Guidance Note 101. COVID-19 Risk Assessments for Returning to Work in Places of Entertainment

(To be read in conjunction with ABTT Guidance Note 102 etc)

08 July 2020

Published by:
The Association of British Theatre Technicians
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Risk Assessments for returning to work in places of entertainment following lockdowns

Rules

Basic requirements for:

1. Higher risk groups
2. Everyone at work
3. Reduce the number of people
4. Consider mental health and wellbeing
5. Feedback loop

Basic Requirements and fundamental principles.

For COVID-19, the fundamental principle is to eliminate or to reduce as far as is possible, the risk of initial infection and to then introduce control measures for any remaining infection sources. This means where reasonably practicable, not doing any work that could expose people to the risk of infection and implementing risk control measures where the work must be done. The purpose of this document is to suggest how such control measures as social distancing, cohort working, increased cleaning regimes and only in the last resort, PPE should be considered and introduced where needed.
All employers (self-employed persons) have a duty is to protect their employees and others from risks to H&S from their work. Employers must also manage and control the risks to the health and safety to all legitimate non-employees such as members of the public, that come from their undertaking.

1. Higher risk groups

Coronavirus (COVID-19) is a disease which is more likely to lead to severe illness (and even death) in some particular groups of people. Those who fall into these vulnerable groups, or live in a household where people are in the extremely vulnerable (shielded category), should have their participation in work considered and assessed individually to determine whether it is appropriate for them to enter the workplace and, if so, what additional precautions should be applied.

You should introduce an appropriate way to identify anyone who is extremely vulnerable (Shielded category) to being infected with the illness. Those in the shielded category should remain in their homes and not be coming to a place of work. For anyone at increased risk who is unsure if they need to

remain at home for health reasons, you should discuss their participation with them in the context of advice from their own health professionals and, if appropriate, any company medical advisor. This could be done via a simple declaration stating that they are not in a vulnerable group, are not shielding a person that is and have not shown any symptoms of the virus and to their knowledge have not been exposed to it.

2. Everyone at work

It is essential that everyone involved applies good practice in terms of social distancing and hand hygiene. Good practice is to 'wash your hands frequently for at least 20 seconds, preferably using soap and water (or an alcohol sanitiser when this is not available). This is especially important when you:

- Get home or into work
- Blow your nose, sneeze, or cough
- Eat or handle food
- Touch or handle items that may have been used by others

Information should be posted around the workplace reminding people of this and of the importance of them not touching their face.

Anyone with symptoms, or living with someone who has developed symptoms, must remain at home in accordance with current Government instructions. You should consider the best way to reinforce this message within your premises. This may be in the form of self-declarations, daily or periodic checks or other ways deemed appropriate for your premises. If your process collects any personal data, you must ensure this is in line with your GDPR policy.

If someone develops symptoms whilst at work, they should inform their line manager and go home immediately. If the person is then tested positive for COVID-19 it is important that those who have been in close contact with them in the workplace are informed in the most appropriate way possible and told to refer to the information given on the NHS website. This process must be completed in line with your GDPR policy. People having had close contact can be defined as those living in the same household; someone who had direct or physical contact with an infected person; or someone who has remained within the current government social distancing guidelines of a person thought to be infected for longer than 15 minutes. A raised temperature is one of the most common and easily tested symptoms of developing COVID-19. You may therefore choose to introduce temperature checks for people. This should where possible be done within the guidelines for social distancing and any data gathered dealt with in line with your GDPR policy.

Make sure all contact numbers and emergency contact details are up to date for everyone and that they are made fully aware of currently recognised signs and symptoms and when they should not be at work.

3. Reduce the number of people.

This is a key control to managing the risk and should be considered as a major risk control factor in your Risk Assessment. Important considerations should include:

- Minimising workers needed on site to complete the work activity
- Maximise technology to enable roles and activities to be done from home and remotely wherever possible
- Segregate people within the working area to minimise close contact and maintain social distancing as far as possible.
- Introduce cohort (bubble) working to reduce any virus transmission to small, traceable, discreet groups.

