**East Herts Council**

**Risk Assessment**

**(2020)**

# (Dynamic Risk Assessment – COVID-19 Controlled Re-Opening of Hertford Theatre)

This risk assessment covers the controlled re-opening of the Cinema offer at Hertford Theatre following the Governments easing of the COVID-19 lockdown restrictions. This assessment is based on the latest guidance, which is continually evolving, therefore the Front of House Managers and Theatre Director should ensure they are always using the latest version of this risk assessment.

| Assessment carried out by: | Service: | Date carried out: | Date of last review: | Date of next review: |
| --- | --- | --- | --- | --- |
| Ben CannellSupport from Peter Dickinson | Front of House Manager, Hertford Theatre - OperationsHealth & Safety OfficerHuman Resources and Organisational Development | Draft developed June 2020Unison consulted May 2020 – full consideration given with amendments agreed. |  | Ongoing |

## -KEY PRINCIPLES OF A COVID-19 RISK ASSESSMENT-

**The key principles of this and any other COVID-19 related risk assessment are:**

Where possible, work from home, the vast majority of our staff are working from home, for most this is fully from home, some staff (less than 5%) have been authorised to work from Hertford Theatre to complete specific tasks that can only be done at the Theatre for example: maintaining the building, managing financial transactional refunds etc. This will continue to be limited and changes to this will only be actioned in line with the risk assessment and controls identified being put in place, and with the knowledge and agreement of the relevant Head of Service and this will be recorded centrally by HR and shared with Property/FM.

We will **continue to limit and control access to the Theatre** and ensure that face to face contact is avoided where possible e.g. we will not be hosting live productions, classes or other events and we will only implement revised ways of operating where a risk assessment has been undertaken and the controls identified have been implemented. Controls must then be followed to allow further phased re-opening by adhering to the risk assessment including social distancing measures. All risk assessment should be applied with following principles:

* On duty teams must maintain two meters social distancing where ever possible, where a task normally involves more than one person it should be redesigned to be done by one where possible.
* Where it is not possible to maintain a two meter social distance, manage the risk of transmission through physical measures e.g. using acrylic screens, designated traffic routes.
* Ensuring adequate cleaning processes are in place which includes staff cleaning after use to ensure the safety of others.

**Personal Protective Equipment (PPE)**

Face coverings, disposable gloves and sanitiser will be available for employees and volunteers staffing box office, café/bar area and assisting customers.

The Assessment has recognised and understands the use of PPE its storage and disposal. Officers and volunteers should follow official guidance on the use and disposal of the PPE provided.

Further information on PPE can be found on the following web pages.

[https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe%22%20%5Co%20%22Official%20Government%20advice%20on%20Personal%20Protective%20Equiptment%20%28PPE%29)

 <https://www.hse.gov.uk/toolbox/ppe.htm>

As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers. Additionally, the following employees will not be expected or required to return to the workplace whilst it is not advisable for them to do so:

**Protecting people who are at higher risk**

**Clinically extremely vulnerable individuals** have been strongly advised not to work outside the home; individuals in this category will have a supporting letter from their GP or Consultant. Considerations should also be paid to employees who live with clinically extremely vulnerable individuals. It should however be noted that this is government guidance, staff in this category should not be restricted to work at home if they do not wish to follow the guidance but any deviation from the guidance should be documented and the employee’s agreement recorded. **Clinically vulnerable individuals** have been advised to take extra care in observing social distancing and should be helped to work from home. If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, a person-specific risk assessment must be undertaken to carefully assess whether this involves an acceptable level of risk.

## -SUMMARY-

Documents produced:

* Covid-19 Secure socially distanced cinema operating procedure.
* Standard operating procedure for additional and enhanced cleaning
* Procurement of Covid-19 safe cleaning materials for use throughout the site, including colour coded cleaning zones and updated COSHH data sheets.
* Revised First Aid procedures and arrangements
* Briefing and training for staff and volunteers

The proposed cinema screening offer will be comprised as follows:

**Thursday – Matinee screening**

**Friday – Matinee screening – Evening screening**

**Saturday – Morning screening – Matinee Screening – Evening screening**

Enhanced cleaning to be carried prior to each screening and following each screening. This will involve cleaning all hard surfaces and soft furnishings.

In order to maintain social distancing selected seats will be removed and vacant slots will be identified using signs.

| **What are the hazards?** | **Who might be harmed?** | **What controls are currently in place to manage the risks?** | **Ongoing actions/controls required to control the risk?** | **Person(s) responsible for taking action.** |
| --- | --- | --- | --- | --- |
| 1. **The risk of catching or spreading Coronavirus while undertaking the duties of the Council.**

This assessment focusses on the operational functionality of Hertford Theatre both for back-office functions and public-facing services in the delivery of the controlled Cinema screening offer. | All employees, customers, visitors, volunteers, contractors and cleaners. | 1. Continue working from home in line with Leadership Team instructions.
2. Social distance measures have been implemented at Hertford Theatre which includes separate entrance and exit points, use of online ticket booking to eliminate physical handling, pedestrian traffic routes, and physical removal of selected auditorium seating, sanitiser stations and face coverings. Increased signage and floor markings have been implemented to re-inforce social distancing and hygiene measures (see Appendix 2) for details of control measures. Installing acrylic screens on customer facing counters.
3. Social distancing measures implemented, these are set out in Office protocols issued to staff (by HR) for officers that have to go into the office for operational needs which cannot be done when working from home.

**See Appendix 1 For the Office Protocols**1. Cleaners to deep clean each morning following screenings in the auditorium – including floor cleaning and all hard and soft surfaces including window sills & handles, hand rails, light switches, door handles etc.
2. All employees and Theatre Volunteers have been fully briefed with current advice on staying protected through the Council’s [Coronavirus Information Page](https://myeastherts.invotra.com/section/coronavirus-1).
3. Employees instructed to report if they have symptoms to their line manager and seek testing at an authorised site.
4. Virucidal cleaner hand wash and sanitisers are provided for use. Theatre to ensure that sufficient hand sanitiser and surface wipes are available. This includes holding some in stock due to potentially long lead-in times.
5. Maintain robust hygiene measures, clear desk policy cont., clean desks, keyboards, mouse, screen, chair including arms, etc. before and after use and regular handwashing
6. Cleaning of all shared areas (kitchen, bar/café area, box office desk, multi-function devices) implemented before and after use is part of protocols for staff to follow as well being part of daily clean undertaken by cleaners. A toilet protocol has also been implemented to ensure social distancing. In addition guidance on using the Control Room and projection equipment, stairs and moving around the building have been implemented for the Back of House Team.
7. Tickets are only bookable online. This will allow the Theatre to use the booking system as a ‘tracing’ tool if anyone reports the symptoms of Covid-19 as it holds the contact details of the customer and can be used to trace and advise other patrons and team members, volunteers to ensure isolation, testing and deep cleaning. The volunteer rota will be used to record who has been on duty and when.

**See Appendix 02a and Appendix 02b for Cleaning Standard Operating Procedures.** | 1. Maintain regular communications and updates with employees on the current position and regularly remind them to report if they have any Coronavirus symptoms they must inform their manager and seek testing.
2. All employees to follow management safety instructions with regards to Coronavirus and the work they undertake.
3. Managers and employees to continue to monitor workloads and flag any concerns or problems and identify support as appropriate.
 | 1. Ben Cannell (Front of House Manager)
2. All employees
3. Rhys Thomas, Theatre Director.

Ben Cannell, Front of House Manager |
| 1. **Psychological / Employee Wellbeing**Workload and personal impacts. Anxiety due to pressures, demands and unrealistic expectationsUncertainty and absence of knowledge due to the unprecedented nature of the pandemic.

Concerns about protected loved ones at home and contracted the disease in the office Staff fears of losing their jobs | As defined in the opening section. | **Please note a number of controls in place in the first section also support Employee wellbeing but have not been repeated in this section:** 1. All employees have been fully briefed with current advice on staying protected through the Council’s [Coronavirus Information Page](https://myeastherts.invotra.com/section/coronavirus-1) and all staff messages
2. All employees have been asked to complete a wellbeing survey to understand their individual support needs by 12/6/2020. Managers/HR to support staff in line with feedback and to support the reintroduction of volunteers to return to the theatre where this is appropriate and in line with this risk assessment.
3. List established of employees who are in the extremely vulnerable / clinically vulnerable groups or who are caring for others who are, such as a spouse. List to be used to ensure safety measures for these individuals is adequate and employees are supported as appropriate
4. Mental Health support by MHFA, Employee Assistance, Able Futures and Wellbeing continuously available on the Councils intranet [Wellbeing-hub](https://myeastherts.invotra.com/section/wellbeing-hub)
5. Regular information sharing to ensure all employees stay connected to their teams to avoid risks of isolation.
 |  | Rhys Thomas Theatre DirectorBen Cannell, Front of House Manager |
| 1. **Physical / Workplace Issues**

(see section II as well)Changes in Emergency provision in terms of \* First Aid\* Fire safety\* Security\* Lone working | As defined in the opening section. | 1. There will always be 2 x Team Members First Aid qualified and are also designated Fire Marshalls.**See Appendix 03**

Ensure adequate first aid coverage while there are customers attending screenings.For over 25 people, at least one other first-aider must be on site.For every 100 people (or part thereof) above 25, there must be one first-aider1. FOH and BOH teams issued with Lone Worker Devices monitored 24/7/365 by an Alarm Receiving Centre and mobile phones.
2. Access to first aid kits
3. Fire evacuation procedures updated for social distancing and included in Office Protocols with additional signing in place.
4. Communicate all changes and controls to external contractors as appropriate including Cleaners
 | 1. Communicate all changes and controls to external contractors as appropriate including Cleaners.
2. Additional cleaning to be actioned in line with need. FOH Manager will monitor use and review whether additional cleaning is required or can be managed through decommissioning areas to allow focus on main areas
 | Rhys Thomas Theatre DirectorBen Cannell, Front of House Manager |
| 1. **Physical / Workplace Issues**

Workplace hygiene compromised or diminished/impaired building functionality | As defined in the opening section. | **See controls in place in previous sections**1. Premises are currently open and routinely checked by FOH and BOH Managers
2. Enhanced cleaning arrangements for kitchens, toilets and front of house shared areas, desks, keyboards, mouse, screen, chairs etc. Regular deep clean of all fixtures and fittings by cleaning contractors – e.g. floors, door handles, window sills & handles, light switches. Maintain levels of cleaning materials to ensure sufficient supply at all times.
3. Ensure bins are emptied frequently
4. PPE disposal bins on each floor.
 | See ongoing actions in section III above |  |