

National Theatre - General COVID-19 Risk Assessment

What this risk assessment covers	
Overview	<p>This risk assessment covers the common risks, mitigating controls and impacts presented by COVID-19 to those working generally across the National Theatre. This includes staff, actors, creatives, freelancers and contractors.</p> <p>Please note that the measures set out are based on adhering to the 2m social distancing rule, which we wish to follow wherever possible.</p> <p>This document addresses the fundamental hazards and risks which apply to everyone in respect of COVID-19 and is a core supporting document to be used alongside any additional department or team specific risk assessments. All departments should use this document to assist them in creating their own COVID-19 risk assessments for their activities where additional specific measures and local controls are required.</p> <p>All other existing health and safety controls and safe practice continue to apply, including (but not limited to) working at height, manual handling and electrical safety. Any adjustments to existing practice to facilitate COVID-19 controls should be considered carefully.</p> <p>It is expected that over time as restrictions may change and eventually ease, the hazards and mitigations set out here will also change and eventually reduce until more normal conditions can apply and our teams can be fully phased back into the workplace.</p> <p>When changes to this risk assessment are made these will be communicated to all staff and the Risk Assessment on Larry updated to the latest version. However, please do follow the guidance set out here until advised otherwise.</p>
Date and Version	Ver 1.6 – 19 October 2020
Change Log	Ver 1.6 - Sections: Cleaning and Hygiene – quarantining line added Travel to work – Date change for return to offices Work Location – link to detail of how we use declaration information added, update on entrances, exits, one-way systems and zoning Work Activities – update and links within Visitors and Contractors sections and link to Goods In RA to be added TBC First Aid – link to first aid guidelines added and quarantine time for cohort updated Use of Face Coverings and PPE – section updated

Review log – section added

Term	Definition
Individual	Anyone attending NT premises including staff, actors, creatives, freelancers, contractors and visitors
Teams	A department or part of a department who don't occupy the same location/zone as any other team and maintain a 2m social distance between each individual member.
Cohorts	A specific group of no more than 8 people who work in close contact – current definition of close contact here .
Support Bubble	People from outside your household who you have close contact with as you have formed an exclusive support bubble

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?
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Planning for return to work in the NT building

Before Travel (Introduction of COVID-19 into workplace)	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	<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. Familiarise yourself with NHS guidance on known COVID-19 symptoms. Do not travel to the NT if displaying any symptoms. Primary indicators of COVID-19 infection being: <ul style="list-style-type: none"> A new continuous cough High temperature A loss of, or change to, your sense of smell or taste We recommend that anyone travelling to work takes their temperature before they commence their journey. If they have a high temperature (typically a thermometer reading of 37.8C or above) stay at home, inform your Line Manager and follow Gov/NHS guidance. In addition to having symptoms, no one should travel to the NT if they: 	Low	Individual
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		<ul style="list-style-type: none"> ○ Are within 10 days of a COVID-19 positive test result ○ Are awaiting results of a COVID-19 test ○ Have been asked to quarantine by NHS Test and Trace ○ Have returned from a country where quarantine restrictions apply <ul style="list-style-type: none"> ● Everyone attending the NT will be asked to sign a declaration that they have no COVID-19 symptoms and have no reason to quarantine before they are allowed to enter the building. 		
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"> ● Individuals who are deemed to be at increased risk (clinically vulnerable) to the effects of COVID-19 should work from home where possible ● If clinically vulnerable people do attend work the COVID-19 Working Safely Arrangements in place should provide adequate protection, however there may be additional control measures which are required by certain individuals and these should be agreed with their line manager before they start work. Such as: <ul style="list-style-type: none"> ○ Changes to their work location/s in the building ○ Changes to work/shift times ○ Changes to range of duties ● Individuals who identify as vulnerable or who have concerns about returning to the work place should request an Individual Risk Assessment from their Line / Stage Manager or HR Business Partner 	Moderate	HR Heads of Department
Inductions (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"> ● Inductions will be given on the first day of arrival into work for all those occupying the premises, and at regular intervals thereafter as the measures in place are likely to change. The inductions will cover: <ul style="list-style-type: none"> ○ Signage ○ Social distancing measures taken <ul style="list-style-type: none"> ▪ Cohort members ▪ Work pattern including break times ▪ One-way systems in operation ▪ Zoning in operation ○ Welfare facilities ○ Workstations ○ Hand hygiene ○ Emergency procedures 	Low	Heads of Department

