Guidance Note 102
COVID-19 Returning to Work Support Information

(To be read in conjunction with ABTT Guidance Note 101)

10 July 2020

Published by:
The Association of British Theatre Technicians
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LONDON EC1M 3JB
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Theatres returning to work in the new normal – supporting information

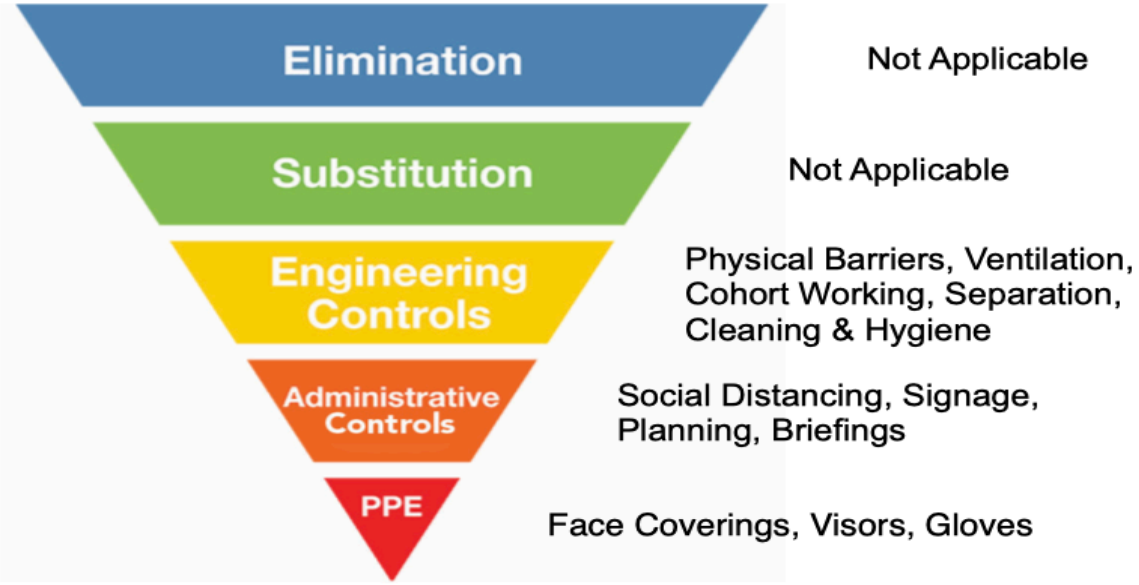
Some overall principles:

The Management of Health and Safety at Work Regulations 1999 Schedule 1

See: http://www.legislation.gov.uk/uksi/1999/3242/schedule/1/made and for specific COVID-19 matters, see https://www.hse.gov.uk/simple-health-safety/risk/index.htm

Successful risk assessment comes from an understanding of the hierarchy of control and applying the most effective solutions available to control the risk:

The Hierarchy of Control of COVID-19 Infections in Places of Entertainment



A risk assessment for controlling the risks from COVID-19 should be carried out using the same principles as any other. As shown above, the first two most effective controls are not possible, therefore, greater efforts must be made in the application of other (lesser) controls identified above and as expressed throughout this document. The only way we can achieve elimination of all risks of COVID-19 infection is to remain in isolation whilst working from home. However, this is not a practical solution to the re-opening of Places of Entertainment as the work must be done in a theatre or similar venue. The next question is when must the work be done; does it have to be done immediately or can it be delayed to a date when the risk will be lower? If it must be done immediately then the controls around social distancing, cohort working, increased cleaning regimes and finally PPE must be considered and imposed where needed.

An employer's (self-employed person's) duty is to protect their employees and others from risks to H&S from their work. They are also allowed to rely on the services of a 'competent other' to carry out work on their behalf and so long as they do adequate due diligence checks on the competence of that 'other', the duties to protect those workers, move to that competent other.

