

Covid-19 Risk Assessment

Side by Side Theatre Company Stourbridge. The SideSpace.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

Below is a copy of a Risk Assessment for dealing with the current Covid-19 situation in the SideSpace setting and having due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 01/06/20](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices.

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Hazards	Controls Required	Risk Rating L/M/H	Additional Controls and Actions.	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Barriers /screens Who is affected? : Teaching Staff, members, volunteers, parents, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions, anyone else who physically comes in contact with you in relation to your operations					
	Barriers/screens	L	Access controlled	Trustees/Teachers/All volunteers	25/07/20	

	Access to site	L	<p>All members to enter Side Space by the main porch entrance (after having their temperature checked with a non-contact IRThermometer) and then if their Temperature is OK they will then enter the Reception area via the main red door which will already be open</p> <p>. (For those whose temperature is elevated please see section headed DEALING WITH A SUSPECTED CASE.)</p> <p>Once in the Reception Area all Members, Volunteers and Teachers to use the hand sanitizers provided . After using the sanitizers access to the Main Hall is to be via the opened fire door in the Reception Area.(The main door from the Reception Area into the main body of the Narthex will be closed to minimise heat losses..)</p> <p>All members and Volunteers to then go to a specific chair allocated to them in the main hall.</p> <p>A plan view of the chair layout will be on display.</p> <p>Door handles and touch points to be regularly cleaned by volunteers.</p>	Teachers/All volunteers and members.	25/07/20	
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Promotion of good personal hygiene Who affected: Teachers, Members, Volunteers, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations						
	Stringent hand washing taking place using soap and water (in accordance with this guidance) for Teachers and volunteers	M	Once in the main Hall the Teacher and Volunteers, one at a time, are to visit the toilet to wash hands and ensure it is done correctly for 20 seconds. Pump hand sanitizers will also be in place on a table in the Narthex for usage prior to entering the toilets.	All Teachers and volunteers.	25/07/20	
	Stringent hand washing taking place using soap and water (in accordance with this guidance) for members	M	Once seated the Members will be asked, by the Teacher or appointed Volunteer, to go to the toilets, one at a time, to wash their hands for at least 20 seconds. Before entering the toilets the available hand sanitizers are to be used by each member.	All members.	14/07/20	
	Posters to be displayed throughout the SideSpace reminding Members, Volunteers and visitors to wash their hands, e.g. before entering and leaving the Space . (Additional PHE posters accessible).	M	Signage throughout regarding social distancing, hand sanitizer and hand washing.	Trustees/Teacher and appointed Volunteers.	14/07/20	
	Drying of hands with drier Paper towels are better	M	If paper towels are available these are to be disposed of into the waste bin.	All	14/07/20	
	Members/ Volunteers/ Teachers to wash hands before and after eating lunch.	M	Volunteers to ensure members to wash hands	All Volunteers/ members/ Teacher	25/07/20	
	Hand sanitizers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing)	M	Sanitizers available in the Reception Area and in the main body of the Narthex as indicated above.	All	14/07/20	

	Volunteers and members reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it ' and wash hands and avoid touching face, eyes, nose or mouth with unclean hands.	M	Posters in reception area, main hall and the Narthex.	Teachers/All volunteers and members.	14/07/20	
	All members, volunteers and Teachers to ensure they have sufficient personal tissues to meet the above requirements.	M	Tissues available in an emergency.	All volunteers, members and Teachers.	14/07/20	
	Volunteers must wear gloves, Visor and apron when assisting a member with any personal care.	M	PPE must be worn by volunteers and any tissues to be placed in the waste bins which are to be emptied throughout the day.	All volunteers	25/07/20	
	Members will not share cutlery, cups or food.	M	Packed lunches to be eaten in allocated seat and must be provided from home in clear plastic containers.. Please note that the kitchen will be 'out of bounds ' at all times.	All Volunteers, members and Teachers	14/07/20	
	Parents informed of hygiene expectations	M	Letter to all parents/Carers	Teacher in charge	14/07/20	
	Parents informed that members are to wash their hands for 20 seconds before coming to the group and when they get home.	M	Letter to all parents/Carers	Teacher in charge	14/07/20	

