

Introduction

This document is a brief guide to the measures that Theatre Peckham has put into place to ensure staff returning to work are safe and acts as a reference document after induction into how our building now works. These measures sit alongside our covid safety risk assessments. This document is designed to be reviewed regularly and staff input is key to its success.

Our responsibility under the law

Working from home is mandatory for all staff, except those required for operational or production requirements or where working from home is not possible.

The Health and Safety at Work etc Act 1974 sets out an employer's obligations. In summary, these are to:

- Ensure employees are provided with training, information, instructions, and supervision which allows you to work safely.
- Keep any place of work under the employer's control well maintained to ensure it is safe to work in and has safe routes for access and exit.
- Provide a safe working environment with adequate facilities for welfare at work
- Provide and maintaining safe plant and systems of work.
- Ensure that articles and substances are safely used, handled, stored, and transported.
- Prepare and regularly revise a written health and safety policy and inform employees of its existence and of any changes to it.
- Not charge their employees for anything done or provided for the purposes of complying with health and safety law.

There are also a plethora of regulations and approved codes of practice which cover specific aspects of workplace health and safety including:

- Obligations to carry out risk assessments to identify health and safety risks to employees and take steps to remove or minimise any risks.
- Obligations to provide employees with information on any identified risks, the preventive/ protective measures taken, and procedures in the event of an imminent danger to those at work and who is responsible for implementing them.
- Appointment of an officer responsible for assisting with compliance with health and safety, Manual handling, Protective equipment, Work equipment, Display screen equipment.

Employers additionally owe a common law duty to employees to safeguard their health, safety, and wellbeing. This encompasses obligations to provide:

- A safe place of work
- Safe plant and equipment
- Competent employees
- A safe system of work

Inductions

Inductions will be given to all staff and people working in our building. These will include a tour of the building, explanation of our social distancing measures and one-way system, dedicated toilets, use of the facilities and office, and where applicable, detailed induction for specific roles, such as technician, FOH, Duty Manager, academy staff and ushers. There is a collective responsibility to ensure that TP is safe for all staff and users.

Entrance and Exit

There is now a dedicated entrance to TP and dedicated exit. When the FOH is staffed the entrance / exit door is automatic so will not need to be touched. When the FOH is not staffed, staff will need to use the pin pad to the left of the door to gain access. Please liaise with the Company Administrator for the code. When the door is not on automatic setting you will need to press the green button to exit.

Hand sanitizer is provided at both entrance and exit and should be used. Facemasks must be worn before entering the building.

Temperature Screening & Track & Trace

All adults entering TP are expected to have their temperature screened. As part of our collective responsibility as staff we should not attend work if we are ill, are symptomatic or have come in contact with an infected person. The need to screen temperature can be waived for staff. Staff involved with temperature screening will be provided with facemasks, face shields and gloves. Our thermometers are contact free. Please sign up to our track and trace system, Evepass and sign in daily. A sign in QR code is provided at your desk. If you do not have a device, we will track and trace by written record.

Face Masks

The Coronavirus Act, 2020 makes it mandatory to wear facemasks in public buildings and Theatre Peckham's risk assessment makes the wearing of facemasks mandatory throughout the building for all staff and users over the age of 11, except for where the person is exempt. Masks will be provided as will all PPE.

Facemasks are recommended during activities but are not mandatory in those spaces if 2m distance is maintained. All staff acting in a public facing role must wear a facemask at all times.

Social Distancing

TP operates as a Covid- Secure, socially distanced space. Our foyer and public areas are operating on a 2m distance. Our studios are operating at 1m plus. Our office is also distanced. For further information on social distancing refer to the TP Covid Risk Assessment.

The Staff Office

The office has been reorganised to reflect a socially distanced space. The central 3 desk units already distance staff at 1.8m. Should staff wish, TP will raise the screens between these units. Please do not share desks or equipment wherever possible. Please maintain social distancing in the office. Please avoid leaving the office when there is a lot a traffic from Studio 2 or the Theatre. Times will be posted. Hand sanitiser and wipes are provided on each desk. It is your responsibility to clean and maintain an uncluttered workspace. Please limit personal possessions on the desk as this increases risks of transmission. Masks are mandatory in the staff office.

The Staff Kitchen

The staff Kitchen is cleaned and treated with Crebisol twice a week. There is no longer a drainer tray as all plates and crockery must be washed, dried, and put away straight after use. A water boiler has installed for hot water usage. You are asked to have you own mug and not share with others, and refrain from making drinks for others.

