

NEW VIC THEATRE

Date 04/09/2020

Department

All

Review date

24/09/2020

Activity

Working Covid Secure – V4

Author

Suzy Somerville

Hazard

In order of seriousness

Who could be harmed and how




All controls required





*Put each control on a separate line
Be as clear and specific as possible*



How controls will be checked

*How will each control be checked – eg
checklists, health surveillance, monitoring,
inspections.*



Confirmed all in place or further action required

	Staff	<p>Staff to only come to work if they have no symptoms</p> <p>Temperatures to be checked on entering the workplace</p> <p>Staff to complete GREEN FORM – Daily Pre-Work, Fit to Work Declaration before starting work</p>	<p>Training in symptoms to be given</p> <p>GREEN FORM – Daily Pre-Work, Fit to Work Declaration to be completed</p> <p>Temperature to be taken</p>	
Infection from Covid-19	Staff	<p>Before staff are allowed to return to the building a BLUE FORM – Returning to Building Based or Face to Face Working Request Form must be completed by staff member and HOD, checked and approved by Covid Coordinator and H&S Officer and the Executive</p> <p>Covid Secure Matrix to be reviewed weekly</p>	<p>Covid Coordinator to regularly check who is working in building and that the relevant paperwork has been completed</p>	
	Staff	<p>Staff are only approved to Return to Building Based Working once they have</p> <p>Had a return to workplace interview with line manager, and completed the ORANGE FORM – Return to Work – Staff Checklist</p> <p>Received training as per below</p>	<p>Briefings and training to be logged on Covid Secure matrix.</p> <p>Matrix to be reviewed at weekly Ready Steady Work</p>	

		ORANGE FORM – Return to Work – Staff Checklist to be reviewed and signed off by H&S officer and HR. HR to store forms	Meeting.	
	Extremely Vulnerable (Shielded) Staff	HR to confirm with line managers any staff who have identified they cannot return to the workplace for health reasons	These staff to be shaded out on Covid Secure Matrix?	
Maintain Social Distancing	Staff	Staff are trained to ensure 2-meter social distancing Staff are required to wear face coverings when moving around between work spaces Workspaces are assed and if 2 meter social distancing is not possible additional control measures are adopted	Training Matrix Covid Coordinator to review risk assessmens	
TRAINING	Staff	Full training required: Covid Training (All staff) H&S Training (HODs) Return to Workplace (All Staff) Departmental Control measures (All Staff) Cleaning training (All Staff)	Training to be recorded in Covid Secure Matrix Covid Monitor to observe staff and remind staff on protocols	
		H&S Training on what control measures to consider and how to produce and implement Risk Assessments Training to include: Consider the physical capacity of the space given the requirements of social distancing along with the provision of key hygiene facilities; risks you may be introducing to others who already occupy the space and, cleaning of the premises prior to and during occupation. Controls to consider are: Physical • Aim for a large open space with good ventilation. Avoid small rooms where possible. Physically maintaining current separation distance between individuals suggests up to 4m ² per person in a clear space or 6m ² in a space with furniture or equipment.	Training to be recorded in Covid Secure Matrix	




		<ul style="list-style-type: none"> • Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products. • Make sure there are places to wash hands for 20 seconds with soap and warm water and/or sanitiser stations as appropriate. <p>Staff to maintain 2m social distancing and if not possible additional protocols are required e.g. masks</p>		
		<p>Return to work training to include:</p> <p>Specific New Vic guidelines Staff to maintain 2m distance and if not possible, additional protocols are required e.g. masks Toilet briefing info First aid Segregation of staff Using the café Enforcement (performance review) of breach of protocols Mask Shaming EAP Mental Health First Aider Use of technology over face to face conversation Enhanced Cleaning Protocols</p>	<p>Training to be recorded in Covid Secure Matrix</p> <p>Covid Monitor to observe staff and remind staff on protocols</p>	
		<p>Covid Training to include:</p> <p>Symptoms of Covid-19 Social distancing Guidelines Regular hand washing Not touching the face as much as possible and wash/sanitise hands if face is touched. What to do if you have symptoms What to do if someone in your home has symptoms Track and Trace Minimising the passing around of objects or documents by placing them down so they can be cleaned and picked up by the person to whom they are being passed. Minimising the touching of shared surfaces (e.g. door-handles, keyboards, table-tops, etc.) and wiping them down regularly. Wearing of face coverings on public transport Temperature Check System</p>	<p>Training to be recorded in Covid Secure Matrix</p> <p>Covid Monitor to observe staff and remind staff on protocols</p>	



