

Cecil Sharp House – Covid-secure Risk Assessment

June 2022

This Risk Assessment covers the measures taken by EFDSS to avoid the spread of COVID-19 to staff, visitors, hirers and contractors. This assessment will be subject to constant review. If unsure of any of these measures please contact your line manager; Lucy Grant, Business Development & Operations Director (lucy@efdss.org) or Ashley Scott, Venue Operations Manager (ashley@efdss.org).

This document has been created in accordance with current Government guidance and best working practice.

All commercial hire organisers should take account of this guidance in preparing the risk assessments they are already required to make under pre-pandemic health and safety rules. Risk Assessments should be provided to EFDSS prior to the hire taking place. Failure to produce this assessment and comply with any control measures, whether inadvertent or otherwise, may result in the immediate termination of the hiring. In such an event no compensation shall be payable by EFDSS.

What are the Hazards:	Infection & Spread of COVID-19 Coronavirus			
Who might be harmed:	<ul style="list-style-type: none"> ● Staff ● Visitors (Including Hires and Events) ● Cleaners ● Contractors ● Drivers ● Vulnerable groups – Elderly, pregnant workers, those with existing underlying health conditions 			
Date of Assessment:	09/06/22			
Risk Level Before Control Measures:	Medium			
Risk Level After Control Measures:	Low			
Assessor:	Name: Lucy Grant	Position: Business Development & Operations Director	Signed:	Date: 09/06/22
Review Date:	Every 4 weeks			

Current Controls:	Additional Controls:
<p><u>Hand washing</u></p> <ul style="list-style-type: none"> → Hand washing facilities with soap and water in place. → Hand washing guidance posters and other materials on display encouraging stringent hand washing. → Drying of hands with disposable paper towels or hand dryers only. → Gel sanitisers located in areas where washing facilities are not readily available and at entrance points. 	<ul style="list-style-type: none"> → Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with hand dryers or disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. → Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme - (Skin health can be negatively affected by increased hand washing or contact with cleaning chemicals) https://www.hse.gov.uk/skin/professional/health-surveillance.htm
<p><u>Cleaning</u></p> <ul style="list-style-type: none"> → Frequent cleaning and disinfection of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. → Cleaning contractor has their own Risk Assessment, available upon request. 	<ul style="list-style-type: none"> → Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.
<p><u>Social Distancing – EFDSS Offices</u></p> <ul style="list-style-type: none"> → Work schedules reviewed (start & finish times/shift patterns, working from home etc.) to reduce number of workers on site at any one time. → Reduction in the number of persons in any work area to maximise social distancing. → Processes redesigned to ensure social distancing is in place where possible. → Social distancing adhered to where possible in kitchens and the smoking area. 	<ul style="list-style-type: none"> → Staff to be advised to maintain social distancing in the workplace where appropriate. → Staff should discuss additional needs with line managers or Operations Director if required.
<p><u>Wearing of Gloves</u></p> <ul style="list-style-type: none"> → Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them 	<ul style="list-style-type: none"> → Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

Current Controls:	Additional Controls:
safely.	
<p><u>PPE/RPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <ul style="list-style-type: none"> → Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. → Wearers must be clean shaven. 	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <ul style="list-style-type: none"> → Both the fit tester and those being fit tested should wash their hands before and after the test. → Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). → Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. → Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm

Current Controls:	Additional Controls:
<p>Face Coverings</p> <ul style="list-style-type: none"> → Offices - Face coverings are not a replacement for the other ways of managing risk, most importantly, social distancing and regular hand washing for 20 seconds. Employees working in offices should practice social distancing where possible; see 'Working in Offices' control measures. → Staff who are likely to come into contact with customers are encouraged to wear a face covering. This is dependent on individual choice and line managers will support staff decision making. → Hall Hires - The use of face coverings during hall hire is subject to the event's specific risk assessment; see 'Work in Halls/Hall Hires & Events' control measures. 	<ul style="list-style-type: none"> → Government guidance on the wearing of face coverings to be reviewed monthly → Employees will be supported in the safe use of face coverings if they chose to wear one. Ref: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres Section 6.1

