

## Cecil Sharp House - Step 4 Reopening – 19 July 2021

Risk assessment covering 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 to keep in line with government guidance on working safely during COVID-19. If unsure of any of these measures please contact your line manager or Glenn Cottenden, Operations Director, at [glenn@efdss.org](mailto:glenn@efdss.org).

On 12 July the Government announced that England will be moving into Step 4 of the Spring Roadmap 2021. At step 4, the Government will remove outstanding legal restrictions on social contact, life events, and open the remaining closed settings. Guidance will be provided to the public and to businesses on how they can help reduce the spread of COVID-19.

The vast majority of EFDSS staff will continue with their temporary work from home and flexible furlough arrangements though the summer of 2021..

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.

<b>What are the Hazards:</b>	<b>Infection &amp; Spread of COVID-19 Coronavirus</b>		
<b>Who might be harmed:</b>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Visitors (Including Hires and Events)</li> <li>● Cleaners</li> <li>● Contractors</li> <li>● Drivers</li> <li>● Vulnerable groups – Elderly, pregnant workers, those with existing underlying health conditions</li> </ul>		
<b>Date of Assessment:</b>	13/09/21		
<b>Risk Level Before Control Measures:</b>	Medium		
<b>Risk Level After Control Measures:</b>	Low		
<b>Assessor:</b>	Name: G Cottenden	Position: Operations Director	Signed: _____ Date: 13/09/21
<b>Review Date:</b>	Every 4 weeks		

Current Controls:	Additional Controls:
<p><b><u>Hand washing</u></b></p> <ul style="list-style-type: none"> <li>→ Hand washing facilities with soap and water in place.</li> <li>→ Hand washing guidance posters and other materials on display encouraging stringent hand washing.</li> <li>→ Drying of hands with disposable paper towels or hand dryers only.</li> <li>→ Gel sanitisers located in areas where washing facilities are not readily available and at entrance points.</li> </ul>	<ul style="list-style-type: none"> <li>→ Employees and visitors 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.</li> <li>→ 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) <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></li> </ul>
<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>→ 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.</li> <li>→ Cleaning contractor has their own Risk Assessment, available upon request.</li> </ul>	<ul style="list-style-type: none"> <li>→ Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> </ul>

Current Controls:	Additional Controls:
<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>→ Work schedules reviewed (start &amp; finish times/shift patterns, working from home etc.) to reduce number of workers on site at any one time.</li> <li>→ Reduction in the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency.</li> <li>→ Clear signage displayed around the building reminding all to respect social distancing.</li> <li>→ Processes redesigned to ensure social distancing is in place.</li> <li>→ Social distancing adhered to in kitchens and the smoking area.</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff to be advised to maintain social distancing in the workplace.</li> </ul>
<p><b><u>Wearing of Gloves</u></b></p> <ul style="list-style-type: none"> <li>→ 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 safely.</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</li> </ul>

Current Controls:	Additional Controls:
<p><b><u>PPE/RPE</u></b></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"> <li>→ 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.</li> <li>→ Wearers must be clean shaven.</li> </ul>	<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"> <li>→ Both the fit tester and those being fit tested should wash their hands before and after the test.</li> <li>→ 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).</li> <li>→ Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</li> <li>→ 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 <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> </ul>

Current Controls:	Additional Controls:
<p><b><u>Face Coverings</u></b></p> <ul style="list-style-type: none"> <li>→ Face coverings are not a replacement for the other ways of managing risk, most importantly, 2m social distancing and regular hand washing for 20 seconds. Employees working in offices should practice social distancing; see ‘Working in Offices’ control measures.</li> <li>→ Staff who are likely to come into contact with customers are advised to wear a face covering, unless they have an exemption or working behind a physical barrier or screen between.</li> <li>→ Notices will request visitors, contractors and delivery drivers to wear a face covering (unless exempt) in all communal areas and shared spaces and when moving between Zones.</li> <li>→ Visitors to the library and offices are required to wear a face covering.</li> <li>→ The use of face coverings during hall hire is subject to the event’s specific risk assessment; see ‘Work in Halls/Hall Hires &amp; Events’ control measures. Social distancing and wearing a face covering are now a personal choice. People are encouraged to respect other attendees and those working at events who may wish to adopt a more cautious approach. The government expects and recommends that people wear face coverings in crowded areas such as public transport.</li> </ul>	<ul style="list-style-type: none"> <li>→ Government guidance on the wearing of face coverings to be reviewed monthly</li> <li>→ Employees will be supported in the safe use of face coverings if they chose to wear one. Ref: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a> Section 6.1</li> </ul>
<p><b><u>NHS Test &amp; Trace</u></b></p> <ul style="list-style-type: none"> <li>→ Official NHS QR code poster and CSH QR code will continue to be displayed. Although it’s not legally required to do so, this will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test.</li> <li>→ Details taken of customers, visitors and staff not using the NHS App retained for 21 days to provide data to NHS Test and Trace if requested.</li> <li>→ All records maintained under General Data Protection Regulations (GDPR).</li> </ul>	

