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| **Printers Playhouse Covid Risk Assessment**  NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.  The general risk assessment below will be amended to reflect our specific controls on an ongoing basis. |  |
| **PART A. ASSESSMENT DETAILS:** | |

**Area/task/activity**: Opening arrangements during COVID-19 restrictions from 7TH September 2020

**Location of activity**: Printers Playhouse, 49a Grove Road, Eastbourne BN21 4TX

.

# Organisation name:

**Address & Contact details:**

**Printers Playhouse**

Viv Berry

49a Grove Road

# Eastbourne BN21 4TXName of Person(s) undertaking Assessment:

**Signature(s):**

Viv Berry

# Managers

Viv Berry John Berry **Date of Assessment:** 5/09/2020

# (Name/Title):

**Signature: Planned Review Date:** Weekly via email

# How communicated to staff:

staff meetings, phone calls and emails

**Date communicated to staff:** 7/9/2020

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| **PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:** | | | | |
| **List of significant hazards** (something with the  potential to cause harm) | | **Who might be harmed** | **Type of harm** | **Existing controls**  (actions already taken to control the risk -  include procedure for the task/activity where these are specified) |
| 1. | Changes to official COVID19  guidance and advice | Staff, volunteers, participants | Potential spread of infectious disease | * PPH regularly refers to official advice from the Government * Viv Berry to keep up to date with [official](https://www.gov.uk/government/organisations/public-health-england)   [COVID-19 Guidance](https://www.gov.uk/government/organisations/public-health-england) and inform staff, volunteers and participants of arrangements as required. |
| 2. | Vulnerable & extremely vulnerable people with  pre-existing health conditions | Staff, volunteers, participants | Becoming seriously ill from the effects of coronavirus, potential to be life threatening | * Staff, volunteers and participants who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether they should attend or not. |
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| 3. | Spread of Covid-19 to and  from ACT 2 CAM | Staff, volunteers, participants | Potential spread of infectious disease Staff, volunteers missing from sessions  Participants unable to attend | * All have been made aware of the [Coronavirus](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)   [(COVID-19): safer travel guidance](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) for passengers when planning their travel.   * Use of private transport is recommended, |
|  |  |  |  | * Public transport should be avoided wherever possible. If public transport has to be used, people are advised to follow social distancing rules and thoroughly wash their hands with running water and hand soap for at least 20 seconds on arrival to the theatre. |
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| 4. | Spread of COVID-19 virus via germs on surfaces and  furniture within the building | Staff, volunteers, participants | Potential spread of infectious disease | * Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support participants in understanding them * All participants are briefed on the protocol regarding how PPH will operate in the current situation. |
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|  |  |  |  | * Everyone to observe the separate entrance/exit to the building, designated hand sanitizing station, designated routes to and from the toilets which are to be used one at a time |
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|  |  |  |  | * Participants to be as far apart as possible, aiming for at least 1+ metres. |
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|  |  |  |  | * All are required to follow guidelines re washing hands thoroughly with running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry. |
|  |  |  |  | * All staff and participants to wash their hands more frequently, particularly after using the toilet. |
|  |  |  |  | * Stationery and other equipment is not shared where possible. |
|  |  |  |  | * Posters are displayed on government guidelines on good hygiene/social distancing. |
|  |  |  |  | * All are reminded to avoid touching their faces whenever possible particularly with unwashed hands. |
|  |  |  |  | * Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). |
|  |  |  |  | * Bins are provided in all areas. |

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|  |  |  | * All are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands. * Hand sanitiser has been made available at entrances and exits. * Where safe to do (ensuring fire regulations and safeguarding considerations are adhered to) doors will be propped open to avoid touching surfaces. * An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, equipment, computer tech, telephones, and bathroom facilities. * All occupied areas will be thoroughly cleaned at the end of the day. * Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. * PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, masks, aprons etc. * Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of someone displaying symptoms. * Printers Playhouse will follow the procedures as set out in the Government guidance [Cleaning in Non-Health Care Settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) following a confirmed or suspected case of COVID-19 on site. * Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day, and to bring in as few personal effects as possible. * Good housekeeping is maintained at all times. * Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. |
| 5. Spread of  COViD-19 virus via air borne particles | Staff, volunteers, participants | Potential spread of infectious disease | * Windows and doors will be opened to aid ventilation where possible |

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|  |  |  | * Guidance on Social Distancing should be adhered to at all times. * Room layouts and settings have been adjusted to allow for social distancing * Sessions will be led with the leader behind the screen stage * Participants to wear face coverings when appropriate. * Shared work areas are avoided wherever possible. Where this is not possible, work areas to be thoroughly sanitised before and after use by different people. * Staff dress code will be as before but all items of clothing should be washed at the end of day and not re-worn following day. |
| 6. Staff or student displaying signs of COVID-19 before, or while in session | Staff, volunteers, participants | Potential spread of infectious disease | * Staff are aware of the virus symptoms and are vigilant in reporting all concerns to management and the participant. Management will reference current government guidelines for advice on dealing with the situation. This includes spotting symptoms before or after our sessions. |

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|  |  |  | * Staff, volunteers and participants are not permitted to attend if they know they have come in contact with someone with virus symptoms, or have experienced symptoms themselves. *If in doubt, tell PPH and stay at home.* * Staff who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves. * Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home, and arrange testing. * If a participant displays symptoms they will not be permitted to remain in the session. * If an individual showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else. * Public health advice will be followed regarding whether any groups need to self-isolate as a result of a member of staff or participant displaying COVID-19 symptoms. |
| 7. Need for Personal Protective Equipment (PPE) | Staff, volunteers, participants | Potential spread of infectious disease | * Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning, or isolation * Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COViD-19. Disposable gloves & impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants. |

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|  |  |  | * Staff are aware of information and instruction on the use and disposal of PPE including face masks. * PPE will be available for any member of staff who needs to administer First Aid or has reason to breach the 1+metre social distancing protocol to assist with a student in emotional or physical distress. |
| 8. Reduced first aid provision | All building occupants | Untreated injuries | * Staff are kept informed of the first aid arrangements via Zoom meetings and email follow-up. * An appointed Person will be delegated to take charge in an emergency situation. * In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance. |
| 9. Administering first aid during COVID1-19 Pandemic | All building occupants | Untreated injuries,  potential spread of infectious disease | * First Aiders are aware of and follow the [Government guidance for first](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders)   [responders](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders).   * First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds. * See previous controls regarding PPE. |
| 10. Reduced fire and other emergency arrangements | All building occupants | Burns, smoke inhalation, fire related injuries, death, injuries relating to  violence/aggression | * Staff are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc. * In an emergency evacuation there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so. |
| 11.Staff stress and Anxiety | Staff | Increased levels of stress/anxiety and lower than normal levels of wellbeing | * Viv Berry will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; * Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; * A process is available for individuals to report concerns over breaches of safe working policy/guidelines so that intervention can occur; * Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, PPH will help identify key concerns and any further adjustments required to support them at work. |

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|  |  |  | * Staff are made aware of sources of information that will assist staff wellbeing such as:   + [MIND web site](https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/)   + [H&S COVID-19 web page](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=51638) |

NI certify that the risk assessment above fully applies to all PPH activities, and will be re-evaluated on a weekly basis, in line with up-to-date Government guidelines.

PRINCIPLE: Viv Berry Risk Assessor: Viv Berry Signed: