

## COVID-19 Staff and building user risk assessment

Title	Coronavirus (COVID-19) Risk Assessment – Building users Staff, company members)		Version	9	Date	24/9/21	
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	Completed?
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, then you are encouraged to book a test, stay at home and inform your line manager.</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> <li>• You should also stay at home if you have had any of the following – Have returned from a country where quarantine restrictions apply, Are in the process of waiting for a COVID-19 test results, or have been asked to isolate by NHS Test and Trace</li> <li>• Everyone travelling into the building is encouraged to take their temperature before leaving for work. Anyone with temperature of 38.4° or over should not leave the house and should contact 119 for a COVID test.</li> </ul>		Low	COVID-19 response manager, SMT, Heads of Department	Yes

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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 are highly encouraged to have the COVID-19 vaccine when offered.</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> </ul>		Moderate	Heads of department, COVID- 19 response team, HR	Yes
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>• All staff should be aware of not having to isolate if 'pinged', provided you are double vaccinated and are symptom free. A system of taking a PCR test to confirm negative results will be required before being allowed to return to work</li> </ul>		Low	COVID response team/SMT	Yes

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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 cant 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	Yes
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>• Anti-bacterial and anti-viral sanitiser will be used for all cleaning</li> <li>• Cleaning rota's have been amended to take into account numbers of building users.</li> </ul>	Low	Cleaners, Buildings and Technical Director	Yes

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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>• All keyboards, phones and other ancillary computer equipment, should be cleaned on arrival to your desk/workstation, as well as at the end of the working day</li> </ul>		Low	Cleaning team, HOD's, individual staff	Yes

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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>• Distanced working (limiting number of contacts throughout day), allows as minimal number of people to isolate as possible, should an outbreak occur.</li> <li>• Desks will be spaced to avoid any face to face working.</li> <li>• Screens will also be erected around all desks to prevent any contamination from other desk users.</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 will be 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 will be put up in each office/workspace.</li> <li>• Masks/face coverings can be removed if working alone in individual offices, however they should be worn at all other times.</li> <li>• Staff should still keep sufficient distance (1m+) from others so as to reduce transmission of COVID19</li> <li>• Occupancy levels will be constantly reviewed to ensure that workers can remain socially distant.</li> <li>• Hot desking is not allowed. Where this is absolutely unavoidable, further mitigation and information is available from the Director of Buildings and Technical</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.</li> </ul>	Low	HOD's, SMT, Facilities	Yes
Work activities - Meetings	Staff, external stakeholders	Exposure to infection, leading to development	<ul style="list-style-type: none"> <li>• Face to face meetings can take place, however, so far as is reasonably practicable, people should aim to maintain a distance of 1m+ and wear face coverings in meetings, unless exempt.</li> </ul>	Low	All staff. HOD's, SMT	Yes

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		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 will be increased utilising the building air handling system.</li> <li>• Meetings with external delegates should only be held if necessary. These meetings should then be held in a well-ventilated room, with room capacities being observed. 2m distancing should be in place for meetings with external delegates.</li> </ul>			
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>• Distancing of 1m+ should be observed at all times.</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 should be worn in all backstage areas unless exempt.</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. This can be in parallel with the companies workplace testing.</li> </ul>	Moderate	Technical HOD's, technical Staff, Director of Production	Yes

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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>• Technical staff should have designated working areas, e.g dedicated staff in each wing.</li> <li>• Props should only be touched by the actor who uses that particular prop.</li> <li>• All props and equipment handled by actors, should be wiped down with antibacterial wipes</li> <li>• Wings and backstage areas will be sanitised at the half.</li> <li>• Face coverings will be worn by all workers/company backstage.</li> <li>• Actors/technical staff should only be in backstage areas when preparing to go on stage or to carry out a cue.</li> <li>• All members of the company and production teams will be heavily encouraged to be full vaccinated (2 x doses)</li> </ul>	Moderate	Technical HOD's, technical staff, Stage Management.	Yes
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>• Company vehicles will be single occupancy where possible.</li> <li>• Where single occupancy is not possible, social distancing should be maintained at all times, with effective ventilation (fresh air)</li> <li>• Recirculated air should be turned off.</li> </ul>	Low	Technical and facilities staff	Yes
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/repaired, staff should sanitise hands, equipment and work area, before and after task.</li> <li>• Face covering should be worn at all times.</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, Director of Buildings and Facilities	Yes

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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> <li>• Health declaration should be filled in by all contractors carrying out work on site.</li> <li>• Contractors should enter through Vestry street entrance so as to utilise thermal camera on entry</li> </ul>	Low	Facilities Staff	Yes
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>• Ideally tools should be issued to each member of the team, but it may be necessary to share power tools, in this case these items should be cleaned using antibacterial wipes between each user.</li> </ul>	Low/ Moderate	All staff, HOD's	Yes
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>• At all times when moving around the building, directional signs must be followed.</li> <li>• Unless exempt, a face covering should be worn when moving around the building. If an individual is exempt, they must let their line manager know in advance of returning to the building.</li> </ul>	Low	Staff/SMT	Yes



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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 will be kept in full working order during pandemic, so as to negate, as low as reasonably practicable, any faults or false alarms.</li> </ul>			Low	Buildings and Technical Director	Yes
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, should be checked to ensure that the number of first aiders is sufficient to the number of people in site.</li> <li>• First aiders should receive 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	Yes
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>• If you have to travel by public transport, social distancing should be observed and face coverings should be worn at all time (unless exempt).</li> <li>• Where possible, avoid travelling at peak times</li> <li>• Car sharing is allowed, however mitigations should be observed in the vehicle, as well as sufficient ventilation and the wearing of face coverings.</li> </ul>			Moderate	SMT, HOD's, individual staff	Yes