Current Controls:	Additional Controls:
<p><b><u>Symptoms of COVID-19</u></b></p> <ul style="list-style-type: none"> <li>→ If an employee/artist/tutor/student/hirer develops symptoms they should not attend Cecil Sharp House and self-isolate for 10 days.</li> <li>→ 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.</li> <li>→ COVID-19 is a notifiable disease. Any person presenting with symptoms is obliged to contact 111 and follow NHS guidance around Test &amp; Trace <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></li> <li>→ Line managers will maintain regular contact with staff members during this time.</li> <li>→ 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.</li> </ul>	<ul style="list-style-type: none"> <li>→ 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.</li> <li>→ Employees that develop symptoms should make the Duty Manager and their line manager aware and communicate any test results.</li> <li>→ Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>→ Artists who develop symptoms should inform the Duty Manager and artist development team.</li> <li>→ Students and Tutors who develop symptoms should inform Duty Manager and Education Director via Education Manager or Education Administrator.</li> <li>→ Hirers who develop symptoms should inform the Duty Manager.</li> <li>→ Duty Manager to arrange private transport home, to avoid public transport if appropriate.</li> <li>→ Duty Manager to request enhanced cleaning in the area/zone where the symptomatic person has been working from including office, halls, and welfare facilities.</li> </ul>
<p><b><u>Confirmed Case of COVID-19</u></b></p> <ul style="list-style-type: none"> <li>→ Nominated COVID-19 Officer identified (Operations Director)</li> <li>→ Staff will contact their line manager and COVID-19 Officer if a test confirms they have COVID-19.</li> <li>→ Cleaning policy implemented for areas which may be contaminated.</li> </ul>	<ul style="list-style-type: none"> <li>→ On request, EFDSS will provide details to NHS Test and Trace in order to contact any visitors or staff that may have been in contact with an infected person.</li> <li>→ NHS Test and Trace will advise on when a case should be escalated to local public health experts.</li> </ul>

Current Controls:	Additional Controls:
<p><b><u>Mental Health</u></b></p> <ul style="list-style-type: none"> <li>→ Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> <li>→ Reference – <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> </ul>	<ul style="list-style-type: none"> <li>→ Regular communication of mental health information and open door policy for those who need additional support.</li> </ul>
<p><b><u>Travel</u></b></p> <ul style="list-style-type: none"> <li>→ Where practical, employees should be encouraged to travel avoiding the public transport networks, e.g. come in by cycle, on foot, in a car.</li> <li>→ Cycle parking available at Gloucester Ave entrance.</li> <li>→ Line managers 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.</li> </ul>	<ul style="list-style-type: none"> <li>→ The government expects and recommends that people continue to wear face coverings in crowded, enclosed spaces or those who will use public transport. EFDSS will have an emergency supply available for those who may have forgotten or lost their own.</li> <li>→ Line managers to discuss travel arrangements as part of the personal risk assessment ahead of returning to work.</li> </ul>



