

CLEAN BREAK THEATRE COMPANY

CORONAVIRUS (COVID-19) RISK ASSESSMENT

Last updated: 17 September 2020

Assessment carried out by: Cath Longman-Jones

Following initial assessment report and consultation with: David Bryant TechIOSH for Office Test Ltd

Reviewed and agreed by: Leadership Team

Introduction

As an employer we must protect people from harm. This includes taking reasonable steps to protect our workers and others from coronavirus.

The risk assessment has been carried out in order to:

- identify what work activity and situations might cause transmission of the virus
- identify who could be at risk
- decide how likely it is that someone could be exposed
- identify actions needed in order to remove the activity or situation, or if this isn't possible, control the risk

Scope & Review

This Risk Assessment is designed to cover the additional measures related to coronavirus risks for the projects and activities Clean Break is intending to host or be involved with for the period 21 September 2020 to 31 March 2021, wherever they are intended to take place. The next section records the activities and situations within its scope.

This Risk Assessment is based on the assumption that all those engaging with Clean Break's work at our premises or in other physical spaces are 18 or over. Additional risks which would need to be considered when working with children are therefore not included.

No other activities or situations may be undertaken or committed to be undertaken by the charity without assessment of the associated risks relating to Covid-19, and the corresponding controls and actions needed. This Risk Assessment will be updated as necessary to incorporate further activities and situations, and the list on page 2 updated.

This Risk Assessment must also be updated when Public Health guidance for England applicable to our workplaces changes.

Consultation

We have consulted with all active and furloughed workers about the measures we are taking, and have also spoken to

- All Members who have expressed interest in taking part in our work during this period
- All Freelancers and Volunteers engaged to deliver and support our work during this period

This Risk Assessment and accompanying guidance will be made available to all who work with us or visit our premises. All who are involved in our work will be actively encouraged to share any questions or concerns about our safety measures as soon as they arise.

Responsibilities

Overall: Board of Trustees led by Chair Alison Frater

Oversight and regular review of adequacy and effectiveness of measures: Leadership Team with Health & Safety lead Executive Director Erin Gavaghan

Preparing of policies, risk assessments and other guidance: Senior Management with Health & Safety lead Head of Finance & Operations Cath Longman-Jones

Day to day implementation: The Lead Person for each project or activity (see below)

Each project or activity has a Health & Safety Lead Person. This can be any competent person (including freelancers and volunteers) identified by the Leadership Team or Senior Management Team who has received appropriate information on their Health & Safety responsibilities.

Where the Lead Person is not on the staff team there must be a written record of their agreement to hold this responsibility. A list of Health & Safety Lead People and the activities they are leading on must be maintained so that it is accurate and complete at all times.

The Lead Person has the delegated responsibility for ensuring that:

- any H&S measures we identify for the project/activity are communicated effectively with everyone involved in delivery, and followed by everyone involved in delivery
- any H&S related record keeping that Clean Break requires is completed
- any issues which arise with communicating, following or recording the measures in place are communicated promptly to Erin and Cath in accordance with the guidance provided

Monitoring of the controls we have put in place

The controls and measures we put in place will be monitored as below:

- By the Lead Person for specific activities and situations – briefed to report any urgent issues immediately to the Receptionist who will inform the Executive Director and Head of Finance & Operations of any significant issues straight away. The Executive Director will report issues on to the Board of Trustees ahead of the regular reporting schedule if deemed necessary.
- Through 3x daily check that all signage remains intact and legible, carried out by the Receptionist at the beginning, middle and end of their working day
- Daily review of the End of Day Report by the Executive Director and Head of Finance & Operations
- Weekly updates at the Team Meeting (for all active staff and volunteers) followed up in writing
- Fortnightly reporting by the Executive Director and Head of Finance & Operations at the Company Strategy Meeting (attended by LT and SMT)
- Monthly updates to Board of Trustees

ACTIVITIES WITHIN SCOPE OF THIS RISK ASSESSMENT

The following activities and project are considered to be within the scope of this risk assessment. No other activities may go ahead without further assessment of the risks involved.

Activity / Project	Location	H&S Lead
General		
Building, courtyard and garden servicing, maintenance, cleaning & hygiene	2 Patshull Road	Head of F&O
Overall management and control of use of space and all room bookings	2 Patshull Road	Head of F&O
Keeping accurate, adequate records of all people on site	2 Patshull Road	Receptionist
Members Programme		
General support for Members on site	2 Patshull Road – Meeting Room 3	Head of Participation
Cash expense reimbursement / emergency assistance	2 Patshull Road – Studio 2	Head of Participation
Drinks, breakfast, lunch provision for Members on ground floor	2 Patshull Road – Green Room, Studio 1 & Kitchen	Head of Participation
Members' therapy provision	Online	Head of Participation
Health & Wellbeing Group activities	2 Patshull Road – Studio 3 & Online	Head of Participation
Intro to Theatre activities	Online only	Head of Participation
Advanced Theatre activities	2 Patshull Road – Studio 3 & Online	Head of Participation
Writer's Group activities	2 Patshull Road – Studio 3 & Online	Head of Participation
Young Artists' studio time for developing work	2 Patshull Road – Studio 4	Head of Participation
Production Pipeline		
Reading of Ambreen Razia's play The Favour	2 Patshull Road – Studio 3	Joint Artistic Director (RB)
Office work		
Use of offices by staff for desk work	2 Patshull Road – all offices, Ground floor and First floor	Head of F&O
Use of staff kitchen for hot drinks and food preparation	2 Patshull Road – First floor kitchen	Head of F&O

Further activities agreed, requiring a separate Risk Assessment:

Productions		
Rehearsing & filming of play Sweatbox by a professional film production company	2 Patshull Road – Studios 1-3, Courtyard & Sweatbox van	Joint Artistic Director (AH)

Each theatre production or film will require a separate Risk Assessment.

RISK AND CONTROLS IDENTIFIED

1. Physical distancing

Risk identified	Who might be harmed and how?	Controls in place
Contracting or spreading the virus by not physical distancing	Staff, volunteers, freelancers, Members, contractors, other visitors	<p>Activities at our premises have been restricted to those where physical distancing of 2 metres can be maintained.</p> <p>To enable physical distancing, maximum capacities and specific, limited uses have been set for each space, clearly signposted on each door.</p> <p>Floor stickers, stencils and marker tape have been used throughout the building to make the 2 metre distancing clear.</p> <p>Additional wall signage is in place to remind everyone of the need to keep their distance from others at all times.</p> <p>When there is any risk that the 2 metre distance may, accidentally, not be maintained throughout an activity, face coverings must be worn.</p> <p>Where a planned activity is deemed essential or unavoidable but cannot be carried out at a 2 metre distance, as well as wearing a face covering, additional mitigating measures must be put in place. These include:</p>

		<ul style="list-style-type: none"> Physical barriers e.g. screens at reception and kitchen serving hatch Enhanced cleaning regimes and hand washing Limiting the amount of time spent on the activity e.g. two staff members carrying a piece of equipment Carrying out the activity back to back or side to side Cohorting teams so they consistently work together Improving ventilation for the duration of the activity
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Further action needed to control the risks

Action	Who and when
Member Support team and freelancers facilitating groups to supervise and monitor group behaviour to ensure controls for physical distancing are being followed	Member Support team, group facilitators - continuous
Receptionist, Head of F&O and Leadership team to check in with Member Support team and freelancers frequently, to ensure prompt communication of any controls that are not working / proving difficult to follow	Receptionist, Head of F&O, Leadership team – each at least once a week
All staff and group facilitators to report significant breaches of controls / near misses to Receptionist on the day, for inclusion in the End of Day report	All staff and group facilitator – as soon as incidents occur
Receptionist to check at beginning, middle and end of working day that all signage remains in place and in good condition, and replace if necessary	Receptionist - 3 times daily on working days

2. Hand hygiene

Risk identified	Who might be harmed and how?	Controls in place
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff, volunteers, freelancers, Members, contractors, delivery drivers, any other visitors	<p>Six handwashing facilities are provided within toilet facilities and in kitchens, with running water, soap and paper towels. Five are on the ground floor (including Members kitchen), one on the first floor.</p> <p>Hand sanitising stations have been set up in the main entrance, reception, stage door, green room, Studio 1-2 lobby, in each studio and in Meeting Room 3.</p>

		<p>Pocket hand sanitiser is provided for all staff occupying a desk on site or travelling between locations on Clean Break's behalf.</p> <p>Signage encouraging regular hand washing / sanitisation is in place throughout the building.</p> <p>Information on how to use hand sanitiser is provided at each hand sanitising station.</p>
Alcohol-based hand sanitiser contravenes Clean Break's 'dry building' policy and may negatively impact the wellbeing of those who have been affected by alcohol misuse	Staff, volunteers, freelancers, Members, contractors, any other visitors	<p>All hand sanitiser provided by Clean Break is alcohol free and EN 1500 approved.</p> <p>All staff, Members and other visitors are instructed before visiting that any personal hand sanitiser they bring into the building must not be used on Clean Break's premises, and must be kept in their own bag at all times.</p>

Further action needed to control the risks

Action	Who and when
H&S Leads to ensure staff on site (including freelancers facilitating groups) give regular verbal reminders about good hand hygiene	H&S Leads – continuous
Operations and Member Support staff / group facilitators on site to monitor whether hand hygiene controls are being followed and inform Receptionist of any issues, to be included in the End of Day Report	Staff, facilitators- continuous
Toilet facilities and hand sanitising stations checked hourly: soap, paper towels and sanitiser replenished as necessary	Cleaner - hourly
Weekly stock check and weekly ordering of depleted hygiene supplies before stock gets too low; ordering in bulk as far as storage space allows	Cleaner and Receptionist - weekly

3. Communal / high traffic areas

Risk identified	Who might be harmed and how?	Controls in place
Getting or spreading coronavirus in common use or high traffic areas: reception office, entrance/exit lobbies, corridors, toilet facilities, kitchens, green room, studio spaces, stairways, lift, controlled access points, doorways	Staff, volunteers, freelancers, Members, contractors, delivery drivers, any other visitors	<p>Reduced the number of people at our premises (building, courtyard and garden) from maximum 100 to maximum 25 at any one time</p> <p>Continuing to deliver a range of activities online so that we limit the reliance on studio-based delivery as much as possible</p> <p>Shortened the duration of each group activity on site, to limit contact time</p> <p>On site groups planned to have the same facilitator throughout a season</p> <p>One way system in place through ground floor communal areas and on both stairways, clearly signposted, to manage flow of people</p> <p>Restricted the capacity of each room so that 2 metre physical distancing can be applied, with maximum occupancy of each room clearly signposted</p> <p>Desks must not be shared: designated desks for all staff who need to be on site, clearly signposted</p> <p>Designated bag /personal items and coat places for all staff, freelancers and Members working on site: shared coat stands / pegs taken out of use</p> <p>No visitors allowed on site for meetings only, except for meetings essential to scoping out work to take place on site</p> <p>Meeting rooms have been repurposed; staff may not use them to attend meetings that they can attend online, even with other staff currently on site. Webcams now available on PCs for any staff required to work on site</p>

		<p>Reception office is now for receptionist's use only: closed to all staff and visitors except maintenance and IT/phone contractors when access is essential for the work being carried out</p> <p>Cleaner's journeys to and from cleaning cupboard within the kitchen area kept to a minimum on Members days: by building a second cupboard outside of the kitchen area which can be accessed more frequently, and focusing access around the beginning and end of the cleaning shift as far as possible</p> <p>Furniture and equipment in all communal areas repositioned so physical distancing rules can be met: tables and chairs spaced out, and chairs removed if not in use</p> <p>Studios 3 & 4 clearly marked out in a 2 metre grid so physical distancing rules can be met</p> <p>Sign in/out swipe screen removed from reception entrance lobby – kept in reception office, to be used by receptionist only</p> <p>Contact with doors to be limited as far as possible by keeping non fire doors open, and adding Dorgards to fire doors where practical and affordable</p> <p>Two-way intercom added at reception so that glass screen can remain closed, reducing contact between receptionist and all visitors</p> <p>Acrylic screen installed at kitchen/green room serving hatch with passing slot at the bottom, reducing contact between those serving food and collecting food</p> <p>Green room and Studio 1 reserved for food breaks only on Member days. One space provided per Member/Volunteer for drink/snack breaks and lunches, using all of green room and Studio 1, with some additional spaces available in the garden (weather allowing). Plates, cups etc to be left on tables at end of breaks and cleared by 1 or 2 staff members after the break, to reduce movement through these spaces and limit contact</p>
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		<p>Hot drink / breakfast self-service area in green room: touch points reduced to a minimum – individually wrapped tea, coffee, sugar provided and laid out for individual access along with cutlery (no shared containers). Shared crockery, cutlery and plates replaced with disposal, recyclable options to reduce movement and touch points. Pedal operated (touch free) hot & cold water dispenser to be installed. Milk jugs provided with reduced touch points. Instant porridge sachets provided as breakfast option instead of shared access to toaster / bread. All lunchtime food provided to be served through hatch, not self-service. Clear signage about hand hygiene where touch points cannot be avoided (e.g. shared microwave, milk jugs)</p> <p>Staff kitchen (sink, microwave, kettle, fridge, dishwasher, tea & coffee): touch points reduced to a minimum by removing shared containers, asking staff to bring own water bottles, each staff member provided with a glass and a mug for their personal use, to be kept on their desk, tea or coffee supply provided to individual staff members if requested. Clear signage about hand hygiene where touch points cannot be avoided (e.g. shared microwave, fridge, milk, kettle)</p> <p>Toilet facilities: sanitary products remain available for women who need them. Outer packaging removed and where possible products laid out for individual access. Extra signage in place about good hand hygiene in these areas.</p> <p>Sanitising stations provided in or close to all communal areas</p> <p>Enhanced cleaning regime in place to increase frequency of cleaning in high traffic areas generally, and especially of touch points. This includes having a cleaner on site at all times when the building is open, with frequently touched surfaces in common areas sanitised on a continuous rota</p> <p>Sanitising spray and wipes provided in all toilet facilities, and sanitising wipes on all desks in use, so that staff and visitors have the option of additional sanitisation</p>
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Further action needed to control the risks

