



Risk Assessment

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PRINCIPLES

In order to manage the risk of coronavirus (COVID-19) we will endeavour to work safely and protect people by:

Social distancing

Where possible keep 2 metres apart. If this is not viable, keeping 1 metre apart with risk mitigation is acceptable.

Hygiene and Handwashing

Keep tools and equipment clean, and ensure frequent handwashing to reduce the potential for coronavirus to spread.

Ventilation

Good ventilation can help reduce the risk of spreading coronavirus. Endeavour to improve ventilation while maintaining a comfortable temperature for working.

Information and Communication

Consult and involve people in these aims to help manage the risk by explaining the changes in order to ensure the strategies will work, we remain open to other ideas and we continue to operate our business safely

Vigilance

To identify what activities or situations might cause transmission of the virus

- Who could be at risk

- Assess likelihood that someone could be exposed

- act to remove the activity or situation, or if this isn't possible, control the risk

ACTIVITY

Exposure from others

Living with or having been in close contact (within 2 metres for over 15 minutes) with confirmed case of COVID-19.

Being advised by a public health agency that contact with a diagnosed case has occurred.

Suspected Illness

Artists / Crew displaying symptoms of disease or feeling unwell prior to attending location

EXISTING CONTROL MEASURES

Artists/crew NOT to attend if they:

- Have symptoms of the disease
- Have been in contact with anyone with the disease in the last 14 days
- Have been contacted by health officials from any TTI system.

Avoid using public transport where possible (see also Travel below).

Artists/crew to monitor their health and be aware of common symptoms.

Maintain records of names and contact details of events attended

Review recent contacts of person reporting as ill and advise other contacts

Declare immediately you feel unwell and avoid attending workplace.

ACTION REQUIRED

Risks from unintended infection by members of the public to be reduced by maintaining appropriate distancing

Self-isolate & only to leave house for:

- medical reasons;
- to shop for food;
- for exercise

Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required

Contact NHS Test and Trace service

Travel

Exposure to others who may unknowingly have the disease

Avoid use of public transport where possible. Use of personal car/bike/walk preferred.

Maintain high personal hygiene measures e.g. covering face when coughing, clearing throat or sneezing in public.

Wear a face covering if using public transport including taxis or private hire cars.

Carry alcohol based hand sanitiser and use after touching all shared surfaces e.g. handrails and handles.

Avoid touching face or eyes as far as possible

If possible, have separate face covering for use on public transport

Ensure van parking arrangements clarified with event management

Use a clean face covering every day when used in public areas

Access to/use of locations

Potential spread of disease through contact with surfaces that may harbour viral particles

Exposure to others who may unknowingly have the disease.

Events organisers to provide safe means of access to all work settings with clear procedures for maintaining distancing.

Follow all site procedures and one-way systems and restrictions.

Event to provide hand sanitiser.

Wash hands before starting work and at the end.

Use hand sanitiser where washing facilities not immediately available.

Arrival times to be scheduled or staggered to avoid excessive queuing or crossover at entry points

(see also Cleaning and Maintenance)

**Suspected case
whilst on site**

Exposure to others who have the disease or exposing others.

Advise production management immediately if any staff become unwell

Anyone taken ill required to remove themselves as soon as possible.

Inform everyone present of someone being taken ill to consider isolation and contact Test and Trace service

Event management to carry out cleaning or sanitising as necessary.

Personal Hygiene

Cross contamination from surfaces or from hands to face

Event Producers to ensure suitable sanitary facilities are provided

All staff to wash hands thoroughly and regularly for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not practical

Avoid direct physical contact with public.

Wash hands after using commonly touched equipment or surfaces

Avoid touching face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.

Cleaning and Maintenance

Cross contamination from surfaces or from hands to face

Frequent clean of equipment or touch surfaces where appropriate

Crew to use cleaning products suitable for surface (such as bleach solutions for floors, anti-viral wipes) etc

Staff to exercise frequent good personal hand hygiene

Waste Management

Arrangements for disposal of waste including paper towels, used wipes or other sanitary waste

Dispose of all waste in identified receptacles

Use gloves when handling waste bags and ensure containers are wiped at the time of removal.

Ensure good personal hand hygiene

Re-usable gloves to be cleaned regularly

Manual Handling

Contact with other workers.

Reduce or eliminate the need for team lifting as far as possible

Use of personal gloves when handling equipment

Use of buddy system to ensure the same small teams (2-4 max) work together to limit exposure spread

Limit face to face contact within 2m with others as much as possible and reduce contact time to periods of 15 minutes at a time (e.g. Unloading vehicles or removing heavy equipment from cases)

Determine buddy system prior to work so it is clear who staff work with and stick with it.

Undertake frequent cleaning of multi-use gloves

Consider use of face mask or covering when undertaking team lifting processes

Use Equipment and Controls

Use of common equipment surfaces may spread virus via hand contact

All surfaces to be wiped down with anti-viral wipes (where safe to use). Care required for sensitive electronics following manufacturers guidance.

Personal equipment to be cleaned and/or not shared with others

Wipe all common surfaces after use / at end.

Be aware of all surfaces that have been touched and potential for spread via contact

First Aid

Arrangements for first aid must consider potential infection of first aider

Production management to clarify procedures for accessing first aid.

Access to first aid kits by authorised persons only.

Distribute plasters or treat minor injuries using disposable gloves or have injured person self-treat

All serious injury or illness to be treated via 999 response.

Use of PPE

Shared PPE may present risk of cross contamination

Artists to provide their own face covering.

Use of gloves is not a replacement for good personal hand hygiene

PPE to be kept for personal use only, and cleaned regularly.

Regular cleaning/disinfection of facemasks or coverings