An antibacterial washing up liquid and disposable paper for drying are provided. The fridge must be cleaned daily as must all surfaces. A rota may be considered by staff using the office. Should the kitchen be found to be in a dirty state, it will be deemed a higher risk and removed from use. Please maintain distancing in the kitchen area.

The microwave is situated in the ground floor area. It is an industrial standard so cooking times are less than a domestic microwave. Please clean the microwave after use to limit contamination.

Trips around the building

Please minimise walking around the building and consider using internal phones to reach staff in other areas of the building.

Toilets

Toilets are cleaned regularly. Staff have dedicated toilets. Please use paper towels and dispose in the bin. Please do not use the dryers. Our soap, Oxybac, is anti-bacterial. Please handwash for at least 20 seconds regularly.

Travel to work

Whilst TP is not responsible for the risk associated with travel to work, we hope that the opportunity to work from home for many staff minimises the need to travel. Please consider non-public transport options where feasible, conform with government guidance on facemasks and refer to the TP Covid risk assessment for further details.

Risk Assessments

TP has risk assessments which all staff are able to access and required to read. Your input into improving our Covid-security is very welcome.

TP has considered the following in preparing this brief guide:

- Cleaning – We have increased cleaning significantly in the building. Where that duty falls on staff, full induction and provision of PPE is in place. Touchpoints and high traffic areas will be cleaned regularly, and check lists will be implemented to ensure this is happening. We focus on high touch points such as door handles, equipment etc. Where health and safety regulations allow, doors could be left open. Crebisol, an agent which provides a 72-hour bio shield and kills coronavirus will be used regularly throughout the building and sprayed using an electrostatic sprayer which wraps the product around its target. There is a collective responsibility for cleaning.
- Hygiene facilities – hand sanitiser, hand-washing facilities, anti-bacterial wipes for surfaces and equipment, guidance for using toilets and showers so social distancing can be maintained have been implemented as have markings.
- Social distancing – We have imposed 2m social distancing where possible, or alternatively 1m plus social distancing with additional measures to reduce the risk of transmission. We have introduced screens, temperature screening, hand sanitiser and Crebisol. These measures are detailed in the risk assessment and are not exhaustive.
- We have displayed signage to demonstrate we have followed government guidance.
- Disposal of waste is regular, and we have introduced PPE waste receptacles and collection. Staff dealing with PPE disposal will be provided with induction and PPE.
- We'd like to minimise the number of times staff can enter and exit the premises and, have designated one entry and one exit point.
- The staff kitchen can remain open as long as it is kept clean and safe.
- We have limited the number of people who are able to enter confined spaces within our premises (e.g. lifts, stockrooms, toilets, kitchens).
- We will minimise non-essential visitors to our premises – ensuring protocols are explained before entry, limiting visiting times. A condition of entry is accepting track and trace, temp screening and use of masks. Anyone not complying will be denied entry unless there is a valid exemption or equality requirement.
- The café is currently out of use right.
- Stairs are to be used, not lifts, unless there is an equality or accessibility requirement. We have one staircase for up, one for down and that must be enforced during live events.
- We have implemented a one-way system to minimise cross-contamination.
- Staff should monitor their own health and report any issues and stay away if they or individuals they live with or in their support bubble feel unwell.

Compliance & Review

We believe we are COVID secure and compliant with our obligations under the law. [Further advice can be seen here](#)

We will regularly review our risk assessments and training procedures.

We will welcome staff input into improving all our measures.

We will keep in touch with staff working from home to ensure we remain compliant with our health and safety obligations to you.

Company name: Theatre Peckham

Date of risk assessment: 29th March 2021

Theatre Peckham is committed to keeping people safe. This risk assessment covers the measures taken by Theatre Peckham to avoid the spread of COVID-19 to staff, visitors/public, students/members, tutors/contractors. This assessment will be subject to constant review to keep in line with government guidance.

The majority of the workforce will still work from home. The work and activities outlined in this document are not restricted by law under the applicable Coronavirus legislation. Careful consideration and planning has been taken to enable these activities to take place whilst observing social distancing.

This document has been created in accordance with current Government guidance and best working practice.

This document covers an assessment on Theatre Peckham Academy, Rehearsals and Live Performance. With activity taking place across the whole building including: Foyer, Theatre, Studios 1 and 2, Meeting Room, Staff Office, Workshop, Dressing Rooms, Storage Rooms, Plant Rooms, Corridors, Toilets.