Volunteers and members must wear clean clothes daily and change and wash when arriving home.	M	Letter to parents/Carers	Teacher in charge	14/07/20	
Each toilet area is to be inspected and cleaned down frequently during the day	M	All members/Volunteers	All	14/07/20	
All areas must be kept well ventilated using natural ventilation where possible.	M	to open windows and doors where possible.	Teacher, Trustees and appointed volunteers.	14/07/20	
<p><u>Cleaning</u></p> <p>Who affected: Teachers, Members, Volunteers, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>					
Cleaning to be carried out daily. Thorough cleaning of setting and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.	M	Cleaning schedules in place	TBC	14/07/20	
Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area and porch entrance .	M	All areas are cleaned 3 times a day. ie Clean at end of the Morning /lunchtime and afternoon A daily cleaning rota will record and monitor cleaning.	All volunteers morning, lunchtime and afternoon.	14/07/20	
All Soft furnishing are to be removed from the Main Hall, Narthex and Reception areas.	M	.	Trustees/Teacher	25/07/20	

Rigorous checks to be carried out by designated person (Teacher, Trustee or approved volunteer) to ensure that the necessary procedures are being followed.	M	Monitor all cleaning schedules and check spaces	Teacher in charge	14/07/20	
All members items sent in from home to be sent in plastic/ leather bags and food in plastic containers with lids.	M	Letter to parents/Carers	Teacher.	14/07/20	
Teachers, Volunteers and Members must bring in own drinks. No use of centres mugs or utensils to be allowed. Individual water bottles or mugs etc. must be taken home daily and not left. Do not handle other members or Volunteers items. The Kitchen will be 'Out of bounds' at all times.	M	. Letter to parents/Carers.	Teacher.	14/07/20	
<u>Social Distancing</u>					
Who affected: Teachers, members, Volunteers Contractors, Visitors to premises, Vulnerable groups, Elderly, Pregnant women, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
SBS will send out regular clear messages that Teachers, members, Volunteers, parents, carers or any visitors, such as suppliers are not to visit the SideSpace if they are displaying any symptoms of coronavirus (COVID-19).	M	Letters and emails.	Trustees/Teachers	25/07/20	
Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.	M	2 metre signage in all areas on doors and floor.	Trustees/Teacher/ and All volunteers.	14/07/20	
Group sizes are based on social distancing being practicable at all times.	M		Teacher/Volunteers.	14/07/20	
Description of how space will work	M	Chair layout will be recorded onto the building layout plan with arrows indicating the flow	Trustees/Teacher..	14/07/20	

			pattern of movement into The SideSpace and to and from the toilets. This plan will be on display in the Reception area and also on a display board within the Main Hall.			
	Teacher/Members/ Volunteers as normal have lunch at the agreed times but remain seated on designated chair.	M	Teacher/Members / Volunteers eat lunch seated on designated chair and ensure they are able to keep their area clean and tidy e.g. No dropping of food, litter etc onto the floor. The kitchen will be 'Out of bounds' at all times.	All Teachers/ Volunteers and Members.	14/07/20	
	Start & finish times as agreed in advance.	M		Teacher and Trustees	14/07/20	
	<p>Volunteers lunch breaks</p> <p>Where volunteers are taking a break from work activities, they must maintain a 2m distance between themselves and other volunteers. This relates to both seating areas and all other areas. The kitchen will be out of bounds to all at all times and the door kept shut to prevent members/ volunteers contaminating any surfaces, equipment.etc.</p> <p>Volunteers and members must ensure that social distancing requirements are followed should they need to use toilet facilities. Only one person at a time will be allowed in the toilets appropriate to their gender. The accessible toilet will be available for use by any gender if it is available.</p> <p>Volunteers are encouraged not to leave the SideSpace premises to visit shops during lunch and break times as this presents a risk of infection outside of our control, but where Volunteers go to public areas</p>	M		All members/Volunteers	14/0720	

<p>2m social distancing should be maintained regardless of the fact they are not 'at work'.</p> <p>Members and Volunteers are reminded that they do not share food and utensils.</p>					
<p><u>Reducing contact point activities</u></p> <p>Who affected: Teachers, Volunteers, Members, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>					
<p>Carefully selected and assessed doors are propped open (bearing in mind fire safety, security and safeguarding risks), to limit use of door handles and aid ventilation.</p>	<p>M</p>		<p>Teacher/ Trustees.</p>	<p>14/07/20</p>	
<p>Group avoids any activities which involve the passing of items around i.e. props, artefact sharing, touching activities etc.</p>	<p>M</p>	<p>All volunteers / members</p>	<p>Teacher and appointed volunteers.</p>	<p>14/07/20</p>	
<p>SBS will cease hand shaking of members /volunteers etc.</p>	<p>M</p>	<p>All volunteers /members</p>	<p>All</p>	<p>14/07/20</p>	

