

National Theatre – COVID-19 Step 4 Risk Assessment

What this risk assessment covers

<p>Overview</p>	<p>This risk assessment manages the ongoing risk of COVID-19 at the NT. Departments are advised to use this risk assessment to inform the findings of task and location-based risk assessments within their teams.</p> <p>The NT follow the Government guidance for people who work in settings related to events and visitor attractions. Other guidance is also followed in relation to the areas we work in. This includes guidance for;</p> <ul style="list-style-type: none"> • Offices, factories and labs • Restaurants, pubs, bars, nightclubs and takeaway services • Shops, branches and close contact services <p>We also follow the ABBT guidance notes applicable to our setting which include:</p> <ul style="list-style-type: none"> • Guidance Note 101 – COVID-19 Risk Assessments for Returning to Work in Places of Entertainment • Guidance Note 103 – COVID-19 Production and Technical Departments Safe Working Procedures • Guidance Note 104 – COVID-19 Returning to Work in Places of Entertainment: Guidance for Safe Working in Rehearsal & Production Environments <p>It is not necessary to duplicate the findings of this risk assessment within team risk assessments; however you should ensure people are made aware of its content and signpost to relevant sections.</p> <p>The NT continue to encourage all staff to get the COVID-19 vaccines recommended by the Government and / or their doctor to help minimise the risk to themselves and others.</p>
<p>Date and Version</p>	<p>Version 1.2 29th October 2021</p>
<p>Change Log</p>	<p>Working in NT buildings</p>

Risk Assessment				
Type of Activity and (Related Hazards)	Who might be harmed by this hazard & how?	What is being done to control this?	Risk level once these controls are in place?	Who is responsible for these controls?
Working in the NT buildings				
<p>Before Travel (Introduction of COVID-19 into workplace)</p>	<p>ALL persons. Potential exposure to infected persons leading to development of the COVID-19 symptoms.</p>	<ul style="list-style-type: none"> • Everyone working at the NT needs to take responsibility for evaluating their ability to travel to work. This means being aware of their state of health. • Please do not come into work. If you have any of the primary indicators of COVID-19 infection, which are: <ul style="list-style-type: none"> ○ A new continuous cough ○ High temperature ○ A loss of, or change to, your sense of smell or taste. • Take a COVID-19 PCR test and remain in isolation until the result comes back • If you begin to feel unwell in any other significant, way take a lateral flow (LFD) test. If the LFT test is positive you need to arrange a PCR test and self-isolate until the result comes back. • Symptoms may include fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhoea • If the LFD test is negative, request a COVID-19 PCR test . You should work from home until the result comes back. If you are unable to work from home you may come to the NT but should take extra precautions to keep 2m from others wherever possible. You should inform your manager / NT contact who will take further precautions where possible to help you to avoid close contact, this may involve using understudies, or using alternative people to cover some of your work. 	<p>Low</p>	<p>Individual</p>

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		<ul style="list-style-type: none"> • In addition to having symptoms, no one should travel to the NT if they: <ul style="list-style-type: none"> ○ Have been asked to self-isolate by NHS Test and Trace ○ Have returned from a country where quarantine restrictions apply • Everyone attending the NT will be asked to sign a declaration that they have no COVID-19 symptoms and have no reason to self-isolate before they are allowed to enter the building. 		
Preventing Asymptomatic Spread of COVID-19 (Introduction of COVID-19 into workplace)	ALL persons. Potential exposure to infected persons leading to development of the COVID-19 symptoms.	<ul style="list-style-type: none"> • To prevent attendance of asymptomatic individuals we ask that anyone attending the NT carry out twice weekly lateral flow tests to ensure that it is safe for you to travel to work if you are working at the NT. • These tests can be ordered online or picked up at pharmacies local to the NT: <ul style="list-style-type: none"> ○ Boots in Waterloo Station - 07:30am – 11:00pm ○ Kalamak Chemists - Southbank Tower on the Way to Blackfriars 08:30-18:00 ○ Boots on the Strand –over Waterloo Bridge 07:30 – 19:30 • We ask that everyone reports their LFD results on the COVID-19 reporting form • If the LFD test is positive you should arrange a PCR test immediately via NHS 119 or https://www.gov.uk/get-coronavirus-test. Please remain at home until you get your result. If you test positive complete the PCR results form and remain at home from the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days. 	Low	Individual
Managing COVID-19 within the NT - Reporting symptoms, testing and self isolation	Employees, Contractors at risk if people do not identify when isolation is required	<ul style="list-style-type: none"> • A flow chart to show the communication and actions required should a member of staff display COVID-19 symptoms, test positive or need to self-isolate can be found here. • If you need to self-isolate please ensure that you complete the COVID-19 reporting form • If you need to take a PCR test because <ul style="list-style-type: none"> ○ You have had close contact with someone who has tested positive ○ You have had a positive LFT ○ You feel unwell / have COVID-19 symptoms • Complete the COVID-19 reporting form 	Low	Individuals

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<p>Persons potentially infected at work (Spread of COVID-19 infection across NT premises)</p>	<p>Employees, Contractors Exposure to infected persons leading to development of the COVID-19 symptoms</p>	<ul style="list-style-type: none"> • If you begin to exhibit COVID-19 symptoms, or are observed by others to be exhibiting them while at work, you should stop what you are doing immediately and inform your line manager. • Use the online form linked in the COVID-19 page on LARRY to inform HR and Safety that you have COVID-19 symptoms and need to take a PCR test. This form can be completed by either the individual or the line manager. • The work areas linked to anyone who is suspected of being infected should be kept closed off until a clean/quarantine has been completed. • The individual should return home immediately with as little exposure to anyone else or touching of surfaces as they leave. • Wherever possible the use of Public Transport should be avoided. • Once home they should arrange for a COVID-19 test via NHS 119. If shown to be negative they may return to work. If positive they should remain in quarantine and off work for minimum of 10 days, and/or until they feel well enough to work. 	<p>Low</p>	<p>Individuals Line Managers Support Services</p>
<p>Contact with someone who has tested positive for COVID-19 (Spread of COVID-19 infection across NT premises)</p>	<p>Employees, Contractors Exposure to infected persons leading to development of the COVID-19 symptoms</p>	<ul style="list-style-type: none"> • You may come into contact with someone who has tested positive for COVID-19 because: <ul style="list-style-type: none"> ○ You live with someone who has tested positive for COVID-19 ○ You had close contact with someone who has tested positive for COVID-19 ○ You have been contacted by Test and Trace to advice that you have been exposed to COVID-19 • If you have had contact with someone who has tested positive for COVID-19, you need to self-isolate for 10 days from the start of symptoms if you: <ul style="list-style-type: none"> ○ have not been vaccinated ○ have only had one vaccination ○ your second vaccine was less than 14 days before the contact • You do not need to self-isolate if: <ul style="list-style-type: none"> ○ you are fully vaccinated ○ you are below the age of 18 years 6 months ○ you are taking part in an approved COVID-19 vaccine trial ○ you are not able to get vaccinated for medical reasons 	<p>Low</p>	<p>Individuals Line Managers</p>

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		<ul style="list-style-type: none"> • Please ensure that you complete the COVID-19 reporting form • If you test positive for COVID-19 you are legally required to self-isolate, irrespective of vaccination status or age. • In some circumstances, the person you had close contact with will have a follow-up PCR test and may be advised that they can stop self-isolating. If this happens, NHS Test and Trace will contact you and advise that you can stop self-isolating too. 		
At risk / Vulnerable persons (Increased risk of COVID-19 infection)	Clinically vulnerable staff Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> • The COVID-19 Working Safely Arrangements in place provide adequate protection for clinically vulnerable / clinically extremely vulnerable people attending work. This includes arranging individual risk assessments for people at risk of severe illness if they get COVID 19. There may be additional control measures which are required by certain individuals, such as those who do not develop an immune response to vaccines. • If you are clinically vulnerable / clinically extremely vulnerable you should seek support from your line manager and OHU to assess risks that may affect you. Any changes to your work location, work times or duties should be agreed in advance with your line manager. • Anyone who has concerns about returning to work (whether clinically vulnerable / clinically extremely vulnerable or not) should discuss this with their Line Manager, who will consider adjustments and consult with OHU for any advice needed. • In order to ensure both medical and operational aspects are addressed, the OHU will countersign all personal risk assessments other than those they originate, which will be counter signed by the individuals line manager. 	Low	HR Heads of Department
Travel to work				
Travelling to work	ALL persons. Exposure to	<ul style="list-style-type: none"> • Staff may come into the NT to work. Where possible, using public transport at busy times should be minimised. It is recommended that you continue to wear 	Low	Individual

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(Spread of COVID-19 infection)	infected persons leading to development of the COVID-19 symptoms.	<p>a face covering when using public transport to commute.</p> <ul style="list-style-type: none"> • Staff may work at home during the 6-month hybrid working trial. Staff should apply to their line manager if they would like to be considered for hybrid working National Theatre Hybrid Working Policy. • Home workers should follow the home working ergonomics guidelines and complete a home working assessment. 		Line Managers
Arrival at the NT				
Access & Egress (Spread of COVID-19 infection across NT premises)	ALL persons. Exposure to infected persons On entering and leaving buildings leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> • Each NT building will have defined access points. Digital sign is still required in all buildings. • Entry to the National Theatre premises on the Southbank is via Stage Door. • Exit from the site is via Stage Door or Technical and Production Staff will leave via Max Rayne between 12 and 7pm • There is no longer a FOH / BOH divide or restrictions on lift use or welfare facilities, however people should be mindful to avoid close contact where possible when circulating in these areas. 	Low	Individuals
Inductions (Spread of COVID-19 infection across NT premises)	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms leading to spread of COVID-19 Virus and infection of building users	<ul style="list-style-type: none"> • A general building induction, which includes precautions to manage COVID risks should be completed by all staff working at the NT after 20th September 2021. Induction information can be found on the health and safety pages on Larry. • Method of delivery of induction and recording of attendance to be determined at department level and recorded in local risk assessment. 	Low	Individuals Heads of Department

Work Patterns				
Managing volume of people in the building (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> Managers will be responsible for organising their teams to ensure that close contact is minimised where possible. Hybrid working will allow some staff to work remotely at times to avoid busy workspaces and should be utilised to limit close contact work where this is feasible. Meetings should be carried out via Teams to support the hybrid working policy and avoid close contacts. 	Low	Heads of Department
Work Location				
Managing volume of people and ventilation (Spread of COVID-19 infection across NT premises)	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> Everyone should continue to be cautious at work and avoid close contact with others whenever possible. This means staying in your work location and limiting travelling around the building. Use hand sanitisers provided at point of entry as soon as you arrive. In addition, wash your hands using soap and water at a location near to your work area before starting any activities. A face covering should be worn when moving around the buildings from one place to another. When at your workstation / location you do not need to wear a face covering, unless required by a specific risk assessment for the task or work location. When working in offices, you should keep windows open to increase ventilation. Mechanical ventilation operates throughout the workplace, avoid spending prolonged periods in stairwells or corridors where there is less ventilation. Face coverings should continue to be worn in circulation areas, including corridors, lifts and at stage door Doors should be left open where possible to improve ventilation. Many Fire Doors across site are on magnetic hold backs linked to the fire system. Other doors which are not designated Fire Doors may be held open to reduce need for contact. A sign on the door stating “fire door keep shut” will indicate if it 	Low	Facilities Individuals Heads of Department Contractor/Visitor Hosts Safety

		cannot be held open. Doors without signs that indicate they are fire doors can be held open.		
Work Activities				
<p>Close contact work (Spread of COVID-19 infection across NT premises)</p>	<p>Employees, Contractors, Visitors. Exposure to infected persons leading to development of the COVID-19 symptoms</p>	<ul style="list-style-type: none"> • Close contact working includes the following: <ul style="list-style-type: none"> ○ being coughed on or having a face-to-face conversation within one metre ○ being within one metre for one minute or longer without face-to-face contact ○ being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelling in the same vehicle or plane as a person who has tested positive for COVID-19 • An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact. • Department risk assessments should identify any close contact work and take steps to avoid or minimise occurrences. Where close contact work is essential, including in offices this should be limited to the smallest number of people possible. • If your working in close proximity to others is unavoidable, such as work on stages, the department risk assessment should take account of the need for face coverings or other precautions in these situations. • Plan work activities in advance taking into account how individuals can maintain a suitable degree of separation. • Apply the hierarchy of risk control and adapt or change how you undertake the activity to reduce risk to as low as reasonably practicable. • Continue to work side by side or back-to-back where this is possible. • Individuals must ensure they follow a “clear desk” policy and leave their desk or workspace clear of all items at the end of the day. • Tangible physical measures implemented in the work areas will always be the most effective distancing solutions. 	<p>Low</p>	<p>Individuals Heads of Departments</p>

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		<ul style="list-style-type: none"> The hybrid working policy should be utilised to limit close contact work where this is feasible. 		
Meetings (Spread of COVID-19 infection across NT premises)	Employees, Contractors, Visitors. Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> Meetings should be carried out via Teams where possible to support the hybrid working policy and avoid close contacts. In person meetings should only take place as a last resort and should not be seen as the norm. Where possible they should be attended by those who work in the same department and not be cross-departmental. If in person meetings take place, they should involve as few people as possible and take place in well ventilated places. Meeting rooms should be large enough for people to keep their distance from each other. Due to construction projects and other activities taking place on the South Bank most bookable meeting spaces and foyers are unavailable for use for meetings at this time. Where people are in meetings with someone they do not normally meet at work on a day to day basis, everyone should wear a face covering. The meeting organiser is responsible for ensuring the meeting room is cleaned before and after its use, arranging this with housekeeping where necessary. The meeting organiser is responsible for asking attendees if they have any special requirements for the meeting and consideration must be made for people who require reasonable adjustments. 	Low	Heads of Department Individuals Support Services
Work Equipment				
General use of work equipment (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected surfaces leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> Where possible people have dedicated work equipment clearly designated as theirs. Personal equipment (headsets, mics, radios etc.) to be cleaned each day before issue. General sharing of equipment should be avoided, but where it is unavoidable all items being handled should be wiped down between use using cleaning materials provided. 	Low	Heads of Department Individuals Support Services

Visitors				
Visitors (Spread of COVID-19 infection across NT premises)	Visitors. Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> Visitors and guests should be accompanied at all times, they must complete the COVID-19 declaration before entering the building. In circumstances where they are left unattended they should be fully inducted onto site being made aware of the COVID-19 arrangements which will affect them. Details of who has delivered the induction and who has attended it must be recorded. Refer to the NT Visitors Risk Assessment for more information. Where possible visits should be arranged virtually or outside. Visits should only be arranged where it is essential and the reason the visitors are attending the building cannot be achieved virtually. Individual risk assessments should be completed for Visitors who notify us that they fall into higher COVID-19 risk categories. 	Low	Visitor Hosts Heads of Departments Security
Cleaning and Hygiene				
General hygiene (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected persons/surfaces leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> Increased hand sanitiser stations at entrances and exits, together with toilets and work areas. Cleaning materials such as wipes and sanitisers (containing 60%+ alcohol content) will be readily available in order to support good hygiene regime. These will be located in all in use work areas as well as common areas. Individuals to wash their hands thoroughly and use hand sanitisers provided individually: <ul style="list-style-type: none"> On arrival at Stage Door Before and after handling equipment Before and after eating After sneezing/coughing Regularly throughout the day 	Low	Individuals Support Services

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Contaminated surfaces – Cleaning (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected surfaces leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> The cleaning team will apply a clear service standard for each type of space – offices, rehearsal rooms, toilets etc. All cleaning will be to a central standard meeting COVID-19 Government guidance. Individuals should place any rubbish/food waste they create into bins as soon as possible to reduce need for others to handle it. Tables / desks, including hot desks should be wiped down between use by the user, wipes are provided. A thorough out of hours cleaning regime will be followed daily for all areas. 	Low	Support Services Individuals
Ventilation				
Ventilation (Spread of COVID-19 infection across NT premises)	Employees, Contractors, Visitors. Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> A Heating Ventilation and Air conditioning Engineer maintains the HVAC system. Any advice is followed and records are kept on file, including any correspondence with HVAC Manufacturer and HVAC Engineer. The majority of spaces that have forced ventilation have been designed to deliver air at 10l/s/person. This meets the guidance set out in Version 4 (23rd October 2020 CIBSE Covid-19 Ventilation Guidance. CO2 readings are used to determine where ventilation adjustment is required. 	Low	Facilities
First Aid				
General provisions (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> First Aiders should be aware of and comfortable with the implications of providing first aid under COVID-19 conditions. First aid needs assessments are completed to determine the level of first aid cover and equipment required in all areas. 	Low	Occupational Health Heads of Department


Use of Face Coverings and other PPE			
(Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> As with normal health and safety risk assessments, PPE is the usually the least effective form of control for any workplace hazard and should not be seen as the default control measure to use. All those on site should wear a face covering when moving around the premises, in addition to any use already stipulated in risk assessments. People who are exempt from wearing a face covering can either wear the sunflower lanyard while moving around the building or have it on their person. The use of gloves is generally not required on site as a regime of regular hand washing and good workplace hygiene is deemed to be more effective. Gloves should only be considered by exception and provided as part of a separate local activity risk assessment. 	Low
Wellbeing and Mental Health			
Mental Wellbeing (Spread of COVID-19 infection across NT premises)	Employees, Contractors becoming mentally fatigued and less able to recognise and avoid COVID-19 related risks	<ul style="list-style-type: none"> Regular communications with all staff and we will continue to offer support as much as possible as part of line managers responsibilities. Continued clarity and collaboration with staff over COVID-19 related planning. Regular updates are provided every Friday at the Company meeting, which includes health and safety updates when relevant. Information and advice on mental health and wellbeing can be found in the HR pages on Larry. The OHU is available for appointments for work related ill health. 	Low

Assessor			
Assessment completed by	Alison Patrick	Role	Head of Safety

Date of Assessment	28th September 2021
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Executive Team authorisation statement & sign off

I confirm the content of this risk assessment is accurate and will ensure that any significant changes to the risks associated will be reviewed and recorded.
I confirm that the assessor is competent to undertake a suitable and sufficient risk assessment for the National Theatre.

Name	Liz Fosbury	Date	29 th October 2021
Signature			

Version Review

Version	Reviewer 1	Reviewer 2	Date

Risk Matrix – Guidance on evaluating risk levels


High severity	MOD	HIGH	HIGH
Moderate severity	MOD	MOD	HIGH
Low severity	LOW	LOW	MOD
	Low likelihood	Moderate likelihood	High likelihood

Low = Acceptable if monitored	Proceed and monitor existing controls to ensure effectiveness.
Tolerable if everything practicable has been done, and results are monitored	If there are any “easy wins” to improve safety further, you should apply them (see Choosing controls). If making the task any safer would involve disproportionate cost, time or effort you do not have to add further controls, but you should proceed with caution and monitor the situation.
High = Unacceptable	You must apply more controls to reduce the risk in the red region. Do not proceed until you have reduced the risk (see Choosing controls). if you can't reduce the risk, seek guidance from the safety team. Cost, time and effort are not a reason for not doing something.

Additional guidance on evaluation levels

Severity		Likelihood	
low	minor burn, reflex action causing bruising – first aid, limited time off work	low	rare occurrence (less than a 1 in 50 chance)
moderate	deep burn, loss of consciousness, fractures – hospitalisation	moderate	foreseeable occurrence (less than a 1 in 10 chance)
high	death or permanent disability	high	likely occurrence (less than a 1 in 4 chance)

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Order of Control Measures	Most effective	Eliminate	Do you need to do the hazardous activity at all? For example, instead of climbing a ladder to adjust a light, can the lighting be lowered to the stage level to be adjusted?
		Substitute	Can the same effect can be achieved with something less risky? For example, using theatrical grit with a defined particle size instead of builders' sand.
		Reduce	Can you use less of something, or spend less time exposed? For example, use less of chemical when cleaning, reduce the speed of vehicles where there could be pedestrians.
		Isolate or Enclose	Can you contain the risk to the smallest possible area? Can you prevent contact with the hazard? eg bellows curtain for scissor lift, routes to prevent pedestrians and vehicles mixing.
		Other Engineering Controls	Do you need a means of controlling the hazard such as an emergency stop button, a light curtain or interlocks?
		Safe System of Work, training, communication and supervision	Do you have any written procedures (eg a method statement) which explains what needs to be done, step-by-step? Eg use of safety information board and rules not to enter an area whilst deemed as construction Have people been trained in appropriate procedures?
		Personal Protective Equipment	If you have done everything reasonable in the categories above, is there any residual risk that needs to be controlled by wearing personal protective equipment, eg ,face masks, ear muffs or plugs to reduce noise exposure, hard hats or toetectors to prevent impact injuries, high-vis in areas where pedestrians and vehicles mix.
	Least effective		