycling and walking to work</p>	<p>Use of PPE (Masks, Gloves)</p> <p>Restrict wherever possible different staff accessing vehicle.</p>	Low	Operators and Staff
4.	Shift Pattern Changes	Exposure to Covid-19	Operators	4	4	16	<p>As far as possible, where employees are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.</p> <p>Identifying areas where people must directly pass things to each other.</p>		Low	Operators and Staff

5.	Use of public toilets	Exposure to Covid-19	Operators/Public	2	4	8	Hand sanitizer to be used before entering the toilets to clean hands before access and to wash hands after using the toilets.		Low	Operators and Staff
6	Communication with the public	Exposure to Covid-19	Operators/Public	3	4	12	Dedicated signage displaying government guidance Dedicated signage displaying track and trace information and QR code. Screens in place at booths between operator and public Masks to be worn at all times	Attractions with PA systems will play a pre recorded message explaining government guidelines.	Low	Operators The Showmen's Guild
7	Access Control	Exposure to Covid-19	Staff, operators, public	4	4	16	Stewards will be available to advice and guide stewards aware from areas of danger Dedicated signage displaying government guidance Dedicated signage indicating safe routes		Medium	The Showmen's Guild
8	Operating Attractions/ Stalls	Exposure to Covid-19	Staff, operators, public	3	4	12	First aiders are on site. Please refer to medical risk assessment.		Low	The Showmen's Guild Operators

							<p>Seating positions in rides and attractions are controlled by employees.</p> <p>Hand sanitiser available at all attractions/trader units.</p> <p>All employees should wear masks/face coverings while working, interacting with others where social distancing cannot be maintained.</p>			
9	Injury	Exposure to Covid-19	Public	2	4	8	<p>Only site medical team to directly attend to reports of injury.</p> <p>Refer to Medical Contractor RA</p> <p>Where treatment is required outside of the on site medical facility stewards to assist with creating a temporary perimeter around the location of incident.</p>		Low	<p>The Showmen's Guild</p> <p>Medical Contractor</p>
10	Break times	Exposure to Covid-19	Staff, Operators, Public				<p>Masks to be worn.</p> <p>Use hand sanitiser before and after breaks</p> <p>Dedicated space for breaks, away from the public.</p> <p>Staff encouraged to bring own reusable water bottle.</p>	Management to remind those on breaks to follow government guidelines	Low	<p>The Showmen's Guild</p> <p>Operators</p>

11	Food and Drink Operators	Exposure to Covid-19	Operators/Public	4	4	16	<p>Sneeze guards or other barriers are in place where needed and sanitized frequently</p> <p>Gloves and masks to be worn by staff</p> <p>Self-serve condiments containers and utensils removed from public access and available from servers.</p> <p>Some condiments provided in single serving packets.</p> <p>Only pre-packaged food to be placed in self-service counters.</p> <p>Touch-free payment options, including contactless payments in place</p> <p>Kitchens should be thoroughly cleaned and sanitized regularly. General kitchen cleaning should be frequent and performed according to use.</p>	<p>Dedicated signage displaying track and trace information and QR code.</p> <p>Dedicated signage displaying government guidance.</p>	Low	<p>The Showmen's Guild</p> <p>Operators</p>
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Public

No	Hazards	Outcome	Persons at Risk	Risk Rating			Control Measures	Further Controls	Residual Risk	Responsibility
				S	L	R				
1	Exposure to Covid-19 (Airborne – General)	Contracting Covid-19 Becoming Unwell Possible Death	Public	4	5	20	<p>Masks must be worn by all public on all attractions</p> <p>Enforce social distancing wherever possible</p> <p>Display Government Guidance Signage as a visual reminder.</p> <p>Track & Trace System Implemented</p> <p>Attraction PA systems used to broadcast government guidelines to the public periodically.</p>	<p>Regular Review of Control Measures</p> <p>Identify areas social distancing can be implemented</p> <p>Through advertising prior to the event encourage the public to travel in families/group of household occupants.</p> <p>Through advertising prior to the event encourage the public to attend at off peak times.</p>	Medium	<p>The Showmen’s Guild</p> <p>Operators</p>