		<ul style="list-style-type: none"> • Inductions to be delivered by Heads of Department. Details of individuals who have attended each induction must be recorded. Method of delivery of induction and recording of attendance to be determined at department level and recorded in local risk assessment. 		
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 desk 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
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 – and will apply that standard to any individual area as it reopens. • All cleaning will be to a central standard meeting COVID-19 Government guidance. • A detailed COVID-19 Cleaning Protocol can be accessed here (link to follow) 	Low	Support Services
Quarantining of materials (Spread of COVID-19)	Employees, Contractors Exposure to infected surfaces leading to	<ul style="list-style-type: none"> • Equipment and materials handled by staff need to either be cleaned before/after handling or quarantined for a specified period of time. • The standard quarantine periods used by the NT are: <ul style="list-style-type: none"> ○ Paper and cardboard - None, clean/sanitise hands before handling <i>Packaged deliveries, printed scripts etc</i> 	Low	HODs Individuals

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infection across NT premises)	development of the COVID-19 symptoms	<ul style="list-style-type: none"> ○ Fabrics 48 hours <i>Costumes</i> ○ All other surfaces 72 hours • Departments should also use the guidance and research detailed in this document to set quarantine periods for equipment and materials. • When ascertaining quarantine periods for different items, consideration should be given to the time it has taken for the item to be delivered to the NT. Items that have been in transit for some time should have that transit time factored in which may reduce the onsite quarantine time needed. • Likewise, packaging should also be considered in the calculation. Items in boxes or crates that can be wiped down may need less time in quarantine. • The requirement and method of quarantining will need to be identified and detailed when completing any department or activity risk assessment. • The summary sources used to define these quarantine restrictions are listed below. Further, more in depth, detail can be found in this document. 		
Travel to work				
Travelling to work (Spread of COVID-19 infection)	ALL persons. Exposure to infected persons leading to development of the COVID-19 symptoms.	<ul style="list-style-type: none"> • The NT will endeavour to reduce the number of people who are required to travel to work wherever possible. All individuals that can work from home will continue to do so until 1st January 2021 at the earliest. • Home workers to follow the home working ergonomics guidelines and complete a home working assessment. • Only attempt to travel to the NT if your presence has been specifically requested as part of planned works or a pre-arranged purpose. • Wherever possible avoid the use of Public Transport. Walking, cycling or driving (your own car) will reduce exposure risks. • Car sharing arrangements should only be used by those in the same household / support bubble. • Where Public Transport must be used, work patterns will allow for travel at non-peak times wherever possible. Government guidance on wearing face coverings on Public Transport should be followed at all times. • Bike users can register for a key with the security team at Stage Door and use 	Low	Individual

		the racks provided in the underground car park. Visitors can use the bike racks opposite Stage Door but they will need to supply their own lock.		
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"> • Line Managers will stagger start and end times of shifts to reduce need for commuting at peak times and avoid too many people going through Stage Door at the same time. Start and end times to be coordinated through the Planning team. • Everyone, including staff, cast, creatives and contractors will have clearly defined work patterns and staggered break times. • Planning will endeavour to reduce number of teams working at any one time in same location. 	Low	Heads of Department Planning
Managing how many people come into contact with each other (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"> • The NT expects anyone attending the building to come into contact with as few people as possible. People should only come into contact with members of their own team. Where 2m social distancing cannot be maintained this work will be done in cohorts. <ul style="list-style-type: none"> ○ Team – a department or part of a department who don't occupy the same location/zone as any other team and maintain a 2m social distance between each individual member. If an individual tests positive, the rest of the team can remain at work and do not have to quarantine as they have maintained social distancing. A deep clean of the work area will be undertaken. ○ Cohort – a specific group of no more than 8 people who work in close contact – current definition of close contact here. If an individual tests positive the rest of the cohort will stay at home and contact NHS 119 to arrange a test. They should also expect to be contacted by NHS Test and Trace. A deep clean of the work area will be undertaken. • The team and cohort approach will also apply to the Company working on a production. The Company will become a Team that work together maintaining a 2m distance. Within that performers who need to interact closer than 2m will form a cohort. 	Low	Heads of Department Individual

