# ROH_LOGO_POSITIVE Risk Assessment Form – ‘COVID-19 SECURE’ SITE

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| Task: **Providing a ‘COVID-19 secure’ ROH site – Covent Garden** | Location/Area: **Covent Garden** | Date: **11 May 2020****(last reviewed 9 June 2020)** | Review date: **Ongoing** | Assessment completed by: **Alexandra Lucas, H&S Adviser** |
| **Brief Description of Task:** This risk assessment should be read with the following in mind:* **It comes into effect on 12 June 2020. Until then the risk assessment and procedure for ad hoc visits (arranged via the Head of Facilities) should be followed.**
* Employers who have people in their offices or onsite should ensure that employees are able to follow **Public Health England** (PHE) guidance including, where possible, maintaining the recommended social distance from others, and washing their hands with soap and water frequently for at least 20 seconds (or using hand sanitiser gel if soap and water is not available).
* Social distancing is an ongoing public health measure, but employers are expected to take steps to ensure that their employees, if they cannot work from home, can socially distance in the workplace wherever practical. If there is work that cannot be undertaken in a socially-distanced way, serious consideration should be given to whether it can be stopped for the time being. If the work is essential, a risk assessment MUST be produced so that the risks of close contact can be reduced as low as reasonably practicable.
* All employees must be provided with information and reminders about how to follow PHE advice in relation to working at ROH sites; this includes, but is not limited to written ROH guidance, email messages, briefings, signage, tannoy announcements. The contents of this risk assessment as it affects employees should be shared in a suitable format so that the measures can be carried out.
* This risk assessment will be shared with our main site contractors, as the contents relate to them: DOC Cleaning, Corps Security, Integral (engineering), Stage Blue and Company of Cooks. Other visiting contractors will be made aware of site rules in order to reduce the risk from COVID-19 before attending site and further relevant signage will be displayed around the building.
* **This risk assessment must be reviewed frequently and in line with government/PHE guidelines. It must also be reviewed if there are other significant changes to the work, if it is no longer valid or if there is an incident.**

**COVID-19 - Transmission**[[1]](#footnote-2)The main route of transmission is from cough and sneeze droplets. These droplets fall on people in the vicinity and can be directly inhaled or picked up on the hands and transferred when someone touches their face.How long any respiratory virus survives will depend on a number of factors; for example:* what surface the virus is on
* whether it is exposed to sunlight
* differences in temperature and humidity
* exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 24 hours, and even more so by 48 hours.**COVID-19 - Symptoms**[[2]](#footnote-3)The symptoms of coronavirus (COVID-19) are usually mild, but some people can become very unwell.**Main symptoms**The main symptoms of coronavirus are:* **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.Use the 111 online coronavirus service if you have any of the symptoms stated above. 111 will tell you what to do and help you get a test if you need one.Call 111 if you cannot get help online. Do not go to places like a GP surgery, hospital or pharmacy.**Staying at home if you have symptoms (self-isolation)**If your symptoms are mild, NHS 111 will usually advise you and anyone you live with not to leave your home. This is called self-isolation.* Anyone with symptoms should self-isolate for 7 days from when their symptoms started.
* Anyone who does not have symptoms should self-isolate for 14 days from when the first person in your home started having symptoms.

**Contact tracing: Contact with co-workers**The NHS test and trace service will follow up with people who need to self-isolate because they have had close recent contact with someone, who might be a colleague, who has tested positive for coronavirus.  |