<u>Dealing with a suspected case, Teacher , Volunteer or Member.</u>						
Who affected: Teacher, Members , Volunteers.						
Teachers /Volunteers are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	M			Teacher/Trustees/ Volunteers.	14/07/20	
If anyone becomes unwell with a new continuous cough or a high temperature in the group they will be isolated (members supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.	H	The area to be used for isolation will be the area next to the kitchen (behind the barriers marked with red and white tape). (If a member who has a raised temperature detected before entering the Reception Area does not have immediate access for transport home then they are to be taken to the back door of the Narthex to gain entry into the quarantine area and the Emergency Provisions followed) In this area will be all the recommended PPE equipment and sanitizers for the Volunteer taking responsibility for the person who is unwell.)		Teacher/ Trustees/ Volunteers.	28/07/20	
If unwell, members and / or volunteers waiting to go home, will be instructed to use different toilets to the rest of the Group (e.g. The Accessible Toilet) to minimise the spread of any potential infection. In these circumstances the Accessible toilet will not be used by the other Members, Teacher and Volunteers.	H			Teacher/Volunteers.	25/07/20	

Areas used by unwell volunteers/ members who need to go home are appropriately cleaned once vacated. No access by anyone until cleaned.	H		Teacher in Charge / appointed Volunteers.	25/0720	
<u>Controlling other users of building. NOT APPLICABLE.</u>					
<u>Emergency procedures</u>					
Who affected: Teachers, Volunteers, Members, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
All volunteers and members ' emergency contact details are up-to-date, including alternative emergency contact details, where required.	M	Volunteers emergency contacts are updated Members emergency contacts are updated weekly	Teacher in charge	14/07/20	
Members parents/ Carers are contacted as soon as practicable in the event of an emergency	M	Systems already in place. Parents/Carers are called immediately	Teacher in charge	14/07/20	
Volunteers and members alternative contacts are contacted where their primary emergency contact cannot be contacted.	M	Check all Teachers and Volunteers must have an emergency contact to collect them if unwell. Side by Side will not take them home	Clerical team All Volunteers	14/07/20	

	First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.		Review First Aid policy and Update required in the light of Corona Virus.	Teacher in charge/ Trustees.	14/07/20	
<p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings as described above. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. The majority of Volunteers will not require PPE beyond what they would normally require i.e. where centre's require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>						
	<p>PPE required if a member becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</p> <p>A face mask/visor, gloves and apron should be worn by the supervising Volunteer if a distance of 2 metres cannot be maintained.</p> <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely</p>	H	<p>PPE risk assessment in place for all members attending and reviewed weekly</p> <p>The risk assessment in all groups is high due to, spitting, vomiting, and personal care. Full PPE should be worn.</p>	Teacher in charge and/or appointed volunteer.	14/07/20	
	Inventory of PPE Stock	L	Stock is reviewed weekly and orders placed as appropriate.	Teacher in charge / Trustees	14/07/20	

Considerations for additional control measures:

- Accessing rooms directly from outside where possible.
- Considering one-way circulation, or place a divider down the middle of the room to keep groups apart as they move through the space.

- Ensuring that toilets do not become crowded by limiting the number of members who use the toilet facilities at one time.
- Noting that some members will need additional support to follow these measures (for example, routes around the premises marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- For exercise and breaks. We are fortunate that we have a garden at the back of SideSpace where the grass is cut regularly and the area is enclosed.

Reduce the use of shared resources:

- By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between members and volunteers.
- By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.

Additional considerations:

Effective communication is key and cannot be over estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a member or volunteer has been sent home with suspected coronavirus.
- That SBS is informed by members' parents/ carers when members return to SBS after having Coronavirus – SBS will then inform the relevant Teacher/Volunteer.
- Volunteers inform the Teacher when they plan to return to work after having Coronavirus.
- The Teacher contacts the Trustees immediately about any suspected cases of Coronavirus, even if they are unsure, and discusses if any further action needs to be taken. SBS to put into place any actions or precautions advised by their local public health team.
- SBS to keep teachers, members and parents adequately updated about any changes to infection control procedures as necessary.
- SBS to publish their completed risk assessment on their website.
- SBS to consult volunteers on the risk assessment process and share key findings from the risk assessment process with all volunteers and empower and encourage volunteers to communicate any matters of concern / any areas for improvement.

	Name	Position	Signature	Date	Review Date
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Risk Assessor	Derek Lidington	Trustee/ Vice Chairman.		28/07/20	01/09/20
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