4. Mental health and wellbeing

It is important to remember that the COVID-19 pandemic poses significant challenges to people's mental health and wellbeing. Those having to work from home may experience social isolation while those having to travel or return to a studio/venue/office or other location may be fearful of the risk of becoming infected. It is therefore essential that the way people will be supported is carefully considered in advance and amongst other sources of advice and understanding see:
https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing

5. Feedback loop

It is important to ensure that workers teams are reporting any shortfall (and successes/learnings) to line managers to ensure the risk assessment process is effective and actively reviewed.

The Risk Assessment:

Areas to consider and controls

Key areas to consider within the coronavirus (COVID-19) risk assessments are detailed below, controls outlined are identified in line with the control hierarchy (with the most effective being physical controls and the least those that rely on people's behaviour)

1. Travel
2. Location
3. Work activities
4. Work equipment
5. Work patterns
6. Rest areas
7. First aid and emergency services
8. Face coverings (masks) and gloves
9. Mental health

Hazard	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 – e.g. checklists, health surveillance, monitoring, inspections etc.*	Confirmed as all in place or further action is required.
1 Travel	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	***Try to minimise travel and follow social distancing principles wherever possible within travel arrangements. Controls to consider are:*** **Physical** • 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. **Planning** • 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. **People** • Wash hands before and after using any public transport, including a taxi or a shared vehicle. • Wipe down vehicle touchpoints.	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.	

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2 Location	ALL persons. Exposure to infected persons leading to the development of the COVID-19 symptoms.	***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 4m² per person in a clear space or 6m² in a space with furniture or equipment.*** • 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. • 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).	Property 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.	

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2 Location (continued)	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	Planning • Floor markings in place to mark the current separation distance, particularly in the most crowded areas • One-way routes to minimise numbers - e.g. staircases will be designated as only up or down and marked as such. • When planning entry/exit routes ensure you also consider emergency access/exits and if one-way routes should apply in these circumstances. • Specific roles/responsibilities to support the reinforcing of key messages around hygiene and social distancing such as individuals nominated by the crew 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).	Daily inspections of all areas to ensure markings and signs are in place, all to be recorded and comments or action noted to senior workers/Line Managers when and where appropriate.	

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2 Location (continued)	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms	• Appropriate signs and messaging for key hygiene and distancing messages; this may include daily briefings for workers. • Appropriate signs containing up-to-date information about symptoms of coronavirus (COVID-19) and when not to come into work. These should be reinforced (laminated) in appropriate locations. **People** Make sure people are instructed and monitored in adhering to good practice for infection control: • Current social distancing guidelines • Hand hygiene. • Not touching the face as much as possible and wash/sanitise hands if face is touched. • 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. • Forms can be placed in a cleanable plastic wallet or laminated.	Signage to be visible, maintained and discussed when appropriate. Property team to monitor all areas noting concerns raised by workers and passing them to Line Managers.	

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3 Work activities	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	***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:*** **Physical** • 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. **Planning** • 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. **People** • Always follow good hygiene practices within all work activities.	Management to identify the layout of social distancing indicators supported by the property team. Monitoring by all workers to identify failings in the system and those persons not following the rules established to keep people safe. Rotas to be established for inspections and for monitoring of work areas.	

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4 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 • 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 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.	Workers & Managers to self-regulate as far as possible. ALL workers to abide by the rules and respond to concerns immediately.	

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5 Work Equipment	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	***Work equipment that is shared must be kept clean. Good hygiene and managing potential issue with touchpoints should be addressed, controls to consider are:*** Physical • 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. Planning • 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. People • Wipe down equipment within workspaces at the beginning and the end of a shift/work/lesson/session or if space/equipment is passed between users. • Keep non-work critical items in the workspace to a minimum.	Property, 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.	