Action	Who and when
Member Support team and freelancers facilitating groups to supervise and monitor group behaviour to ensure controls for communal / high traffic areas are being followed	Member Support team, group facilitators - continuous
Receptionist, Head of F&O and Leadership team to check in with Member Support team and freelancers frequently, to ensure prompt communication of any controls that are not working / proving difficult to follow	Receptionist, Head of F&O, Leadership team – at least once a week
All staff and group facilitators to report significant breaches of controls / near misses to Receptionist on the day, for inclusion in the End of Day report	All staff and group facilitator – as soon as incidents occur
Receptionist to check at beginning, middle and end of working day that all signage remains in place and in good condition, and replace if necessary	Receptionist - 3 times daily on working days

4. Group work and rehearsals – additional considerations

Risk identified	Who might be harmed and how?	Controls in place
Getting or spreading coronavirus by raising voice above normal room level, or belt singing, in a group environment	Staff, volunteers, freelancers, Members	If voices need to be raised in group work or rehearsals, or belt singing used, face coverings should be worn as 2 metre distancing may not be sufficient. Face coverings are provided.

Further action needed to control the risks

Action	Who and when
Group facilitators / directors to flag the need for face coverings with group members / artists in advance	Group facilitators, directors

5. Sharing or passing equipment, tools, materials, or personal items

Risk identified	Who might be harmed and how?	Controls in place
Getting or spreading coronavirus by sharing or passing equipment, tools and materials between people	Staff, volunteers, freelancers, Members, contractors, any other visitors	<p>The need to pass or share items has been eliminated wherever possible. Additional safety measures in place as below where this is unavoidable:</p> <p>Staff working in offices will be provided with pens and other essential stationery and equipment for their own personal use, on their designated desk. These items must not be shared.</p> <p>Staff working in offices with a colleague (maximum 2 staff per office) will be given their own stylus for operating touch screens on the printer in their office.</p> <p>Staff instructed to avoid printing as much as possible. Staff must wash or sanitise hands before loading paper into a printer or retrieving prints from it.</p> <p>Members attending groups on site will be provided by Member Support with a pack of pens and other essential stationery and equipment for their own personal use. These items must not be shared.</p> <p>Members will continue to collect their expenses in cash on the day of their visits – we have assessed this is an unavoidable aspect of our service. Cash amounts will be prepared in advance from cash that has been untouched on our premises for more than 1 week. Cash will be handed to Member Support staff by the Head of F&O. Member Support staff and Head of F&O will wear disposable gloves when collecting and handling cash.</p> <p>Staff, volunteers, freelancers and Members must not share or give to others any personal items they bring onto Clean Break's premises, e.g. snacks, drinks, cigarettes, mobile phones, tampons, own hand sanitiser.</p> <p>Scripts or other printed material essential for group work or rehearsals must be printed 72 hours in advance and left in a designated space for each Member / artist; or retrieved from the printer by one staff member / group facilitator after washing their hands and left in a designated</p>

		<p>space for each Member / artist. Once collected by Members / artists, they should not be shared with or touched by anyone other than the recipient. They must be clearly marked with their name and kept only in their designated storage space.</p> <p>Group activities involving the passing of items e.g. a ball between the group members are not allowed.</p> <p>Contractors working on site and staff preparing spaces for use / maintenance work should be discouraged from passing items directly to another person. Instead items which need to be handed on should be placed on a table or counter. Staff members should wash their hands before and after handling shared items.</p>
Getting or spreading coronavirus by passing post or other delivered items between people	Staff, volunteers, freelancers, Members, contractors, any other visitors	<p>An external storage box for small-medium size deliveries now provided just inside the main entrance: delivery drivers asked to leave packages there if possible, to reduce direct passing of goods and the number of delivery drivers needing to enter the building fully. Bigger items to be brought into building and stored safely in main entrance lobby as instructed by Receptionist via intercom.</p> <p>All goods and post to be received/retrieved by Receptionist. Receptionist must wash hands before touching any delivered items, and after disposing of the outer packaging. Disposable gloves also provided for Receptionist as an alternative (optional). When informed by Receptionist that they are ready, Staff collecting goods from outside reception should wash hands before retrieving them and after handling them.</p> <p>All letters received by post will be opened by the Receptionist, scanned and emailed directly to the staff member.</p> <p>Staff are now not allowed to send personal post to Clean Break.</p>

Further action needed to control the risks

Action	Who and when
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Member Support team and freelancers facilitating groups to supervise and monitor group behaviour to ensure rules on not sharing / passing items are being followed	Member Support team, group facilitators – continuous
Member Support team to pre-order anticipated cash amounts with the Head of F&O at least a week in advance	Member Support team
Receptionist, Head of F&O and Leadership team to check in with Member Support team and freelancers frequently, to ensure prompt communication of any controls that are not working / proving difficult to follow	Receptionist, Head of F&O, Leadership team – each at least once a week
Staff, volunteers and group facilitators working on site to encourage good practice and remind each other of the controls in place	All staff, volunteers and group facilitators on site - continuous
All staff and group facilitators to report significant breaches of controls / near misses to Receptionist on the day, for inclusion in the End of Day report	All staff and group facilitators – as soon as incidents occur

6. Cleaning

Risk identified	Who might be harmed and how?	Controls in place
Getting or spreading coronavirus by not cleaning or sanitising surfaces, equipment or workstations adequately	Staff, volunteers, freelancers, Members, contractors, delivery drivers, any other visitors	<p>The pre-lockdown cleaning provision has been doubled. There will now be a cleaner working on site at all times when the building is open.</p> <p>All toilet facilities have new toilet seats, new toilet brushes and new pedal operated bins. These facilities will be stock checked, cleaned and sanitised hourly during opening hours.</p> <p>Touch points in high traffic areas sanitised throughout opening hours on a continual rota.</p> <p>A clear desk policy has been put in place, to allow for thorough cleaning of the designated desks (those in active use) between each working day. Items found on desk will be moved off the desk for cleaning if necessary.</p>

		<p>Studios 3 and 4 used for group work and rehearsals to be cleaned thoroughly at the start of the day and between each group.</p> <p>Kitchen, green room and Studio 1 (extended dining space) to be cleaned thoroughly at the start of the day and after each break.</p> <p>Members kitchen to be deep cleaned by a certified external contractor at the start of each season of work (previously once a year).</p> <p>Times of the day's cleans and inspections of toilet facilities, kitchens and dining spaces to be recorded and visible to all visitors.</p> <p>Cleaners must wear gloves at all times, and a face covering during opening hours in case they come into contact with people less than 2 metres away (plus any additional PPE required based on COSHH risk assessments as usual).</p> <p>If someone on site experiences coronavirus symptoms, protocol is in place for additional deep cleaning of all areas they may have come into contact with before the next working day.</p>
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Further action needed to control the risks

Action	Who and when
Weekly stock check and weekly ordering of depleted cleaning supplies before stock gets too low; ordering in bulk as far as storage space allows	Cleaner and Receptionist - weekly

7. Ventilation

Risk identified	Who might be harmed and how?	Controls already in place
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Poor workplace ventilation leading to risks of coronavirus spreading	Staff, volunteers, freelancers, Members, contractors, other visitors	<p>While the weather remains mild, Clean Break has lots of windows that will be opened to provide natural fresh air ventilation. They will be unlocked by the operational staff member who unlocks the building that day.</p> <p>Non-fire doors can also be propped open to improve ventilation.</p> <p>Fire doors to be held open with Dorgards where practical and affordable</p> <p>4 out of 5 toilet facilities have working extractor fans and the 5th toilet is the least used.</p>
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Further action needed to control the risks

Action	Who and when
All toilet extractor fans to be serviced; seek to reinstate extraction in the 5 th toilet (between Studios 1 & 2)	Head of F&O to arrange, as soon as possible
Air circulation system in Studios 1 and 2 is out of service: investigate and seek to reinstate if possible	Head of F&O

8. Symptoms on site

Risk identified	Who might be harmed and how?	Controls in place
Getting or spreading coronavirus by someone visiting our site not being fully aware of the main symptoms of coronavirus, and therefore unknowingly coming on site with symptoms themselves	Staff, volunteers, freelancers, Members, contractors, other visitors	<p>Our guidance, sent in advance to all planned visitors, will clearly outline the main symptoms of coronavirus and state that visitors must not come on site if they are experiencing symptoms.</p> <p>All visitors asked to self-declare that they are symptom free when they sign in at reception. List of symptoms also displayed at reception.</p>

		<p>As an additional precaution, because we have identified a risk that the main symptoms are not necessarily widely understood, we will actively monitor one of the main symptoms by taking the temperature of all visitors (except those dropping off deliveries) using a contactless, wall mounted infrared device.</p> <p>Anyone with a temperature of 37.8° or above will be required to leave, following the symptoms on site protocol below.</p>
Spreading coronavirus by someone developing symptoms on site and not handling this development effectively	Staff, volunteers, freelancers, Members, contractors, other visitors	<p>Our protocol for handling those displaying symptoms on site is as follows:</p> <ul style="list-style-type: none"> • Individual is moved to the designated First Aid room (Meeting Room 2) as soon as possible by the First Aider wearing appropriate PPE • First Aider liaises with Head of Finance & Operations to arrange transportation home, by private taxi • Individual asked to arrange a coronavirus test via NHS as soon as possible and to let us know the outcome • Other people on site informed that someone on site had symptoms (without breaching GDPR). Those on site asked to end their activities early and head home, taking care to physically distance on the route • Other staff should be informed that someone on site displayed symptoms (without breaching GDPR) • The building should be deep cleaned and disinfected before it reopens (a thorough clean and disinfect of all surfaces) • Cleaners must wear rubber gloves and a plastic apron for this cleaning • Any rubbish that may be contaminated with the virus – including the PPE worn by the cleaners – should be double bagged and put in the former compost bin in the courtyard. After 3 days (or after confirmation of a negative test) it can be transferred to the normal rubbish bin and disposed of

		<p>Refer to useful additional guidance for deep cleaning here https://app.croneri.co.uk/feature-articles/deep-cleaning-workplace-time-coronavirus and here https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
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9. Travel, Shops & Cafes

Risk identified	Who might be harmed and how?	Controls in place
Getting or spreading coronavirus through: commuting to and from Clean Break on public transport	Staff, volunteers, freelancers, Members, contractors, other visitors	<p>We have limited our services which require anyone to travel to benefit from them or staff them, and continue to offer a range of our services online and working from home options.</p> <p>We are currently only offering services in our premises which we believe are necessary for the wellbeing of our Members, evidenced by our conversations with them.</p> <p>Our guidance encourages all who visit us to avoid public transport when travelling to us if at all possible.</p> <p>Avoiding public transport won't be possible for everyone, so our main activities on site have been planned to avoid the busiest times on public transport. TFL states busiest times across the network as before 8:15 am and between 4:00-5:30pm on weekdays. Members groups are now planned to start at 11am earliest and finish at 3pm latest.</p> <p>Anybody reliant on public transport who feels they are likely to encounter busiest times on their particular route, for the work or activities they are travelling to us for, should raise this with the relevant staff member in advance so that we can adapt the work or activity.</p>

		<p>Our guidance reminds our visitors to follow TFL's safety & hygiene measures when travelling to us, which are:</p> <ul style="list-style-type: none"> • Plan your journey in advance and, where possible, travel when it is quiet • Wear a face covering over your nose and mouth, unless you are exempt for age, health or accessibility reasons • Maintain social distancing (2 metres) where possible • Follow signs, listen to announcements and pay attention to TFL staff • Wash your hands before and after your journey • Carry hand sanitiser or use sanitiser points at stations • Use contactless or Oyster to pay for your travel <p>Our guidance encourages staff, volunteers or freelancers to go further, by:</p> <ul style="list-style-type: none"> • Walking the first or last mile of the journey, if this avoids busier stations / stops • Routinely sanitising their hands throughout the journey, especially after contacting surfaces • Avoiding touching surfaces with their fingers and hands where possible, by using their elbow to push open doors etc. • Where 2 metre distancing is not possible, keeping the time they spend near others as short as possible and avoiding physical contact with others
staff, volunteers, freelancers or Members living together and/or travelling to work together	Staff, volunteers, freelancers, Members	All staff have been asked directly to disclose whether they live with or are in a support bubble with other Clean Break staff, volunteers, freelancers or Members, so that we can understand the risks to them and the potential implications for the delivery of our work if the virus were to be passed between them.
staff, volunteers or freelancers travelling between Clean Break's premises and other premises, or directly from home to other premises, on the company's behalf	Staff, volunteers, freelancers	A dynamic risk assessment must be carried out for all journeys to other sites on our behalf, i.e. assessed case by case. If we agree the journey is necessary, we will work with you to do all we can to minimise your use of public transport for these journeys.

		<p>As above, our guidance for journeys where public transport is unavoidable refers to TFL's safety & hygiene measures and expands on these.</p> <p>Face coverings and hand sanitiser is made available to all staff or volunteers needing to travel to other sites.</p>
visiting local shops, cafes and other traders on the way to work during the working day	Staff, volunteers, freelancers, Members, contractors, other visitors	<p>Our guidance asks staff, volunteers, freelancers and Members to keep their personal visits to local shops, cafes and traders to a minimum during their breaks and on the way to us. Staff and volunteers are strongly encouraged to bring lunch and snacks with them, from home. Members are encouraged to take up the food offer provided for them on the premises. When visiting local retailers and cafes, all are reminded that they must wear a face covering (unless exempt), follow social distancing guidelines and the signage/queuing systems in place. We strongly discourage staff from entering into any premises during the day which is clearly not following the rules.</p> <p>Visits to shops by staff on behalf of Clean Break during the working day are strictly limited to member of the Operations or Member Support team buying perishable goods that can only be purchased locally on the day. They must coordinate with each other to keep such visits to an absolute minimum, and order items for delivery whenever possible.</p>

Further action needed to control the risks

Action	Who and when
Ensure guidance continues to be distributed in advance to all planning to visit us or travel on our behalf	H&S Leads, ongoing
Operations staff to monitor no. of trips in and out of the building during the working day, and issue regular reminders to ensure travel and shop visits continue to be kept to a minimum	Head of F&O, Receptionist

10. Personal Protective Equipment

Risk identified	Who might be harmed and how?	Controls in place
Risk of exposure to workplace hazards because usual PPE is out of stock due to increased demand for PPE during the pandemic	Cleaners, First Aiders	Cleaners use protective gloves for most tasks. Our stock levels are currently adequate. First Aiders require visors, face masks and aprons in case they need to assist someone displaying coronavirus symptoms on our premises. Our stock levels are currently adequate.

Further action needed to control the risks

Action	Who and when
Weekly stock check and weekly ordering of depleted PPE supplies before stock gets too low; ordering in bulk as far as storage space and budget allows	Cleaner and Receptionist - weekly

11. First Aid and Fire Safety

Risk identified	Who might be harmed and how?	Controls in place
With fewer staff in the building than usual, there is a risk that insufficient numbers of First Aiders and Fire Wardens will be present during opening hours	Staff, volunteers, freelancers, Members, other visitors	For a reduced maximum capacity of 25 people and no clinically extremely vulnerable people on site, 1 fully trained First Aider and 1 Fire Warden is assessed as adequate. This assessment may need to be reviewed alongside individual Risk Assessments for vulnerable people. Clean Break's Receptionist is trained in both roles. Cover will be necessary for lunch breaks, holidays and other absences.

Further action needed to control the risks

Action	Who and when
Ensure adequate cover available for First Aid and Fire Warden roles	Head of F&O, as soon as possible

12. Vulnerable people

Risk identified	Who might be harmed and how?	Controls already in place
Increased risk of infection and complications for vulnerable people	Staff, volunteers, freelancers, Members, other visitors	<p>Clinically extremely vulnerable people are considered by the NHS to be at high risk from coronavirus.</p> <p>Clean Break has confirmed to staff that no-one in the clinically extremely vulnerable category is required to work on the premises at present.</p> <p>Clean Break will strongly discourage volunteers, freelancers, Members or other visitors who are in this category from coming on site, and we reserve the right to refuse access if we feel the risks to their health outweigh the need or desire to come on site.</p> <p>Clinically vulnerable people are considered by the NHS to be at moderate risk from coronavirus.</p> <p>As a women only organisation, it's worth noting that this category includes pregnant women.</p> <p>An individual risk assessment must be carried out by Clean Break for any person we are considering inviting to our premises who falls into either of the vulnerable categories, in consultation with them.</p>