Work Location				
Access & Egress (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"> • Each NT building will have one access point. The only way to enter the National Theatre premises on the Southbank for BOH staff is via the Stage Door. FOH staff will enter via Stage Door 2. • 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. • In support of the Test and Trace system, provision will be in place to register your basic details digitally using your own mobile device when you enter the premises. Details of how we will use this information can be found here • Exit from the site is via Stage Door for BOH staff and Stage Door 2 for FOH staff. Technical and Production Staff will leave via Max Rayne between 12 and 7pm. Staff will give their name to Security in order to be signed out when they leave the building at the end of their working day. 	Low	Security Team Individuals
Movement around Site (Spread of COVID-19 infection across NT premises)	Employees, Contractors, Visitors, Public Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> • Keep to the left and turn away when passing others. This may feel rude but it provides another small reduction in risk from an involuntary cough or sneeze. • Doors/door furniture are a common touch point and present an increased risk of picking up residual infection. Where feasible use your foot or shoulder to open doors. • Many Fire Doors across site are on magnetic hold backs linked to the fire system. Other doors which are <u>not</u> 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 cannot be held open. Doors without signs that indicate they are fire doors can be held open. • Lifts may be used if absolutely necessary, such as to transport equipment, but due to their limited size only <u>one</u> person should occupy them at a time. • Lifts are to be used by anyone with access needs but due to their limited size only <u>one</u> person should occupy them at a time unless the individual with access needs is accompanied by a carer who is part of their support bubble. • If you do have to touch door handles and/or lift controls, keep your hands away from your face and wash / sanitise them as soon as possible before touching any other surfaces. 	Low	Facilities Individuals Heads of Department Contractor/Visitor Hosts Safety

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<p>Access around Site (Spread of COVID-19 infection across NT premises)</p>	<p>Employees, Contractors, Visitors, Public Exposure to infected persons leading to development of the COVID-19 symptoms</p>	<ul style="list-style-type: none"> • The NT will maintain social distancing as far as possible between front of house and back of house teams. This is to ensure we keep performers, crew members, administrative staff and audience members apart. • It is recognised that the demarcation between FOH & BOH cannot be absolute and that through operational necessity, several teams will need to cross the dividing line on various occasions. We are referring to these teams/individuals as 'Super Users' and their activities are described in the FOH BOH Demarcation. • During non-performance times when the building is closed to the public, superusers only cross over if there is a specific task/s that need completing. • During opening hours when the public are on site no cross over should occur, <u>unless</u> emergency/critical work is required or support is specifically requested. • FOH BOH Demarcation guidance can be found here including a full list of controls in place. • Maps showing the boundaries between FOH and BOH can be found here • Within the FOH and BOH zones, staff should only access the areas in which their work activity takes place. No staff or contractors should 'visit' another area unless their work activity requires them to do so. 	<p>Low</p>	<p>Safety SMT Heads of Department Individuals</p>
<p>Breaks, Rest Areas and Welfare Facilities</p>				
<p>(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"> • Break times should be staggered to reduce numbers needing to enter designated break areas. • Break areas should be arranged in line with other work spaces to allow 2m social distancing, such as limiting number of people around tables. Sitting diagonally across a table helps to maintain effective distances. • Teams will be advised of the break areas they should use at the start of each day. We are asking people to eat in designated work areas to contain areas needed to be cleaned and facilitate pest management. • Individuals should place any rubbish/food waste they create into bins as soon as possible to reduce need for others to handle it. 	<p>Low</p>	<p>Heads of Department Individuals</p>

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		<ul style="list-style-type: none"> Where a break out area isn't available people may need to eat lunch at their desks. If so they should ensure their desk is thoroughly wiped down afterwards. 		
Blue Room Canteen and Green Room (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected persons and surfaces leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> The Blue Room will remain closed for the time being. Anyone working in the building needs to bring all their own food and drink with them. This will include crockery and cutlery. Eating outside the building on terraces or in Theatre Square is encouraged. Guidance for eating arrangements as well as drinking water, tea and coffee provision will be given at a department level. The Green Room will also remain closed for the foreseeable future. 	Low	Individuals
Toilets and showers (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected persons and surfaces leading to development of COVID-19	<ul style="list-style-type: none"> Not all toilets will be in use. These will be clearly indicated by signs on the door. Only toilets designated in use will be cleaned daily. Some toilets will be designated for use by specific teams. Only use the facilities designated for your team. We have introduced 1 in 1 out systems for toilets to ensure single occupancy to maintain 2m distancing in toilets. Queue markings will be in place outside. There are no showers in use 	Low	Support Services Individuals
Work Activities				
General working in close proximity to others (2m social distancing) (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"> Consider the activities that you or your team are going to need to undertake and, if they are absolutely necessary, undertake a risk assessment to reduce the risk in respect of both COVID-19 and safety. Apply the hierarchy of risk and adapt or change how you undertake the activity to reduce risk to as low as reasonably practicable. Where possible complete part or all activity through home working. Plan work activities that have to take place in advance taking into account how individuals can maintain a suitable degree of separation. Tangible physical measures implemented in the work areas will always be the most effective distancing solutions. 	Low / Moderate	Heads of Departments

