

Risk assessment – COVID-19 Secure Appendix

Company name: Alphabetti Theatre

Assessment carried out by: Andrea Scrimshaw

Date assessment was carried out: 15.08.2020

Date of next review: 12.09.2020 (or on release of further government guidance)

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close</p>	<p>All</p> <p>Contracting and/or conveying COVID-19</p>	<ul style="list-style-type: none"> Following ongoing government guidance Wearing face coverings in mandatory settings unless exempt Practicing social distancing of 2m or 1m with risk mitigation where 2m is not possible. 	<ul style="list-style-type: none"> To follow government action of self-isolation Where possible, staff should work from home to reduce the risk of exposure Ensuring that all persons entering the building are aware of the signs/symptoms of COVID-19 and do not attend the building if they are/become unwell. 	<p>Staff, studio holders and visitors</p>	<p>From now and on-going until next review</p>	

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<p>contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<ul style="list-style-type: none"> • Hand washing/sanitising frequently and maintaining good hand washing hygiene • Limiting time in close proximity to others where 2m social distancing is not viable 	<ul style="list-style-type: none"> • Temperature checks will be taken and recorded on arrival 			
<p>Persons classified as vulnerable</p>	<p>Vulnerable persons</p> <p>Contracting and/or</p>	<ul style="list-style-type: none"> • During the coronavirus (COVID-19) outbreak, the government has defined some people as clinically extremely vulnerable (previously described as shielded). 	<ul style="list-style-type: none"> • Clinically extremely vulnerable persons should work from home where possible • All staff members who have been identified by the government as clinically extremely vulnerable (previously described as shielded) 	<p>Staff, studio holders and visitors</p>	<p>From now and on-going until next review</p>	

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	conveying COVID-19	<p>These workers are at increased risk of severe illness from coronavirus. They cannot return to workplaces before at least 1st August 2020 in England. After this date, shielding will be paused and clinically extremely vulnerable workers can go to work as long as their workplace is COVID-secure.</p>	<p>should have ongoing meetings/support from Alphabetti – whilst most staff are still furloughed, this should be taken into account for their return.</p> <ul style="list-style-type: none"> • When shielding is paused, where it is not possible for workers to work from home, you must regularly review your risk assessment, and do everything ‘reasonably practicable’ to protect those workers from harm. • Continue to follow all guidance from Public Health England regarding clinically extremely vulnerable persons. <p>N.B. This also applies to workers living with someone who is clinically extremely vulnerable.</p>			

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Exposure to COVID-19 due to use of public transport and/or shared transport	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> Encourage all staff, studio holders and people to walk or cycle to their classes where possible Ensure all persons follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. 	<ul style="list-style-type: none"> All persons to limit their use of public transport to/from the building where possible. To use private dual occupancy where possible. Reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) 	Staff, studio holders and visitors	From now and on-going until next review	
Theatre staff failing to act appropriately (infection control)	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> All staff have received training in the signs and symptoms of COVID-19 Staff have been consulted and informed about the plans (for example, safety measures, reporting requirements and staggered arrival and departure times), including 	<ul style="list-style-type: none"> Where possible theatre staff should keep people 2m apart. If this is not viable, keeping 1m apart with risk mitigation is acceptable. Staff should implement safety measures, where possible, for all those entering the building (e.g. temp checks, hand sanitising and social distancing reminders) 	Staff, studio holders and visitors	From now and on-going until next review	

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		<p>discussing whether additional training would be helpful.</p>	<ul style="list-style-type: none"> Ongoing/updated training should be given as/when government guidance changes. All staff should be reminded of current guidance. 			
<p>Ingress/Egress to site leading to lack of infection control</p>	<p>All Contracting and/or conveying COVID-19</p>	<ul style="list-style-type: none"> Staggered start and finish times for staff to reduce congestion and contact at all times One-way circulation and divider down the middle of corridors to keep persons apart as they move through the setting where spaces are accessed by corridors. Entrance to the building for all persons will be via the rehearsal room entrance where possible. All staff, studio holders and visitors are required to clean hands with alcohol hand gel on entering the building All staff, studio holders and visitors are required to undergo a 	<ul style="list-style-type: none"> Where possible, implement the following practices: <ul style="list-style-type: none"> o Monitor site access points to enable social distancing – you may need to change the number of access points o Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation o Regularly clean common contact surfaces in reception, offices and studios, particularly during peak flow times 	<p>Staff, studio holders and visitors</p>	<p>From now and on-going until next review</p>	

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		<p>temperature check on entering the building</p>	<p>o Whilst in general persons should be kept apart, brief, transitory contact where unavoidable, such as passing in a corridor, is low risk.</p> <ul style="list-style-type: none"> • Studio holders to be sent rota of Alphabetti staffing so all parties can safely enter the space at staggered times 			
<p>Inadequate cleaning of space(s)</p>	<p>All Contracting and/or conveying COVID-19</p>	<ul style="list-style-type: none"> • Regularly clean common contact surfaces in reception, offices and common areas - particularly during peak flow times • Cleaning frequently touched surfaces using standard products, such as detergents and bleach • All staff wash hands after any cleaning procedures (including waste disposal) 	<ul style="list-style-type: none"> • Follow the COVID-19: cleaning of non-healthcare settings guidance • Remove unnecessary items from studio environments where there is space to store it elsewhere • Remove soft furnishings and any items that are hard to clean (such as gym mats, props or those with intricate parts). All spaces will be empty. Should furniture be needed, this will be agreed upon in advance and cleaned thoroughly after use. 	<p>Staff</p>	<p>From now and on-going until next review</p>	