Where possible, use contractors that are competent in their work and also in managing the risks from COVID-19, to reduce the risk of your employees being exposed to the risk of infection.

Employers must manage and control the risks to the health and safety for all legitimate non-employees that arise from their undertaking. This will include the public, contractors, delivery drivers, volunteers and in many cases, those passing by on the street. This is interpreted very widely, and in some circumstances, may include the management of a queue outside the building if it has built up due to the way in which the work is being organised i.e. getting people in.

Site Access and Egress Points

● Stop all non-essential visitors.
● Consider introducing staggered start and finish times to reduce congestion and contact at all times.
● Plan site access and egress points to enable social distancing. You may need to change the number of access points, either increase them to reduce congestion or decrease access points to enable monitoring, including any emergencies.
● Introduce one-way systems.
● Allow plenty of space between people waiting to enter site. Use signage such as floor markings, to ensure the current social distance guidelines are maintained between people when queuing to enter.
● Allow plenty of space between people once they have entered the site. Use signage such as floor markings, to ensure the current social distance guidelines are maintained between people when queuing for toilets/welfare areas etc.
● Remind workers not to attend if they have symptoms of Coronavirus COVID-19 and to follow guidelines.
● Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use.
● Require all workers to wash their hands for at least 20 seconds using soap and water when entering and leaving the site.
● Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.
● Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
● Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
● Consider arrangements for monitoring compliance.
● Consider arrangements for times of terrorist alerts and subsequent control measures such as lockdowns.

Hand Washing

● Allow regular breaks to wash hands.
● Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including fit-up/get -out crews and machinery/equipment operators (such as flying/automation).
● Ensure adequate supplies of soap and fresh water are always readily available and kept topped up.
● Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.
● Regularly clean the hand washing facilities.
● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Hot-air hand dryers should be avoided.

Toilet Facilities

● Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure the current social distancing guidelines are maintained between people when queuing.
● Wash or sanitise hands before and after using the facilities.
● Enhance the cleansing regimes for toilet facilities, particularly door handles, locks, and the toilet flush.
● Portable toilets should be cleansed and emptied frequently.
● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Welfare and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.
Where there are no practical alternatives, workplace cafes may remain open to provide food to staff with appropriate adjustments for social distancing. Cafes in general should provide a takeaway service providing wrapped pre-prepared food only.
● Consider increasing the number or size of facilities available on site if possible.
● The capacity of each welfare/rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures.
● Break times should always be staggered to reduce congestion and contact.
● Drinking water fountains should be provided with enhanced cleansing measures, particularly of the tap mechanism.
● For frequently clean surfaces that are touched regularly, e.g. kettles, refrigerators, microwave ovens using standard cleaning products.
● Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.
● The current social distancing guidelines should be maintained between users wherever possible.
● Seating and tables should be configured to reduce face-to-face interactions.
● All rubbish should be put straight in a bin and not left for someone else to clear up (self-clearance).
● Tables should be cleaned between each use.
● Crockery, eating utensils, cups etc. should not be used unless they are (safely) disposable or washed and dried between use.
● Payments should be taken by contactless card wherever possible.
● Cafe staff should wash their hands often with soap and water for at least 20 seconds before and after handling food.
● Cafe staff and workers may use the same welfare/rest areas if they apply the same social current distancing measures.
● Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

● Consider increasing the number or size of facilities available on site if possible.
● Based on the size of each facility, determine how many people can use it at any one time to maintain a distance according to the current social distancing guidelines.
● Restrict the number of people using these facilities at any one time e.g. use a welfare attendant.
● Introduce staggered start and finish times to reduce congestion and contact at all times.
● Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
● Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

The Planning of Work in order to avoid Close Working

In line with Government guidance, if the current social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue

for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.
Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within this Guidance Note.
Management should remind the workforce (e.g. at the daily briefings) of the specific control measures necessary to protect them, their colleagues, their families, and the UK population as a whole.

