

## COVID-19 Staff and building user risk assessment

Title	Coronavirus (COVID-19) Risk Assessment – Building users, Staff, company members		Version	13	Date	13/05/2022
Type of Activity and related hazards	Who might be harmed by this hazard?	How might they be harmed?	Control measures to mitigate risk		Residual risk level	Who is responsible for Control measures
Exposure to COVID-19 (Before travelling to work)	All persons	Infection of COVID-19	<ul style="list-style-type: none"> <li>• All persons must familiarise themselves with NHS guidance on COVID-19 symptoms; High temperature (above 38.4°), a loss of, or change to, sense of taste or smell. If anyone has any of the symptoms and returns a positive test, they are recommended to self isolate for 5 days or until they are symptom free. If still returning a positive test and still displaying after 5 days they are recommended to stay off for another 5 days or until they return a negative test or no longer display any symptoms (whichever is sooner).</li> <li>• Asymptomatic persons are recommended to self isolate for 5 days and can return to work after five days if displaying no symptoms.</li> <li>• Staff are asked to make a judgement call if they have been a close contact and to test if they believe they have been, and follow the above guidance.</li> <li>• Line managers are informed if any person has any symptoms and will advise them to try and stay at home.</li> <li>• All building users are strongly encouraged by NHS England and Leicester Theatre Trust, to take part in the COVID-19 vaccination programme.</li> </ul>		Low	SMT, Heads of Department

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Returning to work, feelings of nervousness or anxiety.	Staff returning to the workplace	Increased or heightened COVID symptoms/ risk of infection, if exposed to COVID-19 infection	<ul style="list-style-type: none"> <li>• Any persons who feel nervous, or concerned about their return to work, should speak to their line manager, HR or a member of the COVID-19 Response Team.</li> <li>• All staff are encouraged to take part in the COVID-19 vaccination programme.</li> <li>• All staff undergo Mental Health awareness training before returning to work</li> <li>• Managers have taken part in training to be able to manage team members who may be struggling.</li> <li>• Mental Health First aiders have received training to be able to spot the signs of poor mental health and have the skills and resources available to signpost people to places of help</li> <li>• Managers will carry out more frequent catch ups or meetings with employees to ensure teams are settling back into work.</li> <li>• A health and wellbeing group has been set up to help encourage staff to talk about any feelings of nervousness or anxiety.</li> </ul>		Low	SMT, Heads of Department, HR
Inductions	All persons using the building.	Exposure to infection, leading to development of COVID-19 symptoms.	<ul style="list-style-type: none"> <li>• Some staff, particularly Production and Producers, may be required to give an induction to visiting companies, on the mitigation strategies in place within the building.</li> <li>• All staff will have received an induction with the latest Curve and government guidelines, before returning to work</li> <li>• Inductions happen digitally or in large well-ventilated spaces.</li> </ul>		Low	SMT

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Cleaning – Hand washing	All persons using the building	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Wash hands more regularly using soap and water for 20 seconds adopting NHS hand washing technique</li> <li>• Where hands can't be washed using soap and water, you should use hand sanitiser (with minimum 70% alcohol), utilising techniques adopted by NHS as best practice.</li> <li>• Avoid touching you face/eyes/nose/mouth with unwashed hands. Cover a cough or sneeze with a tissue and then throw in the bin. Alternative cough/sneeze into the elbow/arm.</li> <li>• Increased number of sanitiser (containing 70% alcohol) stations throughout the building and these are regularly checked by the facilities team.</li> <li>• Individuals should wash their hands;               <ul style="list-style-type: none"> <li>○ When arriving at the building</li> <li>○ Prior and post, eating or drinking</li> <li>○ After sneezing or coughing</li> <li>○ When handling or using equipment that may be used by others</li> <li>○ Before and after opening a door</li> <li>○ Regularly during the day</li> </ul> </li> </ul>		Low	Individuals

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Cleaning - Surfaces	All persons using the building	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Cleaning staff will carry out enhanced cleaning throughout the building during the day.</li> <li>• Extra cleaning will also take place on regular contact areas to reduce the risk of transmission.</li> <li>• Anti-bacterial and anti-viral sanitiser will be used for all cleaning</li> <li>• All public facing areas will have cleaner check sheets, which are signed to ensure public that areas have been cleaned and checked.</li> <li>• Cleaning rota's have been amended to take into account numbers of building users.</li> </ul>		Low	Cleaning Team, Head of Buildings and Facilities
Cleaning - Offices	Office staff	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Cleaning staff will clean the offices as per the rest of the building, using anti-bacterial and anti-viral sprays.</li> <li>• Staff should also take responsibility for cleaning their own desk space regularly throughout the day.</li> <li>• Antibacterial wipes and spray will be available for all desk and work stations</li> <li>• Offices must be kept tidy and clutter free, this is to aid effective cleaning</li> <li>• Antibacterial wipes and spray is available for keyboards, phones and other ancillary computer equipment, to be cleaned on arrival to your desk/workstation, as well as at the end of the working day if required.</li> </ul>		Low	Cleaning Team, HOD's, Individual Staff

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Work activities - Offices	Office staff, cleaning staff	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Staff are asked to be mindful of unnecessarily visiting offices or areas that aren't part of their normal working area, so as to reduce risk of transmission.</li> <li>• Desks are spaced to avoid any close face-to-face working.</li> <li>• Screens are also be erected around some desks to prevent any contamination from other desk users in some offices.</li> <li>• Increased air flow (150%) will be utilised around the office and work spaces, to provide clean air to the spaces, as well as moving any COVID particles in the air.</li> <li>• CO2 monitoring has been introduced in the offices to inform Facilities team of levels of CO2 in the air. The facilities team will then use this information to determine if air flow is sufficient for the space. Air handling will be adjusted to suit.</li> <li>• Sanitiser and cleaning stations are available in each office/workspace.</li> <li>• Masks/face coverings are worn at each person's discretion.</li> <li>• Occupancy levels will be constantly reviewed to ensure that airflow is optimised in each office..</li> <li>• At the end of the working day, desks should be cleared to allow the effective cleaning of desks and work areas by the cleaning team if necessary.</li> </ul>		Low	HOD's, SMT

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Work activities - Meetings	Staff, external stakeholders	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Windows should be opened if available, and in the case that the room does not have windows, air flow can be increased utilising the building air handling system.</li> <li>• All meeting rooms have CO2 monitoring, which will activate an audible alarm should CO2 levels exceed 1000ppm. At this point instructions alert users to open the windows.</li> </ul>		Low	All Staff. HOD's, SMT
Work activities – Backstage/Technical activity	Technical staff/visiting company	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Where practical, distancing should be observed and contact minimised.</li> <li>• All areas should have adequate ventilation, eg – walls and irons out wherever possible.</li> <li>• Teams working closely together, e.g unloading a truck, should stay in smaller teams, to reduce any transmission between wider team.</li> <li>• Face coverings are recommended to be worn in all backstage areas unless medically unable.</li> <li>• Rehearsals can take place without the wearing of face coverings, however distancing should remain if possible between acting company and the rest of the building.</li> <li>• Show staff may be asked to be part of the visiting companies testing schedule. Unless exempt, where reasonably practicable, teams should facilitate and take part in these requests, any tests will be provided by the visiting company.</li> </ul>		Moderate	Technical HOD's, Technical Staff, Director of Production

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Work activities – During shows	Company, Technical staff	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Face coverings are recommended to be worn by technical staff backstage where able and when close working.</li> <li>• Number of persons backstage is minimised with only persons involved in the shows allowed backstage.</li> <li>• All members of the company and production teams will be heavily encouraged to be fully vaccinated (3 x doses).</li> <li>• All fixed term and full-time staff members will be offered the Flu vaccine during flu season.</li> </ul>	Moderate	Technical HOD's, Technical Staff, Stage Management	
Work activities – Driving company vehicles	Technical staff	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Only permitted drivers will be able to drive company vehicles.</li> <li>• Windows should be open were possible to ensure effective ventilation (fresh air).</li> <li>• Recirculated air should be turned off.</li> </ul>	Low	Technical and Facilities Staff	
Work activities – Maintenance of equipment/ICT providing support	Facilities staff/ICT staff/ other staff	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Where possible, serviced items that are in close location to others, should be serviced outside of working hours.</li> <li>• When equipment has been serviced/repared, staff should sanitise hands, equipment and work area, before and after task.</li> <li>• Legislative and best practice maintenance should still be carried out.</li> <li>• Consider use of barriers to create isolated working area to prevent access by others.</li> </ul>	Low	Facilities Staff, Head of Buildings & Facilities	

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Work activities – External contractors	Staff/ Contractors	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>External contractors can be used, but should follow the same guidance for Facilities/ICT</li> </ul>		Low	Facilities Staff
Work activities - Sharing of work equipment	Staff	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>Sharing of equipment should generally be avoided, however if this is unavoidable, in the case of larger equipment for example, then the equipment should be wiped down between each use, using antibacterial wipes.</li> <li>Items such as headsets, cans, mic's etc should be wiped down between each use, but sharing of such equipment should be avoided unless absolutely critical.</li> <li>Tool kits are issued to each member of the Technical team, but it may be necessary to share power tools, in this case these items should be cleaned using antibacterial wipes at regular intervals.</li> </ul>		Low/ Moderate	All Staff, HOD's
Work activities – Moving around the building	Staff, company, contractors, public	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>When moving around the building, staff should aim to only use areas that are relevant to their job.</li> <li>Hand should be washed/sanitised when entering or leaving a room/area, by utilising the sanitiser dispenser around the building</li> <li>Wearing of face coverings are recommended when walking around the building.</li> </ul>		Low	All Staff, SMT

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Emergency activity - Evacuation of building	Staff/visitors/ Public/ company	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Emergency evacuation procedures remain the same for the whole building.</li> <li>• Policy of nearest safe and available exit will be used, should the need for evacuation arise.</li> <li>• Staff with extra duties in the event of an emergency evacuation, remain unchanged.</li> <li>• Once at the assembly points, distancing should remain as far as is reasonably practicable. Fire Marshalls will advise.</li> <li>• Fire alarm and other safety systems have been kept in full working order throughout the pandemic, so as to negate, as low as reasonably practicable, any faults or false alarms.</li> </ul>		Low	Head of Buildings & Facilities, Visitor Experience Manager
Emergency activity – First aid incident	Staff, public, contractors	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• First aid cover, has been checked to ensure that the number of first aiders is sufficient to the number of people in site.</li> <li>• Newly trained and retrained first aiders have received extra instruction on dealing with the risks involved with COVID and when treating someone for First aid</li> <li>• First aid boxes should be regularly checked and kept stocked with 'in date' equipment. COVID specific additions should also be included in the first aid boxes, namely;                             <ul style="list-style-type: none"> <li>○ Surgical mask, of fluid repellent type</li> <li>○ Eye protection (visor or goggles)</li> <li>○ Disposable apron</li> <li>○ Extra surgical gloves</li> </ul> </li> </ul>		Moderate	SMT, First aiders

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Travelling into work	Staff, contractors, visitors, company members	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Walk or cycle to work were possible.</li> <li>• If using public transport were possible, avoid travelling at peak times.</li> <li>• If car sharing have windows open to allow suitable ventilation.</li> </ul>		Low	SMT, HOD's, Individual Staff
Access and egress	All users of the building	Exposure to infection, leading to development of COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Hand Sanitiser is available at the entrances to the building and at various points throughout the building.</li> <li>• All persons are signed in and out by Reception minimising contact and multiple handling of pens.</li> </ul>		Low	Individuals, HODs, SMT

Created by	Approved By	Date
Andy Bartlett – Director of Production	Chris Stafford - CEO	13 <sup>th</sup> May 2022

This risk assessment will be reviewed on 1st October, or when there is change in guidance and/or change in circumstance that reflects a change in control measure.