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			<ul style="list-style-type: none"> Ensure adequate cleaning between groups in booked spaces (e.g. rehearsal room, theatre) is in place, following the COVID-19: cleaning of non- healthcare settings guidance Cleaning rota/documentation to be implemented 			
Lack of ventilation of space(s)	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> Doors are propped open to allow airflow through the building where possible 	<ul style="list-style-type: none"> Where possible, all spaces should be well ventilated using natural ventilation (opening windows). Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 	Staff, studio holders and visitors		
Lack of Hand Washing	All Contracting and/or	<ul style="list-style-type: none"> Staff, studio holders and visitors are to clean their hands on arrival using the hand gel provided Hand sanitising stations are available throughout the building 	<ul style="list-style-type: none"> Staff, studio holders and visitors to frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly (ideally every 60mins). 	Staff, studio holders and visitors	From now and on-going until next review	

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	conveying COVID-19	<ul style="list-style-type: none"> Signing to instruct/encourage hand sanitisation and washing is in place throughout the building 	<p>Review the guidance on hand cleaning.</p> <ul style="list-style-type: none"> Along with cleaning checks, staff members should check the sanitising stations and replenish stock when necessary 			
Lack of provision of effective Hand Gel	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> Ensure that hand gel (minimum 60% ethanol or 70% isopropanol) is available where hand-washing facilities are not readily accessible. Staff, studio holders and visitors to clean their hands with hand gel on entrance to the building 	<ul style="list-style-type: none"> All staff and studio holders to be reminded/updated via email on the hand washing/sanitising procedures in place throughout the building. All visitors to be informed of the procedure before and on arrival 	Staff, studio holders and visitors	From now and on-going until next review	
Toilet facilities – high risk contact areas	All Contracting and/or	<ul style="list-style-type: none"> Hand washing facilities provided along with single use paper towels for hand drying. Hand gel provided outside these facilities for use after contact with touch points on exit from toilets 	<ul style="list-style-type: none"> Ensure that toilets do not become crowded by limiting the number of persons who use the toilet facilities at one time. 	Staff	From now and on-going until next review	

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	conveying COVID-19	<ul style="list-style-type: none"> Increased cleaning of facilities throughout the day 	<ul style="list-style-type: none"> Cleaning rota/documentation to be implemented 			
Failure of Respiratory hygiene	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> Avoiding touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin ('catch it, bin it, kill it') 	<ul style="list-style-type: none"> Provision of boxes of tissues around the building Adequate waste bins to be provided around the building and emptied in line with cleaning schedules 	Staff, studio holders and	From now and on-going until next review	
Lack of signage leading to a failure to follow guidance	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> Arrows are in place to advise of the one-way system around the building as well as social distancing reminders on walls Hand sanitising stations are set up around the building with adequate signage 	<ul style="list-style-type: none"> Display the following, where appropriate, around the theatre building: <ul style="list-style-type: none"> Use Hand Gel Wash Your Hands For at least 20 seconds No Entry 	Staff	From now and on-going until next review	

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			<ul style="list-style-type: none"> ○ Maximum Occupancy of <insert> People 			
Ill studio holder, visitor or member of staff	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> • All staff members are aware of the signs and symptoms of COVID-19 and reminded to stay at home if they become unwell • Information is collected for the UK Test and Trace service on entrance to the building 	<ul style="list-style-type: none"> • Studio holders and visitors (prior to arrival) will be reminded of the signs and symptoms of COVID-19 and will be asked to stay at home if they develop any of these symptoms • Signage on arrival will remind all staff, studio holders and visitors of the signs and symptoms of COVID-19 and will remind all persons to stay at home if they feel unwell. • If a person becomes unwell whilst in the building, they MUST be sent home immediately. If a person is to be collected, they must wait outside of the building in an area that is at least 2 metres away from other people. 	Staff, studio holders and visitors	From now and on-going until next review	

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			<ul style="list-style-type: none"> Temperature checks will be implemented on arrival. If a person does not pass a temperature check, they will not be allowed to stay in the building. We are unable to monitor this for studio holders and trust that all staff, studio holders and visitors will be honest and vigilant. 			
Lack of Waste Management	All Contracting and/or conveying COVID-19	<ul style="list-style-type: none"> Ensuring that bins for tissues are emptied throughout the day. 	<ul style="list-style-type: none"> Staff members will empty waste at regular points throughout the day with appropriate PPE. Staff will wash hands after all cleaning procedures 	Staff	From now and on-going until next review	

UK Test & Trace

All persons entering the building will be asked to provide details for the UK Test and Trace programme, this will include their times of entry/departure as well as a telephone number and email address. All information provided will be stored for 21 days, as per government guidance.

All companies booking spaces within the building will provide a further risk assessment of their activities during the COVID-19 pandemic. Alphabetti Theatre is not responsible for implementing the risk assessment provided by companies but reserves the right to cancel any bookings that we feel are not in line with COVID secure guidance.

For more information on managing risk during the COVID-19 pandemic, please visit: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>