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6 Rest Areas	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	***Rest areas are particularly important but may need some reconfiguration and planning around breaks to ensure rest areas are as safe as possible. Controls to consider are:*** Physical • Areas adapted to encourage people to sit apart. • Water/coffee dispensing - increased cleaning. • Disposable plates, eating utensils, cups, etc. to be provided where possible, or if bringing them from home, the owner would be responsible for cleaning and ensuring they were identifiable. NOTE: The environmental impact should also be considered. • Provision of handwashing/sanitiser facilities within rest areas to encourage regular use especially where people are eating. • Consider providing sanitising wipes outside restrooms so individuals can wipe on the way in to support regular cleaning. • Consider appropriate provision and supply of food/beverages to adhere to social distancing requirements within both preparation and serving and thereby minimising the need to pass directly from person to person.	Workers & Managers to self-regulate as far as possible. ALL workers to abide by the rules and respond to concerns immediately and report any breaches or misuse. This may require regular checking and checklists for some areas.	

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6 Rest areas (continued)	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	Planning • Schedule breaks to keep co-occupation levels as low as is possible. • Clear signs and advice on maintaining good hygiene and other precautions. • Restrict numbers of people in toilets at any point in time and arrange for regular cleaning of facilities. People • Make sure rubbish is placed directly into the bin to reduce the need for cleaning up.	Workers & Managers to self-regulate as far as possible. ALL workers to abide by the rules and respond to concerns immediately and report any breaches or misuse. This may require regular checking and checklists for some areas.	

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7 First aid and emergency services	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	***Consider that emergency services may be under great pressure so may not be able to respond as quickly as is possible. Alongside this, coronavirus (COIVD-19) poses a potential risk to first aiders. Controls to consider are:*** **Physical** • First-aid provision increased to deal, in the first instance, with an emergency. **Planning** • 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]. **People** • 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.	Up to date lists of registered and trained First Aiders and notices throughout the premises.	

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8 Face coverings, gloves, and other Personal Protective Equipment (PPE).	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	***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.	Monitoring inspections if the use of PPE is imposed.	

NOTES:

Face coverings (masks & shields)

Face coverings may be used for two vastly different purposes, either community or personal protection.

Community Protection *(protecting others)* For community protection the wearer is reducing the likelihood of passing on the virus to others - this is only effective if the majority of individuals within the 'community' are using face coverings.

Face covering for community protection is one strategy that has been introduced in a number of territories. The specification for this purpose is different from those covers provided for personal protection, the latest advice will be available from your health and safety advisors.

Personal Protection *(protecting yourself)* For personal protection the face covering (mask/visor) is there to protect the wearer from contracting the virus **but only in higher risk settings (probably <u>not</u> places of entertainment)** and may need to be worn with a face shield and other PPE. To provide appropriate personal protection, face coverings, and all PPE, must be of the correct specification, masks being FFP2 or above, fitted and worn correctly, changed frequently, safely removed and disposed of safely. Note that these items need not be regarded as Bio Waste after being stored for 72 hours.

Gloves On average you touch your face about 20 times an hour. If you touch your face with a gloved hand you could still transmit the virus. If wearing gloves, these should be washed, or removed and replaced, as frequently as you would wash your hands and should not be used in lieu of good hygiene practices and provision.
Other PPE Other types of personal equipment may be required for protection against COVID-19. The virus can enter the body through the eyes as well as the nose and mouth so face shields may be appropriate. Aprons or gowns may be considered where there is felt to be a risk of clothing becoming contaminated.

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9 Mental Health	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	***The COVID-19 risk and the response have a potential Mental Health impact for those at work. Key things to consider in managing this issue are:*** **Physical** • Provide spaces for people to 'rest' and have down time during the working/academic day as much as possible. **Planning** • Consider and demonstrate the access that people have to mental health support. **People** • 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.		