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<p>Offices / Workshops (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"> • Occupancy levels to be kept at 50% of normal capacity. This will be managed by Heads of Department only arranging for 50% of individuals to attend at any time. • Work areas to be arranged by Heads of Department so that 2m social distancing can be observed. • Arrangements should allow for individuals to work side by side or back to back. • Hot desking should not occur, but where it is unavoidable the desk, chair and any equipment used should be wiped down between use using cleaning materials provided. • Remove (or take out of use) sofas and soft furnishings as these cannot be cleaned. • Facilities to ensure that any ventilation provision is working effectively. • Individuals should take responsibility for using sanitising wipes to clean down their desks on arrival, during the day as required and at the end of the day. • 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 • A thorough out of hours cleaning regime will be followed daily for all occupied work areas. 	<p>Low</p>	<p>Heads of Departments</p>
<p>Meetings (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"> • Meetings should take place using Teams even when attendees are physically in the building • Face to Face meetings to be avoided wherever possible and only to take place where 2m distance can be maintained between all attendees. • Meeting rooms can no longer be booked via room booker. Any bookings must be made via the Planning department 	<p>Low</p>	<p>Planning Heads of Department Individuals</p>
<p>Company vehicles (Spread of COVID-19 infection across</p>	<p>Employees, Contractors Exposure to infected persons leading to</p>	<ul style="list-style-type: none"> • Vehicles will be allocated to drivers and single occupancy will be maintained where possible. 	<p>Low</p>	<p>Costume & Props Hire</p>

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NT premises)	development of the COVID-19 symptoms			
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 discouraged from attending site wherever possible. • Visits should only be arranged where it is essential and the reason the visitors are attending the building cannot be achieved virtually. • Visitors who fall into higher COVID-19 risk categories should not come to site. • If visitor/s do need to come to the premises the scope and duration of their stay should be as limited as possible. • They should be fully inducted onto site being made aware of the COVID-19 arrangements which will affect them, and always be escorted by a member of staff. Details of who has delivered the induction and who has attended it must be recorded. • Refer to the NT Visitors Risk Assessment here for more information 	Low	Visitor Hosts Heads of Departments Security
Maintenance and servicing of key systems and equipment (Increased risk of COVID-19 spread, increase in risk from other workplace diseases)	Employees, Contractors Exposure to infected persons leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> • Ensure any servicing that has been postponed due to lockdown is completed asap. • Legally compliant inspections and maintenance tasks should be kept up to date. • Where works happen on site during normal hours, create a separate work area, including physical barriers to restrict contact with those not involved with the task. • All activity should be scheduled via the Planning department to co-ordinate with the current on site COVID-19 arrangements. 	Low	Technical & Production Facilities Support Services
External Contractors (Spread of COVID-19 infection across NT premises)	Employees, Contractors Exposure to infected persons leading to development of the COVID-19	<ul style="list-style-type: none"> • Use of external contractors should be avoided wherever possible. • Where contractors are required to complete specific works on site, refer to the NT Contractors Risk Assessment here for more information. 	Low	Safety Heads of Department

	symptoms			
Deliveries (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"> • Delivery of goods and packages presents a potential infection risk for those handling and receiving the items. • A detailed COVID-19 Risk Assessment for Goods In will be written by Goods In and can be accessed here. (link to follow) • Currently Goods In remains closed. 	Low	Goods In
Work Equipment				
General use (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 to 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 not occur, but where it is unavoidable all items being handled should be wiped down between use using cleaning materials provided. • Items of stationary (eg pens, paper) must not be shared and all staff should keep these items to themselves. • All equipment and work areas should be cleaned by individuals at the end of the day or shift, especially if the items will be used by another shift/cohort. • Individuals should follow a 'clear desk' policy as much as is possible to assist in the cleaning of their work areas. 	Low / Moderate	Heads of Department Individuals Support Services
First Aid				
General provisions (Spread of	Employees, Contractors Exposure to	<ul style="list-style-type: none"> • All departments must reassess their First Aider provision to ensure that they have adequate cover present relative to the number of team members on site, and for the duration they are on site. 	Low	Occupational Health

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<p>COVID-19 infection across NT premises)</p>	<p>infected persons leading to development of the COVID-19 symptoms</p>	<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 boxes should be checked for missing and/or out of date items. In addition COVID-19 related aides should be considered such as: <ul style="list-style-type: none"> ○ A fluid-repellent surgical mask ○ Disposable gloves ○ Eye protection ○ Apron or other suitable covering • Specific guidance around COVID-19 First Aid measures can be found here and in a separate risk assessment.(link to follow) 		<p>Heads of Department</p>
<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"> • Should someone begin to exhibit COVID-19 symptoms, or is observed by others to be exhibiting them while at work, they should stop what they are doing immediately and inform their line manager. Primary indicators of COVID-19 infection being: <ul style="list-style-type: none"> ○ A new continuous cough ○ High temperature ○ A loss of, or change to, your sense of smell or taste. • A flow chart to show the communication and actions required should a member of staff display COVID-19 symptoms can be found here. • Use the online form linked in the Covid-19 page on LARRY to inform HR of your status. This 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. • The rest of the individuals cohort should remain working within their cohort until the test result is received. If positive they will be advised to stay at home for 14 days and to contact NHS to be tested should they develop symptoms. 	<p>Moderate</p>	<p>Individuals Line Managers Support Services</p>

		<ul style="list-style-type: none"> The NT COVID-19 Test Required Form will automatically notify Support Services to arrange for a deep clean of the work zone affected. Once test results have been received the NT COVID-19 Test Results form should be completed by the individual or manager. This will send an automatic response the Support Services who will then dispose of any waste in line with current government guidance. 		
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 least effective form of control for any workplace hazard and should not be seen as the default control measure to use. Close working activity (within 2m) must be subject to a separate local / activity specific risk assessment. If an essential activity requires staff or contractors to work closer than 2m then they must: <ul style="list-style-type: none"> wear a face covering work within an assigned cohort keep the activity as short as possible. 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	Heads of Department Individuals
Emergencies				
(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"> Due to the impact of COVID-19 it should be recognised that emergency services may not be able to respond as quickly or as fully as normal. Departments must confirm and identify the number of trained Fire Marshalls they have available for their areas. If nominated Fire Marshalls are not available then a senior member of staff should cover their role for the required time period. Fire detection and control systems will be kept in a state of good repair and 	Low	Safety Team Facilities Security Heads of Department

		<p>functionality.</p> <ul style="list-style-type: none"> • Role and duties of Fire Marshalls to remain the same in the case of a fire. • Before any persons who have a Personal Emergency Evacuation Plan (PEEP) can attend site, the arrangements for their safe evacuation should be re-assessed and agreed. This evaluation should take into account things like the potentially reduced number of colleagues available to assist and any changes or restrictions to exits routes which may be in place. 		
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. • Continued provision of Mental Health First aiders • Staff to have access to rest areas and suitable breaks during the day as much as possible. • Recognition that a COVID-19 controlled workplace increases demands on people who may already be mentally fatigued from lockdown and/or periods of isolation. 	Low	Heads of Department
Prayer and reflection (Spread of COVID-19 infection across NT premises)	Employees Exposure to infection leading to development of the COVID-19 symptoms	<ul style="list-style-type: none"> • Use of the prayer room limited to one person at a time. Check it is empty before entering. • Staff should wash their hands before entering the prayer room. • Staff should use the materials provided to clean the area that they will pray (floor or chair) before they start praying. • Staff should clean the area again when they have finished praying. • Staff should wash their hands again before returning to their workplace. 	Low	Individual

Assessor

Assessment completed by	Nick Sainton-Clark and Lucy Tory	Role	Safety
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Date of Assessment	23 rd October 2020
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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	24 th October 2020
Signature	Liz Fosbury		

Version Review

Version	Reviewer 1	Reviewer 2	Date
1.1			
1.2			
1.3			
1.4			
1.5	Nick Sainton-Clark	Lisa Jonas	11/08/20
1.6	Lucy Tory	Nick Sainton-Clark	23/10/20

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, rehabilitation	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)

National Theatre

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?
		Least effective	Personal Protective Equipment