This Risk Assessment has been made available to provide visibility of the steps which have been taken. You should ensure that, at all times, you take care to socially distance from anyone you do not live with or who is not in your support bubble and wear a face covering.

This document will be superseded by any government announcement that could interrupt activities at any time such as a national lockdown.

Risk Assessment

Severity (S)	Likelihood (L)	Risk Factor (R)	S x L= R
1 Negligible - all in a day's work	1 Improbable 9	<4 Risk may need to be controlled	LOW
2 Minor – minor injury with short term effect	2 Remote – unlikely	4-6 Risk must be controlled	MEDIUM
3 Severe – major injury (reportable)	3 Possible – may or could well occur	7-9 Hazard must be controlled	HIGH
4 Extreme – fatal	4 Probable – expected to occur, several times	>9 Hazard must be avoided	VERY HIGH

Staff (SF) Student/Members (M) Tutors/Contractors (C) Visitors/Public (V)

What are the hazards?	Who might be harmed?				How might they be harmed?	What is the risk?			What are our safety measures?	What is the residual risk?		
	SF	M	C	V		S	L	R		S	L	R
Infection and spread of Coronavirus SARS-CoV-2 causing COVID-19	SF	M	C	V	<p>Potential for droplet transmission from those carrying the virus.</p> <p>Danger of contracting respiratory infection and death.</p> <p>Heightened rates locally and nationally</p>	4	3	12	<ul style="list-style-type: none"> Control measures implemented to reduce the chance of the virus entering the building and to limit the chances of transmission if it should. Measures will continue to be reviewed and improved where possible to reduce this risk further. Rating to be reviewed monthly. <p>Latest government guidance introduced 8 March 2021 – National Lockdown: Stay at Home. Last review 24 March 2021 New guidance due from 30 March 2021</p> <ul style="list-style-type: none"> Theatre Peckham is closed, with the exception of rehearsals and filming hires, all run under the strictest Covid security measures. Crebisol is used daily to form a bio film shield. Additional cleaning regimes. Screens have been added to counter areas. The rule of 1 bubble not interacting with another inside the building is enforced. Well planned FOH operation support Working from home is mandatory for staff, except those required for purely operational or production requirements where working from home is not possible. 	4	1	4

Covid 19 symptoms	SF	M	C	V	Possible transmission of virus.	3	4	12	<ul style="list-style-type: none"> • Anyone attempting to enter the building showing Covid 19 symptoms will not be allowed access and advised to go home and seek medical advice 	3	1	3
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Travel to and from the Theatre Peckham	SF	M	C	V	Contracting or spreading Covid-19 through contact with an infected item or person	4	3	12	<ul style="list-style-type: none"> • Work from home where possible • Wear a face covering following guidelines on correct usage https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own • Have a clean face covering for each journey to avoid contamination • Wash hands before and after journey using hand sanitiser of at least 70% if no hand washing facilities available • Keep a 2m distance from others where possible during your journey with a minimum of at least 1m 5. • We encourage cycling or walking to work, bike racks are available at the front of the building or bikes can be stored ground floor rear area. 	4	1	4
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Entering and exiting the building	SF	M	C	V	Contracting or spreading Covid-19 through contact with an infected item or person	5	4	20	<ul style="list-style-type: none"> • The entrance to the building will be through the main doors following the one way system. 	4	1	4
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								<ul style="list-style-type: none"> • When the FOH is staffed the entrance / exit door is automatic so will not need to be touched. • The sanitation station should be used on entry (sanitising gel, track and trace, temperature check) • Wash or sanitise your hands after each time you open or close a door by touching it with your hands • Maintain 2m distance at all times and wear a face covering • Only one person will be able to use the lift at a time. • On entry everyone will be required to sign in to our track and trace system, Evepass or the NHS app, as signposted. • On entry everyone (where it is deemed age appropriate) will be temperature checked. It is important to stress that temperature screening has limitations and that not all confirmed cases of COVID-19 have presented with fever. Over 85% have. A fever is considered to be anything above a temperature of 99.7 degrees Fahrenheit or 37.7 Celsius when using an infra-red thermometer. • Those presenting with a fever will be refused entry and where safe to do so and advised to seek medical testing. Each such instance will be recorded. Should legislation require us to report, we will do so. 		
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Getting or spreading coronavirus in common use areas	SF	M	C	V	<p>Proximity to others increases the risk of transmission of the virus</p> <p>Missing or unclear signage</p>	3	4	12	<ul style="list-style-type: none"> • Social Distancing rules to be repeatedly explained and informed to all. • Layout and movement has been considered and designed to allow for distancing and one-way traffic flow throughout the building and outside the building. • Face shields are used in rehearsal where performers or those training cannot be distanced at a minimum of 1m. • To comply with regulations Theatre Peckham has installed signage to inform and remind staff/visitors that it is the law to wear face coverings at all times unless they have a medical exemption or in the case of children under 11. • All signage to be checked each day before opening for signs of missing items and wear and tear and replaced if needed. 	3	1	
Getting or spreading coronavirus in Theatre or Studios	SF	M	C	V	<p>Pressure on Social Distancing measures</p> <p>Risk of viral, droplet and contact transmission</p> <p>Touchpoint transmission</p> <p>Risk to performers and crew</p> <p>Risk of viral retention in space</p>	3	3	9	<ul style="list-style-type: none"> • Measures to protect performers, stage management, crew and visiting companies are contained in our rehearsal and performance guidelines, referenced here as a control measure. • Strict entry and exit procedures. • Any ticketed event will see socially distanced ingress, seating, and exit. 	3	1	3