Current Controls:	Additional Controls:
<p><u>Symptoms of COVID-19</u></p> <ul style="list-style-type: none"> → If an employee/artist/tutor/student/hirer develops symptoms they should not attend Cecil Sharp House and self-isolate. → If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. → Any person presenting with symptoms is recommended to follow latest NHS guidance → Line managers will maintain regular contact with staff members during this time. → Protocols and Guidelines of operating in the building sent in advance to all staff and visitors. This will include procedures and guidelines of what to do if you suspect you may have COVID-19. 	<ul style="list-style-type: none"> → Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. → Employees that develop symptoms should make the Duty Manager and their line manager aware and communicate any test results. → Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. → Artists who develop symptoms should inform the Duty Manager and artist development team. → Students and Tutors who develop symptoms should inform Duty Manager and Education Director via Education Manager or Education Administrator. → Hirers who develop symptoms should inform the Duty Manager. → Duty Manager to arrange private transport home, to avoid public transport if appropriate. → Duty Manager to request enhanced cleaning in the area/zone where the symptomatic person has been working from including office, halls, and welfare facilities.
<p><u>Confirmed Case of COVID-19</u></p> <ul style="list-style-type: none"> → Staff will contact their line manager and COVID-19 Officer if a test confirms they have COVID-19. → Cleaning policy implemented for areas which may be contaminated. 	<ul style="list-style-type: none"> → EFDSS will provide appropriate information to public health authorities as required at the time.

Current Controls:	Additional Controls:
<p><u>Mental Health</u></p> <ul style="list-style-type: none"> → Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help → Reference – https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ 	<ul style="list-style-type: none"> → Regular communication of mental health information and open door policy for those who need additional support.
<p><u>Travel</u></p> <ul style="list-style-type: none"> → Where 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 at Gloucester Ave entrance. → Line managers should arrange working hours so that employees can travel outside of peak times on transport networks when possible. Where practical, employees should maintain social distancing on public transport. 	<ul style="list-style-type: none"> → Face coverings are recommended on public transport (unless exempt). EFDSS will have an emergency supply available for those who may have forgotten or lost their own. → Line managers to discuss travel arrangements as part of the personal risk assessment ahead of returning to work.
<p><u>Lobby, Entrance and Exit</u></p> <p>Staff:</p> <ul style="list-style-type: none"> → Hand sanitiser stations located at entrances. → Maximum occupancy for the lift set to 2, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible, making sure that people with disabilities are able to access lifts. → Reception to have a screen installed that shields them from arriving staff and visitors. → Reception staff are encourage to maintain a clean working environment to reduce risk of infection across shifts. <p>Visitors to offices:</p> <ul style="list-style-type: none"> → Visitors will be advised of current Covid-19 protocols 	<ul style="list-style-type: none"> → Monitoring entry and exit routes for visitors and contractors to minimise contact with other people and reduce congestion. → Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.

Current Controls:	Additional Controls:
<p>→ Staff to consider whether in person meetings are appropriate.</p> <p>Deliveries:</p> <p>→ Revised pick-up and drop-off collection points, procedures, signage and markings.</p> <p>→ Notices will remind delivery personnel to wear face coverings unless exempt.</p>	<p>→ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>→ Where possible and safe, having single workers load or unload vehicles.</p> <p>→ Where possible, using the same pairs of people for loads where more than one is needed.</p>
<p><u>Movement</u></p> <p>→ Corridors are for traveling only. Any conversations need to happen within designated office/hall that can provide social distancing or outside the building.</p> <p>→ Unused parts of the building to be made inaccessible.</p>	<p>→ Good level of housekeeping at all times.</p> <p>→ Enhanced level of cleaning, particularly frequently touched points such as door handles and toilets.</p> <p>→ Some doors may be propped open to reduce contact with surfaces while traveling within the building, this is to be done while observing good fire compartmentalisation at all times. Doors to be closed again at end of activity.</p>
<p><u>Maintenance</u></p> <p>→ Maintenance in corridors and reception to be scheduled outside access times where possible.</p> <p>→ Maintenance and use of spaces coordinated to avoid clashes.</p>	<p>→ Social distancing to be maintained where possible.</p> <p>→ Staff to use personal or assigned tools only.</p> <p>→ Non personal tools to be wiped clean at end of day.</p>
<p><u>External Contractors</u></p> <p>→ Risk assessments shared between contractors and EFDSS.</p> <p>→ Works in corridors and reception scheduled outside of access times where possible.</p>	<p>→ Keep freelancers and contractors informed of any developments or changes to policy.</p>