		<p>GREEN FORM – Daily Pre-Work, Fit to Work Declaration DSE guidance on screen breaks New Vic Control measures</p>		
		<p>Cleaning Training to include: Use of cleaning materials (COSHH) Use of cleaning PPE Correct cleaning protocol Use of YELLOW FORM – Daily Departmental Cleaning Checklist</p>	<p>Training to be recorded in Covid Secure Matrix</p> <p>Covid Monitor to observe staff and remind staff on protocols</p>	
Workplace	<p>ALL persons. Exposure to infected persons leading to the development of the COVID-19 symptoms.</p>	<p>HODs to assess Workplaces on the BLUE FORM – Returning to Building Based or Face to Face Working Request Form</p>	<p>Executive will not approve BLUE FORM – Returning to Building Based or Face to Face Working Request Form request without having sight of Workplace Covid Risk Assessment</p>	
Work Activities	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p>HODs to create Risk Assessment and Method statements (RAMS) (where necessary) following a training session on what to assess:</p> <p>Consider the activities that people are going to need to undertake and ask if they are absolutely necessary and could they be adapted or changed to reduce risk? Controls to consider are:</p> <p>Physical</p> <ul style="list-style-type: none"> • Plan everything, maintaining a current separation rule between all individuals. • Consider use of a natural barrier within the room(s) (e.g. windows, glass door), between people. • Consider introducing barriers such as plexiglass to separate people close to each other for longer periods of time. <p>Planning</p>	<p>Management to identify the layout of social distancing indicators</p> <p>Monitoring by all workers to identify failings in the system and those persons not following the rules established to keep people safe.</p> <p>Rotas to be established for inspections and for monitoring of work areas.</p>	




		<ul style="list-style-type: none"> • Staggered start times particularly on preparation days. • Where it is not possible to remain 2 metres apart, activity should be done side by side, or facing away from each other, rather than face to face if possible, and additional measures such as masks should be considered. <p>People</p> <ul style="list-style-type: none"> • Always follow good hygiene practices within all work activities. 		
	Staff	RAMS to be viewed by H&S Officer	BLUE FORM – Returning to Building Based or Face to Face Working Request Form to include check box for H&S to confirm they have reviewed the risk assessment	
	Staff	Asses hand washing facilities and provide additional sanitisation stations: Make sure there are places to wash hands for 20 seconds with soap and warm water and/or sanitiser stations as appropriate. <ul style="list-style-type: none"> • Ensure that any sanitiser gel is effective (60% alcohol gel). • Cleansing guidance can be found here: (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). 	Covid Monitor to check sanitisation stations	
	Staff	Create system for monitoring number of staff on site	Regular reviewing of risk assessment	Create System!!!
Work Patterns	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	Work patterns may enable you to have small groups of (up to 5) people who do not come into contact with other groups (cohorts). This is a planning consideration. Planning <ul style="list-style-type: none"> • As much as possible, keep teams of workers together, and keep teams as small as possible. • Stagger lunch breaks etc. to reduce numbers in close proximity (see section on rest areas). • Where groups meet, social distancing must be maintained in 	Workers & Managers to self-regulate as far as possible. ALL workers to abide by the rules and respond to concerns immediately. Overall capacity system to be developed	Create System!!!



		line with the guidance set out in the preceding sections. • The staggering of arrivals and departures for departments or individuals should be considered to help manage social distancing.		
	Staff	Ensure that all Workplaces are well ventilated	Conduct survey and assessment of the ventilation system	In progress – awaiting results
	Staff & Public	Ensure division between Back Of House and Front of House Staff and Practitioner/Customer Facing BOH staff to enter and exit through SJR Foyer and sign in and out FOH staff to enter through Front Doors/North Tower Door and sign in and out FOH staff to use Vols cupboard for personal items? Provide FOH break space for FOH team	Covid Monitor to check signing in sheets to ensure correct staff are using correct entrances Review how/where FOH office staff work	Decide on who is FOH, Practitioner/Customer facing and who is BOH- Back of House to include all staff i.e. admin, marketing etc Comms to work on solution for liaising between Box Office and Marketing Update Covid check list Think through FOH staff working and break spaces Think through FOH staff working and break spaces Think through FOH toilet provision
	Staff & Public	Staff wanting to utilise the café for food will need to order take away through new system		Catering to implement system Staff to be briefed on system
Minimise number of staff on site and their interaction with each other	Staff	Technology (Teams/Phone Calls) to be used as opposed to face to face conversations Any staff that can still work from home should do so – Amend Wording TBC	These items to be covered in the return to workplace training	Daily Covid Check List to be created Signage to be put up to remind staff

		Staff should remain in their working area – and call ahead if they need to come into another teams working area		
	Staff	Specific roles/responsibilities to support the reinforcing of key messages around hygiene and social distancing such as individuals nominated by the staff to regularly remind and reinforce key messages of the requirement to remain apart according to current separation guidance and the measures that have to be followed (e.g. on a set) to achieve this (one-way routes, where to go to at rest times etc).		Assign responsibility - probably HOD level?
Signage & reminders	Staff & Public	Signage to be placed in key work areas to remind staff to wash their hands and not to touch their face Appropriate signs containing up-to-date information about symptoms of coronavirus (COVID-19) and when not to come into work. And correct procedure if you develop symptoms after being at work including track and trace. These should be reinforced (laminated) in appropriate locations. Covid secure messaging to be played on FOH TV screens – featuring actors/or just with wording?	Covid Coordinator to check signage on weekly checks Signage to be visible, maintained and discussed when appropriate. Covid Monitor to check videos are being played	Signage to be produced and put up Covid Checks to be established Messages to be recorded and implemented
		Floor markings in place to mark the current separation distance, particularly in the most crowded areas	Covid Monitor to check	Floor Markings to be implemented
Use of kitchen areas	Staff	Kitchen facilities to be reduced to minimise staff requiring access. Access provided to running water, dishwashers and washing facilities. Floor markings and signage required to reinforce physical distancing	Covid Monitor to check	Signage Floor Markings

		<p>Additional kettles provided to alleviate footfall in kitchen areas</p> <p>Protocol to be reinforced as part of return to workplace training</p>		
Use of break areas	Staff	<p>Maximum capacity of Atrium is 5 staff</p> <p>System to manage space in atrium is required</p> <p>Consider additional break space provision</p> <p>Staff encouraged to provide their own prepared food and drink</p> <p>Training to be given in washing hands before and after eating</p> <p>Removing access to cookers and microwaves to reduce traffic through the break areas</p> <p>Staff required to provide own cutlery and to bring it to and from work to be washed up at home</p> <p>Access to kitchen areas is one at a time</p> <p>Staff required to clean down equipment and areas before and after use and to sanitise hands before and after use</p>	<p>Covid Monitor to keep an eye on atrium in high traffic periods</p> <p>Training to be provided</p> <p>Signage to be installed</p>	Assess additional break spaces
Access to finance	Staff	New Vic to become cashless and to create new procedures	Finance to review regularly	
Access to photocopiers	Staff	Additional cleaning equipment to be provided so photocopier can be cleaned before and after use		
Access to stationary cupboard	Staff	Stationary requests to be emailed to admin who will distribute orders weekly – staff no longer allowed free access		