| **No.** | **Hazard** | **Those at Risk** | **Risk Score*****Without* control measures** | **Existing Control Measures**Must be implemented and communicated to all who may be affected | **Risk Score** ***With* control measures** | **Additional control measures required** | **Who will ensure actions are done?****And when?** |
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| Severity | Likelihood | Risk | Severity | Likelihood | Risk |
| 1 | COVID-19 – return to work | All ROH employees | 3 | 3 | 9 | * All employees who can work from home should continue to do so and line managers/Directors should facilitate this where possible.
* Departments with employees who are required to come back and/or who need to return to carry out their work MUST carry out a risk assessment in tandem with this general risk assessment to ensure that they have all the required health and safety measures in place.
* Teams, where practical, should be arranged into ‘cohorts’, which may simply be departments or groups within department. These cohorts then avoid mixing with other cohorts as far as possible.
* Employees showing coronavirus symptoms (continuous dry cough and/or high temperature and/or loss or change to their sense of smell or taste) MUST NOT travel to work on site.
* Employees experiencing symptoms should contact NHS 111 and arrange a coronavirus test immediately, as detailed in the introduction to this risk assessment.
* Employees experiencing symptoms or who share a household with someone self-isolating or who have been contacted through the test and trace service and advised to self-isolate should follow the PHE guidance.
* If an employee and/or a member of their household are self-isolating/have been advised by a medical practitioner or test and trace service to self-isolate, they MUST NOT travel to work on site.
* Employees who are experiencing coronavirus symptoms and/or who are self-isolating should inform their line manager/HR as soon as possible.
 | 3 | 1 | 3 | * Employees returning to work must undergo a reinduction. This will vary in format and delivery depending on the department, but all staff and visitors will receive information about risks from COVID-19 and guidance on our site controls and what they must do.
 | Operations Team will provide an induction for COVID-19 measures by **w/c 8 June 2020** \*\*\*To be supplemented by briefings from individual line managers as teams return\*\*\*Directors are responsible for ‘cohorting’ arrangements and co-ordinating with other cohorts on site, as necessary |
| 2 | COVID-19 – vulnerable employees | ROH Employees classified as ‘extremely critically vulnerable’/ those in ‘shielding’ category | 5 | 4 | 20 | * **Employees who are in the ‘shielding’ category, i.e. their health is at greater risk from COVID-19 and have received written advice, must not be compelled to attend the workplace, and must be able to follow the advice of government and their medical practitioner(s) by continuing to work at home or taking leave.**
 | 5 | 1 | 5 | * Family/carers/housemates of those shielding may also wish to isolate. This should be discussed with their line manager/HR and support given for this approach.
 | Ongoing liaison between employees/line managers/HR/ Occupational  |
| 3 | COVID-19 – unwell employee(s) experiencing COVID-19 symptoms | All employees/Corps Security Team/DOC Cleaning Team | 3 | 4 | 12 | * If employees develop coronavirus symptoms (continuous dry cough and/or high temperature and/or loss or change to their sense of smell or taste) at work, they must return home immediately by the most direct route and self-isolate for 7-days.
* Unwell employees should make their line manager aware (or the manager immediately responsible for them while on site) and then be escorted to the marked isolation area located in Orchestra Pit Lobby Right (towards King’s Smoking Room).
* Line Manager to contact Security Team to arrange private transport home avoiding public transport, if appropriate.
* Line Manager will contact xxxxx to request enhanced cleaning of the areas the symptomatic person has been working in, including welfare facilities (toilets/kitchens).
* Those in contact with the symptomatic person do not need to self-isolate unless they also experience symptoms.
 | 3 | 2 | 6 | * Isolation area – xxxxx – designated for unwell staff while they wait for transport. They can then exit the building xxxxx
* Line manager, HR and H&S to be informed.
 | Operations Team to ensure isolation area is demarcated by **w/c 8 June 2020****\*\*\***Head of Facilities to co-ordinate isolation, and transport plan with Corps Manager by **w/c 8 June 2020** |