Current Controls:	Additional Controls:
<p><b><u>Lobby, Entrance and Exit</u></b></p> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>→ Staggered arrival and departure times to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</li> <li>→ Hand sanitiser stations located at entrances.</li> <li>→ 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.</li> <li>→ High traffic areas including corridors, lifts and walkways, regulated to maintain social distancing.</li> <li>→ Reception to have a screen installed that shields them from arriving staff and visitors. Prior to installation, 2m distancing will be marked on the floor and all visitors required to remain behind the line.</li> <li>→ Reception staff to have assigned their own DSE (Display Screen Equipment). Where this is not possible, equipment will be cleaned by the operator prior to use.</li> </ul> <p><b>Visitors to offices:</b></p> <ul style="list-style-type: none"> <li>→ Clear guidance on social distancing and hygiene provided to visitors on arrival.</li> <li>→ Notices will request visitors to offices to wear face coverings unless exempt.</li> <li>→ Visitor times should be restricted to a specific time window with access to required visitors only.</li> <li>→ Records of all visitors maintained without the need for someone physically signing in with the same pen at reception. All staff and visitors should follow registration instructions on arrival.</li> </ul>	<ul style="list-style-type: none"> <li>→ Reviewing entry and exit routes for visitors and contractors to minimise contact with other people and reduce congestion.</li> <li>→ 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.</li> </ul>

Current Controls:	Additional Controls:
<p><b>Deliveries:</b></p> <ul style="list-style-type: none"> <li>→ Revised pick-up and drop-off collection points, procedures, signage and markings.</li> <li>→ Notices will request delivery personnel to wear face coverings unless exempt.</li> </ul>	<ul style="list-style-type: none"> <li>→ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> <li>→ Where possible and safe, having single workers load or unload vehicles.</li> <li>→ Where possible, using the same pairs of people for loads where more than one is needed.</li> </ul>
<p><b><u>Movement</u></b></p> <ul style="list-style-type: none"> <li>→ One way system established to travel in the building.</li> <li>→ Corridors are for traveling only. Any conversations need to happen within designated office/hall that can provide social distancing or outside the building.</li> <li>→ Access and egress to building to be staggered to minimise people at reception and movement in the corridors.</li> <li>→ Unused parts of the building to be made inaccessible.</li> <li>→ Notices will request all visitors and contractors to wear face coverings (unless exempt) when moving between zones.</li> </ul>	<ul style="list-style-type: none"> <li>→ Good level of housekeeping at all times.</li> <li>→ Enhanced level of cleaning, particularly frequently touched points such as door handles and toilets.</li> <li>→ 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.</li> </ul>
<p><b><u>Maintenance</u></b></p> <ul style="list-style-type: none"> <li>→ Maintenance in corridors and reception to be scheduled outside access times.</li> <li>→ Maintenance and use of spaces coordinated to avoid clashes.</li> </ul>	<ul style="list-style-type: none"> <li>→ Social distancing to be maintained where possible..</li> <li>→ Staff to use personal or assigned tools only.</li> <li>→ Non personal tools to be wiped clean at end of day.</li> </ul>

Current Controls:	Additional Controls:
<p><b><u>External Contractors</u></b></p> <ul style="list-style-type: none"> <li>→ Risk assessments shared between contractors and EFDSS.</li> <li>→ Works in corridors and reception scheduled outside of access times.</li> <li>→ Notices will request contractors to wear face coverings in all areas.</li> <li>→ Coordination of works within separate zones to avoid clashes.</li> </ul>	<ul style="list-style-type: none"> <li>→ Keep freelancers and contractors informed of any developments or changes to policy.</li> </ul>
<p><b><u>Evacuation</u></b></p> <ul style="list-style-type: none"> <li>→ Normal evacuation procedures to be observed.</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff to encourage social distancing while they are at the meeting point.</li> <li>→ CCTV available to monitor areas.</li> </ul>
<p><b><u>First Aid</u></b></p> <ul style="list-style-type: none"> <li>→ First Aider on site in charge of the first aid arrangements and can call on the emergency services if required.</li> <li>→ Nominated person to be trained in the correct way to put on PPE.</li> </ul>	<ul style="list-style-type: none"> <li>→ First Aid to be administered at a distance if possible.</li> <li>→ If contact is unavoidable, full set of PPE to be used: disposable gloves, plastic apron, mask and eye protection such as goggles or visor to be used. See COVID-19 First Aid Policy.</li> <li>→ Correct disposal of PPE to be observed.</li> </ul>