Meetings

- Only participants who are absolutely necessary at each meeting should attend.
- Attendees should be at least the current social distancing guidelines apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.

Hierarchy of Controls

If you are not able to work whilst maintaining the current social distancing guidelines distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls listed below and further assess against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this poster displayed in the workplace.

1. Eliminate

- Workers who are unwell with symptoms of COVID-19 should not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or by maintaining current social distancing guidelines.
- Avoid skin-to-skin and face-to-face contact.
- Stairs should be used in preference to lifts or hoists and establish one-way systems.
- Consider alternative or additional mechanical aids to reduce person-to-person interactions.

2. Reduce

Where the current social distancing guidelines cannot be applied:

- Minimise the frequency and time that workers are within the current social distancing guidelines of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face-to-face.
- Always lower the worker capacity of lifts and hoists to reduce congestion and contact.
- Regularly clean common touchpoints, doors, buttons, handles, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and after using any equipment.

3. Isolate

Keep groups of workers:

- Together in teams i.e. do not change workers within teams.
- As small as is possible.
- Away from other workers or groups of workers where possible.

4. Control

- Consider introducing an enhanced authorisation process.
- Provide additional supervision to monitor and manage compliance.
- Introduce daily COVID-19 questionnaires for all persons at each access point and maintain the records bearing in mind the provisions of General Data Protection Regulations (GDPR).

See Appendix 1.

5. PPE

Sites should not use Respiratory Protective Equipment (RPE) for COVID-19 where the current social distancing guidelines are met.

• COVID-19 needs to be managed through social distancing, hygiene, and the hierarchy of control and not using PPE.

• Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19.

6. Behaviours

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.

Encourage an open and collaborative approach between workers and employers on site where any and all issues can be openly discussed and addressed.

7. First Aid and Emergency Service Response

The primary responsibility of First Aid is to preserve life and should be administered if required and until the emergency services attend.

● When planning site activities, the provision of adequate First Aid resources must be agreed between the relevant parties on site.

● Emergency plans including all contact details should be kept up to date.

● Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.

● Consider preventing or rescheduling high-risk work or providing additional competent specific First Aid or trauma resources.

8. Cleaning and Cleansing

Enhanced cleaning and where appropriate, cleansing, procedures should be in place across the workplace, particularly in communal areas and at all touch points including:

● Taps and washing facilities.

● Toilet flush and seats.

● Door handles and push plates.

● Handrails on staircases and corridors.

● Lift and hoist controls.

● Machinery and equipment controls.

● All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, and payment devices.

● Telephone equipment.

● Keyboards, photocopiers, and other office equipment.

● Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Appendix 1

COVID-19 Health Status self-declaration

Workplace:

Name:

Date:

Position:

Area of work:

Contact details:

Have you had any symptoms consistent with COVID-19 (any one or more of the following: a high or raised temperature, a new, continuous cough and especially a loss or change to your sense of smell and taste) during the previous 14 days?

YES NO

Have you / anyone you live with / within your support bubble had any symptoms consistent with COVID-19 in the previous 14 days? These may include fevers and chills, shortness of breath, mild or moderate difficulty breathing, sore throat, runny nose, nasal congestion, vomiting, muscle pain, diarrhoea.

YES NO

If so, you must discuss your situation with your line manager to undertake a risk assessment and may be asked to observe current guidelines for self-isolation. These may include 14 days of self-isolation from the onset of symptoms, which will require you to return home immediately.

If you develop any such symptoms within 14 days of visiting this workplace, do you agree to have a COVID-19 test, and if positive inform us and inform those with whom you were in close proximity?

YES NO

(Insert employer's name here) will assist in contacting those who were in close proximity as part of their risk assessment strategy.

Have you had close contact with or been contact-traced as being in the proximity of someone known to been infected with COVID-19 within the last 14 days?

YES NO

If so, you must discuss your situation with your line manager to undertake a risk assessment as above.

Signature: