

This RA uses guidance from the World Health Organisation, GOV.UK and NHS to ensure the risk assessment is following the latest advice.

# THEATRE OF IDEAS AND COCKPIT DISRUPTIVE PANACHE

Gateforth Street  
London NW8 8EH

## Coronavirus (COVID-19) risk assessment

**Event:** Staff working in the building, Studio and Auditorium Hires, Socially distanced audiences

**Venue:** The Cockpit Theatre

**Reviewer:** Tom Lee (Originally assessed by Lily Willden, Dave Wybrow, Deb Jones, Tom Lee)

**Assessment date:** 8th Sept 2020

1m plus distancing has replaced 2m distancing however for the purposes of current opening procedures this RA shall remain in place with maximum room occupancies as previously agreed and social distancing remaining at 2m.

**Review Date:** 30th Sept 2020

**Version:** 1.5

|            |         | Likelihood    |          |          |        |             |
|------------|---------|---------------|----------|----------|--------|-------------|
|            |         | Very Unlikely | Unlikely | Possible | Likely | Very Likely |
|            |         | 1             | 2        | 3        | 4      | 5           |
| Negligible | 1       | 1             | 2        | 3        | 4      | 5           |
| Minor      | 2       | 2             | 4        | 6        | 8      | 10          |
| Moderate   | 3       | 3             | 6        | 9        | 12     | 15          |
| Major      | 4       | 4             | 8        | 12       | 16     | 20          |
| Severity   | Extreme | 5             | 10       | 15       | 20     | 25          |

*Risk matrix used in risk assessment below  
RR = residual risk*

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| Hazard and potential harm from activity   | Persons at risk   | Risk before controls |          |           | Control measures   | Residual risk after controls |          |          |
|---|---|----------------------|----------|-----------|--|------------------------------|----------|----------|
|   |   | Likelihood           | Severity | Risk      |  | Likelihood                   | Severity | Risk     |
| Spread of Covid-19 Coronavirus (overview) | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors (such as delivery drivers)</li> <li>• Persons hiring the facilities (cast, creative teams, studio users)</li> <li>• Contractors</li> <li>• Audience</li> </ul> | 4                    | 4        | <b>16</b> | <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with antibacterial soap and water in place.</li> <li>• Stringent hand washing to take place.</li> <li>• See hand washing guidance – <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Disposable paper towels to replace hand towels.</li> <li>• Hand Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Frequently clean and disinfect 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> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Reduce the number of persons in all areas to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</li> <li>• Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</li> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Ensuring sufficient rest breaks for staff.</li> </ul> | 2                            | 4        | <b>8</b> |

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|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  | <ul style="list-style-type: none"> <li>• Appropriate signage in place to encourage social distancing, especially for those unfamiliar with the building</li> </ul> <p><b><u>Wearing of Gloves</u></b></p> <ul style="list-style-type: none"> <li>• Where a Risk Assessment for an individual activity 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> <p><b><u>Audience</u></b></p> <ul style="list-style-type: none"> <li>• One way route into auditorium</li> <li>• Increased audience management through stewards and signage</li> <li>• Audience seating is allocated to ensure social distancing adhered to</li> <li>• Seating is disinfected before and after use</li> <li>• Air handling equipment activated to ensure air flow in auditorium</li> <li>• Ensuring social distancing between performers and audience as per government guidelines.</li> <li>• If large company of performers, the performers and company will use backstage entrance to reduce traffic front of house.</li> <li>• Audience members encouraged to use face coverings. Additional stock available, if required.</li> </ul> <p><b><u>Travel</u></b></p> <ul style="list-style-type: none"> <li>• Reduce the amount of time using public transport (e.g. walking, cycling, driving) and implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</li> </ul> |  |  |  |
|--|--|--|--|--|--|--|--|

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|  |   |   |   |           |   |   |   |          |
|--|---|---|---|-----------|---|---|---|----------|
| <p>Exposure from others due to:</p> <ul style="list-style-type: none"> <li>- Living with someone with a confirmed case of COVID-19.</li> <li>- Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</li> <li>- Being advised by a public health agency that contact with a diagnosed case has occurred.</li> </ul> | <ul style="list-style-type: none"> <li>● Staff</li> <li>● Contractors</li> <li>● Anyone else who physically comes in contact with you in relation to your business</li> <li>● Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 4 | 3 | <b>12</b> | <ul style="list-style-type: none"> <li>● Follow government action of self isolation and only to leave the house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'.</li> <li>● Maintain contact with line management and, if needed, Human Resources (HR) to follow the company policy / guidance.</li> <li>● Continue following ongoing government guidance.</li> <li>● Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required.</li> <li>● Follow good NHS hygiene measures at all times.</li> <li>● Avoid all visitors to your home unless they are providing a medical requirement.</li> <li>● Do not approach delivery staff, allow packages to be left on the doorstep.</li> </ul> | 2 | 3 | <b>6</b> |
|--|---|---|---|-----------|---|---|---|----------|

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|   |  |   |   |           |  |   |   |          |
|---|--|---|---|-----------|--|---|---|----------|
| Suspected new or developing case whilst working | <ul style="list-style-type: none"> <li>● Staff</li> <li>● Contractors</li> <li>● Anyone else who physically comes into contact with you, in relation to your business</li> <li>● Audience Members</li> <li>● Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 4 | 4 | <b>16</b> | <p>If any person in the building develops a high temperature or persistent cough while attending, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>5) Order test via PHE (Public Health England) protocol.</li> <li>6) Inform line manager, if member of staff</li> </ol> <ul style="list-style-type: none"> <li>● Details of all users of the building recorded for track and trace protocol</li> <li>● Deep clean of areas where the person with symptoms has been</li> </ul> | 4 | 1 | <b>4</b> |
| General travel                                  | <ul style="list-style-type: none"> <li>● Staff</li> <li>● Contractors</li> <li>● Anyone else who physically comes into contact with you, in relation to your business</li> <li>● Audience Members</li> <li>● Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 4 | 4 | <b>16</b> | <ul style="list-style-type: none"> <li>● Continue to follow any further national government advice provided.</li> <li>● Reduce the amount of time using public transport (e.g. by changing to walking, cycling, driving) and implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</li> <li>● Where possible, continue to work from home where possible.</li> <li>● Use of face masks on public transport where possible.</li> </ul>  | 4 | 1 | <b>4</b> |

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|  |  |   |   |    |   |   |   |   |
|--|--|---|---|----|---|---|---|---|
| Inclement weather – cold temperature allows disease to survive | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Anyone else who physically comes into contact with you, in relation to your business</li> <li>• Audience Members</li> <li>• Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 2 | 2 | 4  | <ul style="list-style-type: none"> <li>• All persons to dress appropriately for the weather</li> <li>• Maintain good hygiene measures at all times</li> <li>• Appropriate respiratory protective equipment (RPE) masks to be considered as last resort.</li> </ul>  | 2 | 1 | 2 |
| Poor hygiene   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Anyone else who physically comes into contact with you, in relation to your business</li> <li>• Audience Members</li> <li>• Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 4 | 4 | 16 | <ul style="list-style-type: none"> <li>• Thorough and regular handwashing encouraged. Use soap and water for at least 20 seconds.</li> <li>• Use alcohol-based hand sanitiser if soap and water is not available</li> <li>• Avoid touching face/eyes/nose/mouth with unwashed hands and cover any cough or sneeze with a tissue, then throw tissue in the bin and wash hands</li> <li>• Regularly cleaning of the hand washing facilities, including check of soap and sanitiser levels</li> <li>• Suitable and sufficient rubbish bins for disposal of used hand towels with regular removal and disposal of bin bags.</li> <li>• All toilets are now single occupancy, to increase social distancing</li> </ul> | 4 | 1 | 4 |

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|                            |  |   |   |           |  |   |   |          |
|----------------------------|--|---|---|-----------|--|---|---|----------|
| Canteen/<br>Dining         | <ul style="list-style-type: none"> <li>● Staff</li> <li>● Contractors</li> <li>● Anyone else who physically comes into contact with you, in relation to your business</li> <li>● Audience Members</li> <li>● Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 4 | 4 | <b>16</b> | <ul style="list-style-type: none"> <li>● Break times should be staggered to reduce congestion and contact at all times</li> <li>● Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>● Eating areas should be cleaned between each use</li> <li>● All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>● All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, and payment devices.</li> </ul>  | 4 | 1 | <b>4</b> |
| Working within<br>2 metres | <ul style="list-style-type: none"> <li>● Staff</li> <li>● Contractors</li> <li>● Anyone else who physically comes into contact with you, in relation to your business</li> <li>● Audience Members</li> <li>● Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 4 | 4 | <b>16</b> | <ul style="list-style-type: none"> <li>● Always consider if the task can be performed differently without having to breach the 2m social distancing rule</li> <li>● Any activities requiring prolonged contact under 2m should be specifically risk assessed</li> <li>● Workers are to limit face to face working and work facing away from each other when possible</li> <li>● Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> <li>● Sites should consider RPE (Masks) for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met.</li> <li>● All equipment to be thoroughly cleaned prior and after using it.</li> <li>● Increased ventilation will be provided within enclosed spaces</li> <li>● Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</li> <li>● Reusable PPE should be thoroughly cleaned after use and not shared between workers.</li> <li>● Single use PPE should be disposed of so that it cannot be reused.</li> </ul> | 4 | 2 | <b>8</b> |

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|   |  |   |   |    |   |   |   |   |
|---|--|---|---|----|---|---|---|---|
| Serving Drinks and snacks through Cockpit Bar | <ul style="list-style-type: none"> <li>● Staff</li> <li>● Contractors</li> <li>● Anyone else who physically comes into contact with you, in relation to your business</li> <li>● Audience Members</li> <li>● Persons hiring the facilities (cast, creative teams, studio users)</li> </ul> | 4 | 4 | 16 | <ul style="list-style-type: none"> <li>● One person to be designated for drinks preparation role who will be the only member of staff to touch or prepare drinks in glasses or bottles.</li> <li>● Servers to take trays to tables, and ask customers to remove drinks from the tray.</li> <li>● Contactless payments to be taken</li> <li>● Orders to be taken by text/whatsapp/email where possible, to reduce need for interactions</li> <li>● All glasses to be washed in hot water (above 50 degrees) with washing up liquid. Glasses will then be soaked in hot water (above 65 degrees) for 30 seconds, before being left to air dry and placed back on shelves</li> <li>● All used bottles placed straight into bins, and emptied regularly</li> <li>● Staff to regularly handwash with soap and water, or alcohol gel</li> </ul> | 2 | 4 | 8 |
|---|--|---|---|----|---|---|---|---|

## Research, guidance and information.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>  
<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
<https://www.gov.uk/government/publications/coronavirus-action-plan>  
<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>  
<https://www.standard.co.uk/news/uk/government-work-guidelines-coronavirus-lockdown-a4432026.html>  
[https://oshwiki.eu/wiki/COVID-19:\\_guidance\\_for\\_the\\_workplace](https://oshwiki.eu/wiki/COVID-19:_guidance_for_the_workplace)  
[https://oshwiki.eu/wiki/COVID-19:\\_Back\\_to\\_the\\_workplace\\_-\\_Adapting\\_workplaces\\_and\\_protecting\\_workers](https://oshwiki.eu/wiki/COVID-19:_Back_to_the_workplace_-_Adapting_workplaces_and_protecting_workers)

Please call **NHS on 111, if necessary**, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs



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#### **Symptoms of Covid-19**

If anyone becomes unwell with a new continuous cough, a high temperature, or loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health

Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

<https://www.publichealth.hscni.net/>

#### **Drivers**

Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference

<https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm> COVID-19-guidance on freight transport.

Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.

#### **Mental Health**

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/> [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)