<p>Access for staff such as maintenance who need to go to multiple work spaces</p>	<p>Staff</p>	<p>Face coverings to be used when accessing areas of the building Capacity of rooms to be assessed before access Elevated hand hygiene to be observed</p>		
<p>Use of company vehicles</p>	<p>Staff</p>	<p>All staff must book to use vehicles in advance Keys to be kept in the admin office to be able to monitor usage of the vehicles Staff to be trained in cleaning of vehicles Vehicle cleaning checklist to be used and collated by Covid administrator</p>		
	<p>Staff</p>	<p>Ensure social distancing in toilets – All toilets to be one in one out Toilet lights to be turned on by cleaners in the morning and switched off by security to limit touch points Paper towels to be provided as an alternative to the hand dryers All staff toilets to become single use</p>		<p>Additional paper towel dispensers to be fitted</p>
<p>Enhanced Cleaning Protocols</p>		<p>Staff to clean workstation at beginning and end of day and lunch area after use. Use of communal rooms to have additional “change over time scheduled” – 30 mins before and after any activity with external participants and 15mins after for any internal meetings. All staff to be briefed that it is their responsibility to clean down after using a communal area Each room supplied with cleaning kit Cleaning training to be provided Cleaning check lists to be produced</p>	<p>Ops meetings to check all room bookings fit in with the relevant protocol</p>	<p>Covid monitor to check cleaning equipment</p>

Stress/Mental Health	Staff	<p>Mental Health and Wellbeing Training to be provided Mental Health First Aiders to be trained Mental Health First Aiders to be rota'd on</p> <p>Implement control measures to a level where staff feel reassured.</p> <p>People</p> <ul style="list-style-type: none"> • Ensuring people are aware of routes to support. • Increase overall awareness of current personal challenges at home and work at this time of COVID-19. • Be transparent with plans to manage the COVID-19 risks. 	To be recorded in training and Covid Secure Matrix	
		Employer Assistance Programme to be continued	To be recorded in the Covid Secure Matrix	
		<p>Weekly H&S Meetings to be scheduled and recorded</p> <ul style="list-style-type: none"> • Department • HODs to Line Manager • H&S Meeting 	To be scheduled and attendance recorded in Covid Secure Matrix	
Travel	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	<p>If possible, avoid travel by using digital options for meetings.</p> <p>Try to minimise travel and follow social distancing principles wherever possible within travel arrangements. Controls to consider are:</p> <p>Physical</p> <ul style="list-style-type: none"> • Avoid using public transport where possible. • Try to prioritise local workers and to help minimise the need for travel. • Use single occupancy vehicles where possible but do not forget to assess risk from tiredness/fatigue of those driving home. <p>Planning</p>	<p>Individual responsibility Posters and signage reminding all workers of the rules and their responsibilities. ALL workers to be mindful of those around them and not to take risks.</p> <p>Method of travel to be assessed during the return to the Building Meeting</p>	Signage to be deployed