Current Controls:	Additional Controls:
<ul style="list-style-type: none"> → Coordination of works within separate zones to avoid clashes. 	
<p><u>Evacuation</u></p> <ul style="list-style-type: none"> → Normal evacuation procedures to be observed. 	<ul style="list-style-type: none"> → Staff to encourage social distancing while they are at the meeting point. → CCTV available to monitor areas.
<p><u>First Aid</u></p> <ul style="list-style-type: none"> → First Aider on site in charge of the first aid arrangements and can call on the emergency services if required. → Nominated person to be trained in the correct way to put on PPE. 	<ul style="list-style-type: none"> → PPE to be used where appropriate in administering first aid.

Current Controls:	Additional Controls:
<p><u>Work in Offices</u></p> <ul style="list-style-type: none"> → Social distancing to be observed where possible. Staff should use face masks if they deem it appropriate for their circumstance → Staff will have DSE (display screen equipment) assigned. Hot-Desking limited and where this is not possible an adequate supply of anti-viral cleaning products to be made available for changes of users. 	<ul style="list-style-type: none"> → Where more than one person is working in one office, layout should be set to accommodate side to side and back to back working stations. If this is not possible, screens will be used between desks. → Enhanced cleaning regime observed in the offices area and particularly around touch points (such as door handles) and the DSE. → Staff encouraged to increase the level of hand washing. → Open windows to increase ventilation where possible.
<p><u>Work in Halls/Hall Hires & Events</u></p> <ul style="list-style-type: none"> → Kennedy Hall has an air handling system which extracts and replaces with fresh air; when in use, the system will be set to exchange air at its maximum. Ventilation within other rooms should be increased by opening windows where possible. CO2 monitors to be introduced In Trefusis and Storrow for large events. → Enhanced level of cleaning particularly on touch points. → Inside the halls, follow the control measures detailed in the event's COVID-19 Risk Assessment. 	<ul style="list-style-type: none"> → Hall users encouraged to increase the level of hand washing and use the hand sanitisers situated around the building. → Constant monitoring following inspection checklist. See Duty Manager checklist. → For all promoters/event organisers who have hired a space at Cecil Sharp House for their event, we require the event organiser to prepare a full risk assessment.

Current Controls:	Additional Controls:
<p><u>Library</u></p> <ul style="list-style-type: none"> → Visitors are encouraged to wear face masks if desired → Staff are encourage to wear face masks if required → Social distancing to be maintained as much as possible → Sneeze screens remain in front of staff desks. → Ventilation is maximised where possible. 	<ul style="list-style-type: none"> → Staff and users encouraged to use the hand sanitiser available around the building, and to maintain careful hand washing. → Staff to remain sensitive to the comfort levels of users, allowing for the anxieties of individuals.

Current Controls:	Additional Controls:
<p><u>EFDSS Education Activities</u></p> <p>→ Separate COVID 19-Risk Assessments will be produced for each EFDSS Education activity following the latest guidelines and considering the control measures in place at CSH.</p>	
<p><u>Significant Life Events</u></p> <p>See working in halls section</p>	
<p><u>EFDSS Public Performances</u></p> <p>Gigs</p> <p>→ Seat lay out for gigs will consider appropriate distancing based on current Government guidelines</p> <p>Dance Events</p> <p>→ Wearing of a face covering while dancing is not recommended by the Government or World Health Organisation as this may cause breathing difficulties and is not required under current legislation. We will not ask you to wear face coverings while dancing.</p>	<p>→ Customers will be encouraged to place orders for drinks and food online and in advance of gigs to minimise congestion in the café bar area.</p> <p>→ Visitors will be reminded not to attend any event if they have had a positive test result, feel unwell, or have symptoms of Covid-19.</p>