| 4 | COVID-19 on public transport | All ROH employees | 3 | 3 | 9 | * If practical, employees should be encouraged to travel avoiding the public transport networks, e.g. come in by cycle, on foot, in a car.
* Cycle parking available in new Main Entrance Foyer to allow social distancing on arrival and encourage travel by bicycle, where practical.
* Those planning to run or cycle into work should bring a different set of clothes to change into.
* Line managers/Director should arrange working hours so that employees can travel outside of peak times on transport networks. Where practical, employees should maintain social distancing on public transport.
 | 3 | 2 | 6 | * Line managers to consider transport arrangements as part of their risk assessment, i.e. type/no. of transport types needed, length of journey, travel times.
 | Directors have overall responsibility for including travel arrangements as part of their individual risk assessment before staff return to site. |
| 5 | COVID-19 on entering and exiting building | All employees, including Security Staff | 3 | 3 | 9 | * Only authorised staff who have been given explicit permission by their line manager (and submitted a work approval form) to attend Covent Garden will have their passes reactivated. Individuals attempting to enter the building without permission will be turned away by Security.
* Staff should enter through xxxxx FOH entrance. If there are several people waiting to enter, please queue at a social distance (2m/6ft) using the floor markings.
* Swipe your pass at the reader on the xxxxx entrance to enter.
* Security staff will be present but will remain behind a counter. They will ask each person entering the building to check their temperature in the thermal camera. If Security are not satisfied with your temperature check, you will be asked to wait in the isolation area. Another check will be made after a short interval. If satisfactory, individuals are allowed to proceed into work. If not, Individuals will be asked to return home by the most direct means and make contact with your line manager/HR.
* A hand sanitiser station will be stationed at the entrance.
* From the FOH, go xxxxx to Level 5. (If you have a bicycle, it can be left in the cycle park in the new Main Entrance Foyer before following the one-way route up to Level 5).
* Please wash your hands for at least 20 seconds using soap and water in the bathrooms xxxxx (Level 5) before proceeding further into the building. Follow the one-way route and maintain a 2m distance as far as practical.
* Employees can then xxxxx directly to their work areas, as agreed in advance.
* Avoid exiting and entering the building during the day, as far as practical.
 | 3 | 1 | 3 | * A split shift pattern should be considered to reduce the number of people arriving and leaving at one time.
* See ‘unwell employee(s) experiencing COVID-19 symptoms’ detailed above in hazard 3.
 | Directors have overall responsibility for ensuring that shift patterns are considered as part of the individual risk assessment for their department before staff return to site. |
| 6 | COVID-19 in communal spaces – travelling through the building | All ROH employees/ ROH contractors | 3 | 3 | 9 | * Travel in open areas of the building, which we be communicated before attending site and as indicated by on site signage.
* Follow marked one-way systems where they are in operation. Xxxxx Those with mobility needs can use Green Core lifts in either direction.
* Whenever practical, staff should use the stairs and avoid the lifts, which should be left as a priority for those with mobility needs and for moving large goods. If the lift is used, the marked occupancy allowance should be adhered to.
* Where it would not interfere with fire compartmentation, doors will be left open. However, doors must not be wedged open.
* Maintain social distancing in the smoking areas.
 | 3 | 1 | 3 | * **OPEN AREAS**: (specified by room/corridor for each group e.g. dancers, orchestra, technicians, office staff = to avoid mixing)
* Cleaning staff undertaking checks and additional cleaning for hard surfaces.
* Signage re social distancing and hygiene.
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| 7 | COVID-19 – welfare facilities (toilets, kitchenettes, showers, dressing rooms) | All ROH employees |  |  |  | * Whilst the occupancy level on site is still low with only a small designated number of people, in order to limit travel around the building and provide an efficient cleaning regime, certain facilities will be marked for use.