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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>• Designated access points should be used by all building users, as per published guidelines, which can be found in the COVID handbook.</li> <li>• Sanitiser should be used as soon as entry is made, before travelling to your designated area to wash hands in accordance with PHE and NHS guidelines.</li> <li>• In the interest of supporting NHS test and trace, everyone using the building must scan or 'check in' using the NHS QR code.</li> <li>• Immediately after entering the building, everyone should fill in a daily Health Declaration, either on SharePoint (staff) or a paper copy. This should be completed every day.</li> <li>• Only designated access and egress points should be used, as these utilise thermographic technology to check for temperature.</li> </ul>	Low	Individuals, HOD, SMT	Yes
Levels of fresh air and extraction	All building users	Exposure to infection, leading to development of COVID-19 symptoms.	<ul style="list-style-type: none"> <li>• Spaces identified as having high numbers of people, or groups of people who do not normally mixed, have increased airflow through forced mechanical ventilation.</li> <li>• All recirculated air have been turned off, providing 100% fresh air</li> <li>• Spaces have CO monitoring, which supplies the Building Management System (BMS) data to establish whether the airflow needs to be increased. Target range of CO2 levels in these spaces will be between 800ppm and 1500ppm.</li> </ul>	Moderate	Facilities, Director of Buildings and Facilities	Yes
Staff taking part in Daily contact testing (DCT) potentially spreading virus.	All staff	Exposure to infection, leading to development of COVID-19 symptoms.	<ul style="list-style-type: none"> <li>• All staff taking part in DCT will follow all rules and protocol set out in the DCT documentation</li> <li>• All staff will test before starting work, under the supervision of a testing operative</li> <li>• For the period of the DCT, the individual(s) must take extra precautions when working around others (face coverings, 2m social distancing, no sharing of equipment)</li> </ul>	Moderate	Director of Buildings and Facilities, SMT, Managers	Yes

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Created by	Approved By	Date
Jay Bridges MIIRSM TechIOSH – Director of Buildings and Technical	Chris Stafford - CEO	24/9/21
This risk assessment will be reviewed on a rolling monthly basis (11 <sup>th</sup> October 2021), or when there is change in guidance and/or change in circumstance that reflects a material change in control measures.		

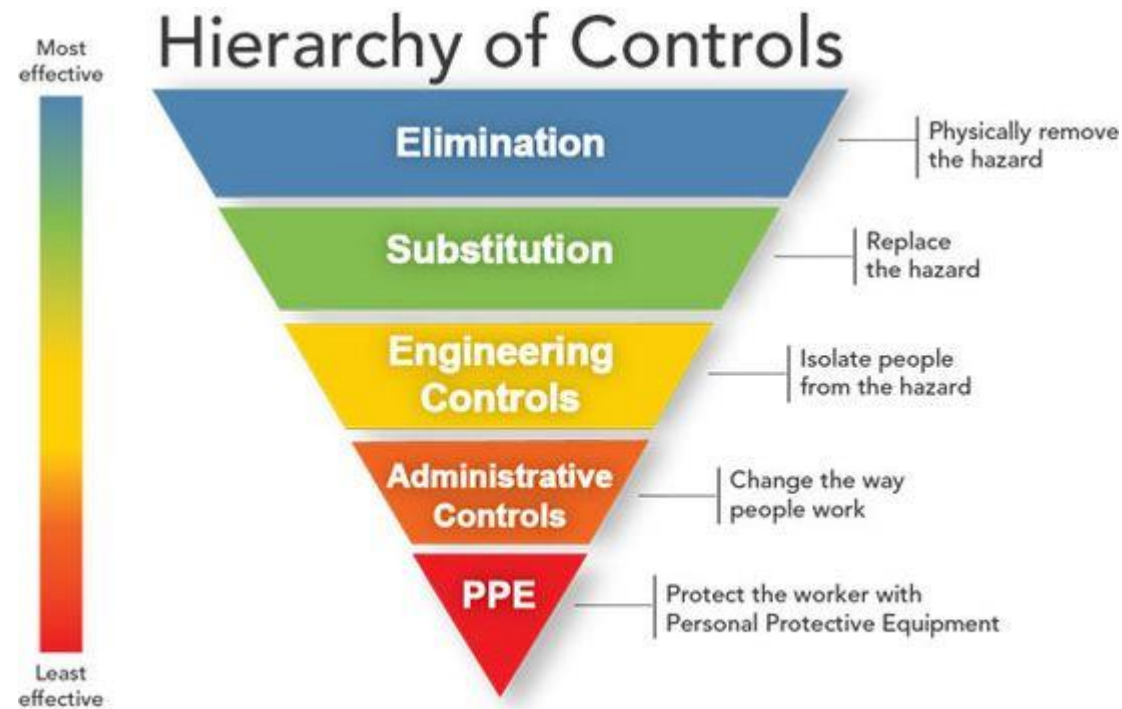
### **RISK ASSESSMENT**

Following the recent Government announcement, the country is in the final stage of the Government roadmap. From the 19<sup>th</sup> July, the Theatre will no longer have a capacity on audience numbers. 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.

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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.