## **COVID-19 Staff and building user risk assessment**

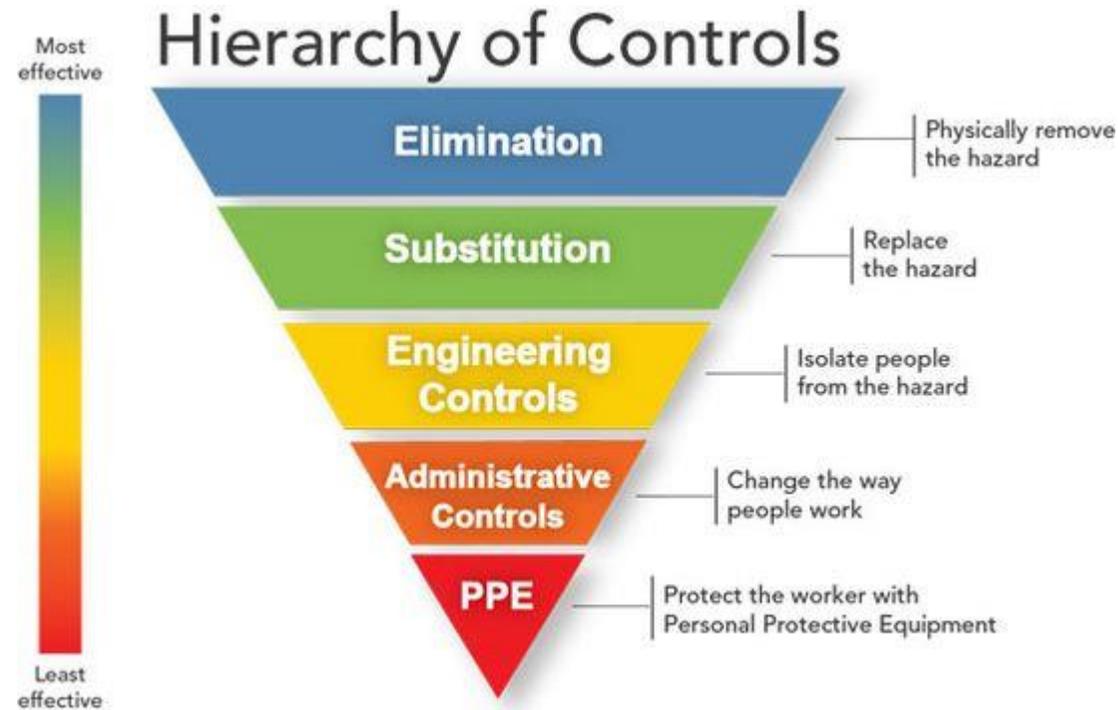
### **RISK ASSESSMENT**

At all times, the Theatre will follow all national and local guidance and legislation and will use this guidance as a minimum. We may decide, when appropriate, to introduce further measures and mitigations, to ensure the safety of our staff, visitors and artists.

We have a moral and legal responsibility to protect our staff and visitors from any risks to their health and safety. The risk assessment, available as a separate document, recognises, highlights and mitigates, as far as is reasonably practicable, the risks surrounding COVID. The COVID Risk Assessment will be published on our website.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The chart below sets out the order in which preventative measures should be considered.

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### Elimination

The hazard (COVID-19) cannot be entirely removed, but it is important to ensure that, as far as possible, no one with the virus is allowed into the workplace and measures will be put in place to mitigate against this such as temperature checks etc.

### Substitution

Substitution of the virus for something less harmful is not an option in this situation.

### Engineering controls

We are adopting working practices and measures throughout the building to reduce physical contact. Measures include installing physical barriers in public areas, increasing ventilation and pre-fabrication of sets off-site etc.

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### **Administrative controls**

Administrative controls will provide the most practical solutions such as social distancing, provision of more handwashing/ sterilisation facilities and revised cleaning routines.

### **Personal Protective Equipment (PPE)**

PPE is considered to be the “last resort” (excluding face coverings)- that is for circumstances where people cannot be kept more than 2 metres apart.

PPE should be identified as suitable for the purpose, so surgical masks would be IR or IIR types, or respirators should be FFP2 or FFP3. Persons needing to use such PPE should be trained in how to use and fit them.

If gloves are provided, the virus can still be transferred to the surface. If the wearer touches their face, they could still contract the disease.

## COVID-19 Staff and building user risk assessment

Risk Matrix		Likelihood				
		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Severity	Catastrophic	Moderate	Moderate	High	Very High	Very High
	Major	Low	Moderate	Moderate	High	Very High
	Moderate	Low	Moderate	Moderate	Moderate	High
	Minor	Very Low	Low	Moderate	Moderate	Moderate
	Superficial	Very Low	Very Low	Low	Low	Moderate

**Very low, Low** – Proceed with activity, monitor control measures.

**Moderate** – Proceed with caution, simple mitigations must be implemented. Activity must be monitored and continually reassessed.

**High, very high** - Further mitigations, or changes to the activity, must be implemented. Do not proceed until the activity risk level has been reduced.