**Toilets*** Not all toilets will be open for use in order to ensure that the ones in use are cleaned regularly.
* Front of House toilets are not in use with the exception of xxxxx Level 5.
* Toilets Back of House will be marked with an occupancy level.
* Please wait outside the Back of House bathrooms if they are occupied until they become vacant.
* Employees should wash their hands for at least 20 seconds with soap and water after using the facilities.
* Hand dryers and paper towels both provided for drying hands after washing.

**Kitchens*** In order to maintain social distancing, only one member of staff at a time should use the kitchenette areas.

**Showers*** A limited number of showers are currently available for use.

**Dressing Rooms**Dressing rooms, *unless specifically designated as part of ‘Live from Covent Garden’* (see separate risk assessments), are currently not in use and PIN pads have been deactivated. |  |  |  | * Cleaning regime – separate risk assessment.
* Cleaning staff undertaking checks and additional cleaning of hard surfaces.
* Signage re social distancing and hygiene.
* Water machines being flushed regularly by Integral.
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| 8 | COVID-19 – rest areas xxxxx | All ROH employees/ ROH contractors | 3 | 3 | 9 | * Enough food and drink for the working day should be brought in by individual members of staff (if they do not intend to go out for food), although water will be available in kitchenettes and at water stations.
* Employees should wash their hands for 20 seconds with soap and water before and after eating. A hand sanitiser station will also be available in the canteen.
* Food should be eaten in: xxxxx
* Staff should maintain social distancing in the rest areas. Appropriate distances will be marked by taped areas and signage.
* Teams/cohorts to eat separately and limit close contact with other teams.
* Staggered mealtimes should be agreed between teams, if necessary, to maintain social distancing.
* Rubbish to be placed in the appropriate bins provided in the canteen/café or taken away and disposed of when the employees return home.
 | 3 | 1 | 3 | * Cleaning regime – separate risk assessment
* Cleaning staff undertaking checks and additional cleaning of hard surfaces.
* Rest areas to have signage re social distancing and hygiene.
* Water machines being flushed regularly by Integral.
* Staff with mobility needs should use the Green Core lifts for access to the Level 6 Staff and Artists Restaurant.
 | DOC Cleaning have provided a cleaning and reactive cleaning assessment for COVID-19, which will be regularly updated as the guidance changes. |
| 9 | COVID-19 – in office spaces | All ROH employees |  |  |  | * Hot desking prohibited.
* Employees should maintain social distancing by sitting 2m apart at designated desks.
* If this is not practical, employees should be set up working side-by-side or back-to-back, not face-to-face.
* If any face-to-face contact cannot be avoided, it should be kept to 15 minutes or under.
* Meetings can take place xxxxx, or in a stage area to allow social distancing.
* As far as reasonably practicable, teams should be in contact with their team only (also referred to as ‘cohorting’). Cohorts should avoid mixing wherever practical. Utilise telephone, email and MS Teams in place of in-person contact.
* Producing paper should be avoided; e-documents and e-materials are preferable.
* Maintain a tidy work area to aid with cleaning.
* When returning from eating and at the end of the day, employees should wipe down their workstation and equipment with the cleaning materials provided and dispose of the rubbish in the bins provided.
* Hand sanitiser will be available in the office for those who wish to use it to maintain hygiene.
 |  |  |  | * Specific bins for used tissues, wipes, etc.
* Office signage re social distancing and hygiene.
* Cleaning regime – separate risk assessment.
* Regular cleaning and disinfecting for regularly touched items and surfaces.
* As larger numbers of staff need to return to use office space the risk assessment will be reviewed. Staff distribution, furniture layouts, screens/barriers and further signage will be adapted as necessary.
 | Head of Facilities to ensure bins are available for used tissues, wipes, etc. by  |
| 10 | COVID-19 – emergency response | All employeesSecurity Team (Corps Security) | 3 | 3 | 9 | * If there is an incident that requires a first aid response, please call xxxxx and a member of the Security Team will attend.
* If there is a Security incident or fire, call the emergency number 9666 and the Security Team will respond as appropriate.
* In the event of a fire, please follow the usual evacuation procedure. When at the muster point, try to maintain social distancing by remaining 2m from other members of staff.
* If an invacuation is called, please go to xxxxx and wait until further instructions are received. Maintain a 2m social distance by spreading throughout the floors, as possible.
 | 3 | 1 | 3 | * Corps Security – separate risk assessment.
* In an emergency, where there is a threat to life, e.g. fire or external threat, evacuation/invacuation procedures take precedence over COVID-19 social distancing measures if it would be unsafe.
 | Corps Security have a risk assessment for COVID-19 that will be updated in line with guidance. |
| 11 | COVID-19 – general working | All ROH employees |  |  |  | * If the control measures above are implemented and complied with then there is no requirement to work and move within the building with Personal Protective Equipment (PPE), i.e. face masks, googles and gloves but we will keep it under review depending on level of compliance.
* See <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
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| **The manager responsible****Name and Role: Heather Walker, Director of Operations** | **Signature: H. Walker** |
| **I will ensure that the controls are implemented and that the main findings of the risk assessment will be shared with interested parties, stakeholders and team members.**  |

**Risk Matrix**

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|  |  | **Level of Potential Injury (Severity)** |
|  |  | No Action | First Aid | Minor Injury | Major Injury | Death |
| **Chance of Injury (Likelihood)** | Very Unlikely | **1** | **2** | **3** | **4** | **5** |
| Unlikely | **2** | **4** | **6** | **8** | **10** |
| Possible | **3** | **6** | **9** | **12** | **15** |
| Likely | **4** | **8** | **12** | **16** | **20** |
| VeryLikely | **5** | **10** | **15** | **20** | **25** |

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| 1 Negligible Minor local first aid treatment (e.g. minor cuts/abrasion) causing minimal work interruption.2 Minor Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage.3 Moderate Medical treatment required. RIDDOR over 7-day lost-time injuries.4 Major Permanent or life changing injuries. RIDDOR Specified Injuries.5 Fatalities. Single or multiple deaths due to injuries. Severe work-related illness that may prove to be fatal. |

1. <https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/> - ‘How does this new coronavirus spread?’ [↑](#footnote-ref-2)
2. <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>– ‘Check if you have coronavirus symptoms’ [↑](#footnote-ref-3)