									<ul style="list-style-type: none"> • Theatre will be electrostatically sprayed after each use with Crebisol https://www.crebisol.com/ forming a bio film that kills coronavirus and remains active for 72 hours. • Social distancing boxes at 1m plus and a capacity cap monitored. • Airflow renewed during all use, every day keeping a clean cycle of air for 16 hours. • Touchpoints cleaned regularly during operation as a venue. • It is recommended where possible to have one control room operator and where this is not possible to ensure 2m distance for 2 operators or 1m plus for 3 • Control room to be cleaned after use and sprayed every 3 days with Crebisol forming a bio film 			
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Getting or spreading coronavirus in Staff Office	SF		C	<p>Pressure on Social Distancing measures</p> <p>Risk of viral, droplet and contact transmission</p> <p>Touchpoint transmission</p> <p>Use of shared Kitchen facilities.</p> <p>Too many occupants</p>	4	3	12	<ul style="list-style-type: none"> • Limit need to work in building. Working from home mandated as per government lockdown regulations. • Redesigned to reflect the need for social distancing. • To be sprayed with Crebisol as per building controls and touchpoints cleaned daily by staff rota. 	3	1	3
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									<ul style="list-style-type: none"> • Staff provided with cleaning kit for their own desk and collective responsibility to do so. • Hot desk-cleaned thoroughly after use. • No shared cups, crockery etc. • Staff can request further protection. Reasonable adjustments will be met. • Face masks compulsory. 			
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Getting or spreading coronavirus in Storerooms, Plant room, Dimmer room	SF		C		Pressure on Social Distancing measures Risk of viral, droplet and contact transmission Touchpoint transmission Risk of viral retention in room	3	2	6	<ul style="list-style-type: none"> • Limit of only 1 in the room . Where not possible to do the above it is possible to ensure 1m plus distance for two and this will be marked on the floor. • Rooms locked when not needed. • Rooms sprayed regularly as per rota. • Room touchpoints cleaned as per rota. • Touchpoints cleaning to be crew duty. • Dimmer room to be wiped with Crebisol every 3 days 	3	1	3
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Getting or spreading coronavirus by not washing hands or not washing them adequately	SF	M	C	V	Proximity to others increases the risk of transmission of the virus.	3	4	12	<ul style="list-style-type: none"> • There will be a one in one out policy for toilets. • Prominent signs displayed to this effect and Operations Team will remind staff/visitors. These must be checked at the beginning and end of rehearsals and performances. • Operations team to monitor toilet usage. 	3	1	3
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									<ul style="list-style-type: none"> • Prominent signs will remind of the importance of hand washing, how to wash hands properly and keeping distance. • A cleaning schedule will be visible in each toilet room • Hand washing/sanitising facilities replenished. 			
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Live performance and rehearsal	SF	M	C		<p>Higher risk of transmission should one person be carrying the Coronavirus.</p> <p>Potential for droplet transmission from those carrying the virus infecting artists, creatives, stage management, crew and FOH team</p>	3	4	12	<ul style="list-style-type: none"> • These controls are strengthened by our existing internal guidelines and protocols: TP: Rehearsals and Live Performance. • All existing building controls enforced and observed. • As per standard practice all productions have a separate risk assessment. • Front of House teams, production teams and acting companies should observe social distancing from each other at all times. This will be enforced with clear signage and flow routes. • Acting companies should be tested wherever possible. • All external hires must have a risk assessment and public liability in place unless this is extended by Theatre Peckham. • This is a condition of hire and entry and rehearsals will not commence until Head of Production has signed this off with the Front of House team. 	3	1	3
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									<ul style="list-style-type: none"> • Visiting companies must comply with Theatre Peckham’s Covid security protocols at all times. This is a condition of hire. • Assess at least monthly and with new government or local authority guidance. 			
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Cleaning and Hygiene	SF	M	C	V	<p>Virus particles on surfaces etc. increases the risk of transmission of the virus.</p> <p>Poor cleaning in the building increases transmission risk</p> <p>Uncleaned touch point surfaces hold the virus for up to 72 hours</p> <p>PPE used by staff and building users a potential source of viral transmission.</p>	3	4	12	<ul style="list-style-type: none"> • Operations team to ensure that all Theatre Peckham spaces, public areas, corridors, stairs, and offices are fully cleaned. • Daily use of Cribisol electrostatic sprayer in all used spaces, on touchpoints and twice weekly at least across the whole building. • Full PPE, cleaning products and safe disposal will be provided. • Cleaners wipe all touchpoints in the building every morning (Monday - Friday) including handrails on the stairs, clean the toilets touchpoints daily. • Touchpoint cleaning is done throughout the day. Timed check sheets will be stored to demonstrate compliance. • Clear rotas, checklists and induction are provided. • If a space has remained locked for a whole day, only its exterior touch points need to be cleaned. • All surfaces likely to be touched by staff and/or visitors must be wiped down with antibacterial cleaner. This must include door handles and light switches. 	4	1	4
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									<ul style="list-style-type: none"> • The toilets must be cleaned thoroughly. • Hand sanitiser and soap supplies to be maintained throughout the building. • PPE stock levels are maintained, cleaning stock is maintained. We aim to hold a minimum 2 month's supply, check stock at least weekly and maintain a supply chain. • Deep cleaning will be done between all space hires. This will include a deep spray of the seats with Crebisol and full ventilation. • Regular review meetings are held with our cleaning contractors to adapt measures so that we continue to reflect the government guidelines and reflect the usage of the building. • Bins to be emptied daily. • Waste bags-dated and sealed each day in lock up area. (Note that these items need not be regarded as Bio Waste after being stored for 72 hours.) • Secure disposal arranged with First Mile for PPE boxes in each space. 			
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Using shared equipment	SF	M	C	V	Contracting or spreading Covid-19 through contact with an infected item or person	3	3	6	<ul style="list-style-type: none"> • Sharing equipment is to be avoided wherever possible • Where equipment needs to be shared the item will need to be sanitised before and after use 	3	1	3
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									<ul style="list-style-type: none"> • Hands should be washed or sanitised before and after the use of any shared equipment <p>Physical</p> <ul style="list-style-type: none"> • Where possible people to have dedicated work equipment. • Personal equipment (headsets, mics, radios etc.) to be cleaned each day before issue. • PCs and shared equipment to be cleaned between users. <p>Planning</p> <ul style="list-style-type: none"> • Specific and easily accessible cleaning equipment to be made available for use throughout the day, particularly in shared areas such as welfare facilities and at the entrance and exit of any shared area. <p>People</p> <ul style="list-style-type: none"> • Wipe down equipment within workspaces at the beginning and the end of a shift/work/session or if space/equipment is passed between user • Keep non-work critical items in to a minimum 			
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Meetings	SF	M	C	V	Contracting or spreading Covid-19 through contact with an infected person	4	3	12	<ul style="list-style-type: none"> • Visitors will be advised to avoid unnecessary meetings and informed regarding safe distancing measures including meeting in groups of only two households 	4	2	8
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									(including bubble) inside or outside two households or up to 6 people from different households		
									<ul style="list-style-type: none"> • Sanitiser will be available throughout the building • Meetings should occur in designated groups only, participants outside of group should attend virtually • Maintain a 2m distance at all times where possible, when this is not possible distance can be reduced to a minimum of 1m if some of the following mitigations are implemented; behind screens, wearing face coverings, seated/stood back to back or side by side, outside, time limited to 15 minutes • Paper notes should be avoided and no equipment shared • Minimum 1 hour between meetings in any indoor meeting space allow the air to be refreshed • Sanitiser will be available in all meeting spaces 		