Current Controls:	Additional Controls:
<p><b><u>Work in Offices</u></b></p> <ul style="list-style-type: none"> <li>→ Use of offices to be restricted to essential work.</li> <li>→ Social distancing to be observed at all times where possible (2m). Face coverings to be worn (unless exempt) if working under 2m</li> <li>→ Use of offices scheduled to minimise number of people in the building.</li> <li>→ Staff will have DSE (display screen equipment) assigned. No Hot-Desking or where this is not possible an adequate supply of ant-viral cleaning products to be made available for changes of users.</li> </ul>	<ul style="list-style-type: none"> <li>→ 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.</li> <li>→ Enhanced cleaning regime observed in the offices area and particularly around touch points (such as door handles) and the DSE.</li> <li>→ Staff encouraged to increase the level of hand washing.</li> <li>→ Open windows to increase ventilation where possible.</li> </ul>
<p><b><u>Work in Halls/Hall Hires &amp; Events</u></b></p> <ul style="list-style-type: none"> <li>→ From 19/07/21 all remaining limits on social contact will be removed and there will be no more restrictions on how many people can meet in any setting, indoors or outdoors.</li> <li>→ All settings will be able to open, including nightclubs and large events can resume without any limits on attendance or social distancing requirements.</li> <li>→ Social distancing and wearing a face covering are now a personal choice. People are encouraged to respect other attendees and those working at events who may wish to adopt a more cautious approach. The government expects and recommends that people wear face coverings in crowded areas.</li> <li>→ 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.</li> <li>→ Halls to be thoroughly cleaned between users. Enhanced level of cleaning particularly on touch points.</li> <li>→ Inside the halls, follow the control measures detailed in the event's COVID-19 Risk Assessment. Signage will be displayed on the entrances to the halls as a reminder of the controls in place.</li> </ul>	<ul style="list-style-type: none"> <li>→ Hall users encouraged to increase the level of hand washing and use the hand sanitisers situated around the building.</li> <li>→ Constant monitoring following inspection checklist. See Duty Manager checklist.</li> <li>→ Notices to be displayed requesting people maintain social distancing and wear face coverings (unless exempt) in communal and shared areas.</li> <li>→ <b>For all promoters who have hired a space at Cecil Sharp House for their event, we require the event organiser to prepare a full risk assessment.</b></li> </ul>

Current Controls:	Additional Controls:
<p><b><u>Library</u></b></p> <ul style="list-style-type: none"> <li>→ Face coverings required by all visitors to the library unless exempt</li> <li>→ Staff who are likely to come into contact with customers must wear a face covering, unless they have an exemption or working behind a physical barrier or screen between.</li> <li>→ 2m (where possible) social distancing to be maintained between all occupants of the space, both staff and users, at all times</li> <li>→ Sneeze screens fitted in front of staff desks.</li> <li>→ Users may come by appointment only and must adhere to a timetable. Simple spreadsheet to be set up as a shared document which staff will keep up to date with bookings.</li> <li>→ Two of the four user desks to be marked not in use. The other two placed as far apart as possible in adjacent corners.</li> <li>→ No more than two staff at once, and if there is more than one user, no fewer than two staff, so one can monitor safety in the library when one is out of the room.</li> <li>→ Desks to be wiped down between users.</li> <li>→ Hand sanitiser available on all user and staff desks.</li> <li>→ All books returned by users, whether used in the library or borrowed, to be quarantined in a special (and guarded) area for 72 hours before reshelving.</li> <li>→ Open windows and leave door open for ventilation when possible and periodically throughout the day.</li> <li>→ Borrowing of stationery by users not allowed</li> <li>→ Comprehensive email to be sent out to all users when they book, outlining the rules. Statement on it that by entering the library they promise to abide by rules</li> </ul>	<ul style="list-style-type: none"> <li>→ No user browsing – Requests to be made in advance of user coming if possible, staff will retrieve books and leave them on a special pickup table (should be near enough staff desks so that staff can prevent people browsing them), having wiped covers with sanitising wipes where possible without damaging the item.</li> <li>→ Quarantine book donations for 72 hours</li> <li>→ No users allowed to use VWML IT equipment, or photocopy/scan/print. Staff should search the catalogues on behalf of others, and operate the photocopier instructed by the user.</li> <li>→ Charges for printing/copying suspended.</li> </ul>

Current Controls:	Additional Controls:
<p><b><u>EFDSS Education Activities</u></b></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><b><u>Significant Life Events</u></b></p> <p>See working in halls section</p>	
<p><b><u>EFDSS Public Performances</u></b></p> <p>Under review for the autumn season</p>	