		<ul style="list-style-type: none"> If public transport must be used, try to schedule people so they are travelling at quieter times of day and do not ignore their personal safety risks. <p>Staff to be briefed on current guidance on wearing of face coverings on public transport</p> <p>People</p> <ul style="list-style-type: none"> Wash hands before and after using any public transport, including a taxi or a shared vehicle. Wipe down vehicle touchpoints in company vehicles as per the Vehicle Cleaning Record 		
Cleaning		<p>Cleaning team to manage the cleaning operations and provision of sufficient cleaning materials in all identified areas. Continuous monitoring of all higher risk areas e.g. toilets and welfare/rest areas.</p>	<p>Cleaning team to monitor all areas noting concerns raised by workers and passing them to Line Managers.</p> <p>Cleaning team to check in with daily Covid Monitor</p>	
Work Equipment	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p>Work equipment that is shared must be kept clean. Good hygiene and managing potential issue with touchpoints should be addressed, controls to consider are:</p> <p>Physical</p> <ul style="list-style-type: none"> Where possible people to have dedicated work equipment. Personal equipment (headsets, mics, radios etc.) to be cleaned each day before issue. PCs and shared equipment to be cleaned between users. <p>Planning</p> <ul style="list-style-type: none"> Specific and easily accessible cleaning equipment to be made available for use throughout the day, particularly in shared areas such as welfare facilities and at the entrance and exit of any shared area. <p>People</p> <ul style="list-style-type: none"> Wipe down equipment within Workplaces at the beginning and 	<p>Maintenance, Technical and other workers all to monitor the use of work equipment at each use and ensure cleaning requirements are applied. This may require checklists for some areas such a Theatre Tech equipment and multi-user IT equipment in rooms and studios.</p>	

		<p>the end of a shift/work/lesson/session or if space/equipment is passed between users.</p> <ul style="list-style-type: none"> • Keep non-work critical items in the workplace to a minimum <p>Forms can be placed in a cleanable plastic wallet or laminated.</p>		
First aid and emergency services	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p>Consider that emergency services may be under great pressure so may not be able to respond as quickly as is possible. Alongside this, coronavirus (COVID-19) poses a potential risk to first aiders. Controls to consider are:</p> <p>Physical</p> <ul style="list-style-type: none"> • First-aid provision increased to deal, in the first instance, with an emergency. <p>Planning</p> <ul style="list-style-type: none"> • First aid boxes should be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields. • First aiders should all be briefed to check the latest Government guidance on cardiopulmonary resuscitation: [https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov]. <p>People</p> <ul style="list-style-type: none"> • Consideration should be given as to whether first aiders are still comfortable with their role in an emergency and, if not, identify who is available. 	<p>Up to date lists of registered and trained First Aiders and notices throughout the premises.</p> <p>First Aid Briefing</p>	First Aid Briefing
Face coverings, gloves, and other Personal Protective Equipment (PPE).	<p>ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<p>Use of PPE is very much a last resort and will only be considered when all other forms of control have been considered and/or implemented. All PPE needs to be put on correctly, taken off and also disposed of correctly. Adhere to the World Health Organisation view that people wearing PPE (such as masks) are not protecting themselves from others who are showing the symptoms but might unknowingly be a carrier and do not want to spread the disease. Ensure that those with COVID-19 symptoms or suspect that they have the symptoms to stay at home.</p>	<p>Monitoring inspections if the use of PPE is imposed.</p>	

Non-New Vic Staff Working in the Building	Staff & Contractors.	Any contractors or freelancers attending the New Vic for meetings or work will need to adhere to the New Vic Covid protocols including signing in and out and temperature checks A "working in the New Vic" document is available to send to contractors etc in advance of them arriving on site	Covid Monitor to check any unfamiliar staff are aware of site protocols	Working in the New Vic Briefing to be Produced
Out of Building Working	Staff	Risk Assessments and Method Statements as well as an assessment of the venue is required	Any Out of Building Face to Face working requires risk assessments and method statements to be reviewed by the H&S officer and to have executive approval	Appetite, Borderlines and Education to produce joint generic Risk Assessment to ensure they are operating with the same controls

LIST OF DOCUMENTS AND FORMS – TO BE FOUND ON OPERATIONS SECTION OF TEAMS

- **GREEN FORM – Daily Pre-Work, Fit to Work Declaration**
- **BLUE FORM – Returning to Building Based or Face to Face Working Request Form**
- **RED FORM – Temporary Building Access Request Form**
- **YELLOW FORM – Daily Departmental Cleaning Checklist**
- **PURPLE FORM - Covid Secure Vehicle Check List**
- **ORANGE FORM – Return to Work – Staff Checklist**