2	Exposure to Covid-19 (Surface Contact - General)	Contracting Covid-19 Becoming Unwell Possible Death	Public	4	5	20	<p>All work area surfaces to be treated with Microbe Shield Virus Protector including parts of the attraction all persons come into contact with.</p> <p>Hand Sanitizer available for use at each attraction/trader unit.</p> <p>Refuse access to attractions for any customer displaying symptoms and recommend that they self-isolate following government guidelines.</p> <p>Refrain from sharing of equipment wherever possible.</p> <p>Masks Must be worn by public on all attractions at all times.</p> <p>A minimum of 1 meter must be maintained between staff and public where 2 meters is not possible.</p> <p>Display Government Guidance Signage as a visual reminder.</p> <p>All non-essential vehicles prohibited.</p> <p>Track & Trace System Implemented. QR code to be ava</p>	<p>Regular Review of Control Measures</p> <p>Identify areas social distancing can be implemented</p> <p>Through advertising prior to the event encourage the public to travel in families/group of household occupants.</p> <p>Through advertising prior to the event encourage the public to attend at off peak times.</p>	Medium	<p>The Showmen's Guild</p> <p>Operators</p>
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							Hand Shaking and any other form of physical greeting is prohibited. Limit interaction between staff and public whenever safe to do so.			
3	Vehicles	Exposure to Covid-19	Public	3	5	15	During ingress and egress drivers are to remain in vehicles until the required location is reached. Identify groups of staff who live together Encourage cycling and walking to work	Use of PPE (Masks, Gloves) Restrict wherever possible different staff accessing vehicle.	Low	Operators and Staff
4	Use of public toilets	Exposure to Covid-19	Public	2	4	8	Hand sanitizer to be used before entering the toilets to clean hands before access and to wash hands after using the toilets.		Low	Operators and Staff
5	Communication with the public	Exposure to Covid-19	Public, operators, staff	3	4	12	Dedicated signage displaying government guidance Dedicated signage displaying track and trace information and QR code. Screens in place at booths between operator and public Masks to be worn at all times	Attractions with PA systems will play a pre-recorded message explaining government guidelines.	Low	Operators The Showmen's Guild

6	Access Control/Capacity	Exposure to Covid-19	Staff, operators, public	4	4	16	<p>Sanitisation lanes to be used at every entrance and exit to the event. Hand sanitiser stations installed.</p> <p>Separate in and out lanes.</p> <p>Public Sanitisation stations placed periodically throughout the site.</p> <p>Track and Trace QR code placed at all entrances.</p> <p>Dedicated signage displaying government guidance</p> <p>Site fenced to prevent unauthorised access.</p> <p>Event Attendance monitored at all times.</p> <p>Site Capacity reduced to 25% of normal capacity with dedicated crowd management plan in place.</p> <p>See "Crowd Dynamics Analysis" Document.</p>	Stewards will be available to advice and guide stewards aware from areas of danger	Medium	The Showmen's Guild

7	Attractions/ Stalls Attendance	Exposure to Covid-19	Staff, operators, public	4	5	20	<p>All attractions disinfected with Microbe shield formula prior to event opening.</p> <p>Seating positions in rides and attractions are controlled by employees.</p> <p>Hand sanitiser available at all attractions/trader units.</p> <p>Track and Trace QR code displayed at every attraction entrance.</p> <p>Mandatory for public to wear masks/face coverings while on rides.</p>	All operates must produce and enforce covid-19 specific risk assessments for specific attractions/stalls.	Low	Operators The Showmen's Guild
8	Disposal of Waste	Exposure to Covid-19	Public	2	4	20	<p>Bins placed strategically throughout site as per waste management plan.</p> <p>Bins emptied periodically by dedicated team.</p> <p>Guidance displayed on which bin to dispose of PPE in.</p>		Low	The Showmen's Guild