Feeling unwell at work	SF			Contracting or spreading Covid-19 through contact with an infected person	2	4	8	<ul style="list-style-type: none"> • The Company Administrator should be informed immediately • The staff member should go home immediately, avoiding other people and touching any surfaces as much as possible • All heavily touched surfaces in the office to be sanitised as soon as possible, information 	3	1	3
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									<p>regarding movement through building will be gathered and further cleaning done throughout the building</p> <ul style="list-style-type: none"> • The staff member's working team to be informed and advised they may need to self-isolate • Staff to stay at home until symptoms have improved • Staff to consider getting a covid-19 test if available • If coronavirus symptoms subsequently develop see guidance for "Feeling unwell at work (coronavirus symptoms)" The Company Administrator or CEO/Artistic Director should be informed immediately available • Should legislation require us to report, we will do so. 			
First Aid	SF	M	C	V	Risk of transmission Pressure on social distancing	2	3	6	<ul style="list-style-type: none"> • First Aid is to be offered and self-administered where practical. • First aiders to wear mask, shield, and gloves. • A separate first aid area, complying with safeguarding should be identified. • Emergency services called as needed. • Staff instructed to avoid risk and whilst duty of care still applies, staff safety is key. 	1	3	3

Receiving/ returning deliveries	SF			Contracting or spreading Covid-19 through contact with an infected item or person	2	3	6	<ul style="list-style-type: none"> • Make every effort to minimise the amount and number of deliveries including requesting to be removed from unnecessary subscription lists, request correspondence electronically and bundling items to be delivered • Contractors/couriers will be asked to sanitise hands on entry • Personal deliveries should be avoided • The number of deliveries per week is to be kept to a minimum, larger orders less frequently where possible • Where safe one staff member should unload and store the delivery, cordons should be placed if needed to facilitate safe social distancing during delivery 	1	3	3
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Higher risk person	SF		C	Contracting or spreading Covid-19 through contact with an infected person	3	3	9	<ul style="list-style-type: none"> • Those who are clinically extremely vulnerable, clinically vulnerable or at higher risk of contracting the virus e.g. people with a combination of the following risk factors - Black or Asian, over 40, obese, born outside the UK or with an underlying health conditions, will be advised to work from home, if this is not possible alternative work may be offered that enables them to maintain a two metre distance. • If attending the workplace is necessary in order for a staff member to perform their job role, firstly the line manager will assess if 	1	2	2
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									these tasks can be reallocated temporarily or permanently			
									<ul style="list-style-type: none"> • Time at the workplace will be limited to what is needed to complete tasks • Contact with others is to be kept to a minimum. • Public transport should be avoided, if this is not possible, peak times should be avoided. 			

Person with suspected or confirmed Covid-19	SF	M	C		Risk of Stigmatization	3	3	9	<ul style="list-style-type: none"> • Open conversations should be had with all staff members to help create an environment that does not stigmatise people that have developed symptoms or been in contact with someone that has the virus. • Maintenance of good mental health and wellbeing will be encouraged for all staff members, but particularly those that have contracted coronavirus - https://www.gov.uk/government/publications/covid-19-guidancefor-the-public-on-mental-health-andwellbeing/guidance-for-the-public-on-the-mentalhealth-and-wellbeing-aspects-of-coronaviruscovid-19 • Transparency around all suspected and confirmed cases will be essential 	3	1	3
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General	SF	M	C	V	Lack of information, incorrect information or misunderstanding guidance	3	3	9	<ul style="list-style-type: none"> • Risk assessments and guidance will be based on official governmental guidance and will be updated regularly • Risk assessments and guidance will be shared with staff regularly including verbally and in writing • Staff induction will include a reminder of symptoms: These will include: Fever, Continuous dry cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours), Loss of smell and/ or taste - These symptoms to be reviewed monthly using NHS resources. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ • Introduce an expectation on staff and tutors with symptoms or having been in contact with symptoms to self-isolate. • Any misinformation will be addressed directly with staff and visitors. • Senior management to review all outward facing communications (e.g. on website, social media and signage) to ensure messages are consistent, clear and reflect the values of Theatre Peckham • An assessment will be made of who needs to be onsite and who can continue to work from home, taking into consideration travel to work, housing circumstances and any increased risk factors, minimising the number of people onsite to those that are essential. 	2	1	2
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									<ul style="list-style-type: none"> • The minimum number of people needed to operate the business safely will be scheduled on any given day. • Face-face communication by managers will be avoided as much as possible, communications will be via email or phone. • 			
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Version No	Created	By	Version No	Updated	By
1	24 March 2021	Suzann McLean			
2	29 March 2021	Amy Hubbard			