



3rd February 2022

Dear Parent/Carer

Animal Farm – 9th February 2022

Following on from my initial correspondence regarding the theatre visit to the Cambridge Arts Theatre, I am writing to advise you of the final trip arrangements and am attaching the Theatre's risk assessment for your perusal.

Theatre venues are no longer requesting to see negative LFTs, or an NHS Covid pass for under 18-year-olds but do ask us to respect the following:

- The cloakroom has limited space for school items, so it is recommended that bags are left at school or on the coach except for first aid kits/medical supplies carried by staff.
- The Theatre encourages and recommend all audience members aged 11+ to continue to wear masks throughout their visit to the Theatre.

We will be leaving college at 12.55pm and ask that the students meet myself and the accompanying staff members: Mr K Burke, Ms L Riches and Mr Agboke at the coach departure area, outside Scott House at 12.50pm. If your child has lunch during break 2, please be aware that the departure time encroaches on their break time. If they need to purchase food from the canteen, please can I ask that they purchase food during break 1 or bring a packed lunch on the day.

The running time of the play is 90 minutes, without an interval - it is estimated that we will be back at college by 5.30pm the latest. Please can parents arrive promptly from 5.20pm, at the layby by Needham's Gate. If the time changes, we will advise your child to contact you during the return journey. If you need to contact us in an emergency the school mobile trip number is: 07591 376 165.

Yours faithfully

Ms C Seymour
Drama Subject Lead



DISCLAIMER

This risk assessment is to be used as a guide only and does not replace the need for a separate school/group risk assessment.

Visitors should fully review risk considering their specific circumstances before coming to the Theatre.

Cambridge Arts Theatre accepts no responsibility for the use of this risk assessment.

Cambridge Arts Theatre Risk Assessment Guidance for Schools and Groups			Date: 1 December 2020 Updated: 28 January 2022	
Assessment of: The risk of being exposed to, and spreading of COVID-19 while visiting Cambridge Arts Theatre – Schools and Groups			Area: On site at the Theatre	
Assessed by: Kat Collins – Head and Sales and Marketing			Approved by: V Beechey	
ACTIVITY	HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHO IS RESPONSIBLE
General cleanliness of Cambridge Arts Theatre	Exposure to, and the spread of COVID-19 causing severe and potentially fatal illness	All persons, Audience members, employees, visitors, members of	<ul style="list-style-type: none"> • The Cambridge Arts Theatre has been deep cleaned before audience returning to watch performances. • Daily cleaning of the whole building will take place • The Auditorium space will be cleaned during performance runs • Hand sanitiser stations will be available in allocated Front Of House areas. 	Senior Management Team



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		the company and contractor's 300+	<ul style="list-style-type: none"> Cleaning rotas will be set up, and staff will complete and sign daily cleaning checklists. 	
Audience watching Performances	Exposure to, and the spread of COVID-19 causing severe and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractor's 300+	<ul style="list-style-type: none"> Hand sanitiser stations will be provided in the auditorium and foyer areas. Teachers and groups leaders will be made aware of the symptoms of COVID-19 and will be asked to communicate the children/students in their care and to any adult support staff. No one who has tested positive for COVID or has a positive lateral flow test result should travel to the Theatre. Schools and groups should hold details of all children/ students attending the Theatre for purposes of test and trace. School/ group leaders have a responsibility to alert the Theatre should a member of their party subsequently develop symptoms of COVID-19. The Theatre will alert the school/ group leader if a suspected case of COVID-19 subsequently occurs among employees/ company or within another school party. We encourage and recommend all audience members aged 11+ to continue to wear mask throughout their visit to the Theatre. All members of staff and volunteers will continue to wear face coverings unless they have a medical exemption. 	Senior Management Team



Audience Entering and Exiting the building	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractor's 300+	<ul style="list-style-type: none"> • Schools and groups are asked to consider how they arrive at the theatre and encouraged to travel by dedicated coach or on foot, avoiding public transport. • Teachers and groups leaders will be made aware of the symptoms of COVID-19 and will be asked to communicate the children/students in their care and to any adult support staff. No one who has tested positive for COVID or has a positive lateral flow test result should travel to the Theatre. • Schools and groups should hold details of all children/ students attending the Theatre for purposes of test and trace. School/ group leaders have a responsibility to alert the Theatre should a member of their party subsequently develop symptoms of COVID-19. The Theatre will alert the school/ group leader if a suspected case of COVID-19 subsequently occurs among employees/ company or within another school party. • The cloakroom has limited space for school items so it is recommended that bags are left at school or on the coach with the exception of first aid kits/ medical supplies carried by staff. • We encourage and recommend all audience members aged 11+ to continue to wear mask throughout their visit to the Theatre. All members of staff and volunteers will continue to wear face coverings unless they have a medical exemption. • Tickets will be booked in advance either on the website or over the phone. • The Front of House staff will be organised by theatre area and responsible for specific parts of the auditorium. 	Senior Management Team
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Use of the public toilets	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	All persons, Audience members, employees, visitors, members of the company and contractor's 300+	<ul style="list-style-type: none"> Cambridge Arts Theatre toilets will be cleaned daily, and touchpoints will be cleaned regularly during the performance run. Members of the company will be asked to use the backstage toilets and not use public restrooms. 	Senior Management Team
Audience consuming food & drink	Exposure to, and the spread of COVID-19 causing serious and potentially fatal illness	members, employees, visitors, members of the company and contractors 300+	<ul style="list-style-type: none"> Cambridge Arts Theatre will continually update its food and drink policy in line with government guidelines. All rubbish, e.g. plastic cups, will be cleared by the staff at the end of each performance. All staff and volunteers will continue to wear face coverings, unless medically exempt. Hand sanitiser stations are provided in the foyer areas for public use. 	Senior Management Team