Further action needed to control the risks

Action	Who and when
Individual risk assessments as required	Head of F&O working with the staff member who has indicated the need – as required

13. Mental health & wellbeing

Risk identified	Who might be harmed and how?	Controls already in place
Mental health & wellbeing affected through isolation or anxiety about coronavirus	Staff, volunteers	<p>Line managers checking in with all staff including furloughed workers at least weekly</p> <p>Regular opportunities created for colleagues to socialise (online)</p> <p>Weekly team meetings</p> <p>Working from home arrangements including impact on health & wellbeing discussed with line managers; guidance provided on good practices and routines for healthy home working</p> <p>Return to work conversations scheduled between each staff member and the Executive Director, including impact on health & wellbeing of returning to the workplace considering their individual circumstances.</p>

Further action needed to control the risks

Action	Who and when
Line Managers and Leadership team to continue to monitor staff health & wellbeing in relation to isolation or anxiety caused by the coronavirus pandemic: through regular check-ins and review of working arrangements and plans in development.	Line Managers, Leadership team – Line Manager weekly check-ins, Leadership team review at least monthly

14. Home working set-up

Risk identified	Who might be harmed and how?	Controls already in place
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Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>Information has been provided to all those working from home on using DSE and how to protect themselves.</p> <p>Staff completed a self-assessment of improvements they would work on and improvements they needed guidance on or further support with. Guidance and support is being provided in response to the self-assessments.</p>
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Further action needed to control the risks

Action	Who and when
Continue to provide guidance and support as identified in the self-assessments, and encourage responses from those who haven't yet returned their self-assessment	Line Managers – prompt regularly
Regular check-ins with individual staff in case new issues arise	Line Managers – at least monthly

15. Communication & Guidance

Risk identified	Who might be harmed and how?	Controls already in place
The safety measures we put in place are not followed properly because they aren't communicated effectively, or reinforced enough	Staff, volunteers, freelancers, Members, other visitors	<p>Regular safety updates have been shared with the staff team at team meetings and by email as this Risk Assessment and Guidance documents were being developed.</p> <p>Our approach has been developed in consultation with the staff team incorporating discussions with freelancers, volunteers and Members</p> <p>This Risk Assessment is made available to all staff and visitors and will be kept updated.</p> <p>Guidance documents have been produced for and shared with Staff, Volunteers & Freelancers, Members, and other Visitors (including contractors working on site) with opportunities to discuss the contents.</p> <p>Key messaging from the these documents reinforced on site through signage and regular reminders from staff and group facilitators.</p>

The safety measures we put in place are not followed properly because habits are hard to change: Clean Break is a relaxed, familiar place to many who are used to moving freely around the building as they wish	Staff, volunteers, freelancers, Members, other visitors	As well as the signage in place, we have made sure that enough staff from the right teams are on site on Members days and rehearsal days, to further reinforce new ways of working and moving around the building.
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Further action needed to control the risks

Action	Who and when
Staff to stay alert to any controls that are not working, and discuss with Head of F&O and other colleagues as soon as the issue is identified.	All staff on site, continuous

16. Working with other businesses & organisations

Risk identified	Who might be harmed and how?	Controls already in place
Contractors working on our site may not follow or want to follow our protocols, or may themselves have inadequate procedures in place for their work	Staff, volunteers, freelancers, Members, contractors, other visitors	<p>Guidance for contractors working on our site has been produced and must be sent to contractors in advance of work commencing on site.</p> <p>Contractors should also have their own policies and procedures in place. These will be requested and reviewed before they come on site.</p> <p>Any conflicts between the two sets of guidance to be discussed and resolved before the first visit.</p> <p>Staff greeting contractors to wear face coverings, in case 2 metre distancing is not followed by them.</p> <p>We will postpone or if necessary cancel work where the contractors' coronavirus safety measures are inadequate.</p>
When working on other people's sites, other organisations may not have adequate procedures in place to protect our staff or volunteers	Staff, volunteers	The other organisation's coronavirus guidance should be reviewed before we send staff or volunteers to their site.

		<p>We will request additional measures where we feel they are necessary to protect our representatives.</p> <p>We reserve the right to keep individuals away from another site until any safety issues are resolved.</p>
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Further action needed to control the risks

Action	Who and when
Request and review third party coronavirus guidance / procedures as necessary	Project lead in consultation with Head of F&O – ongoing, as needed

17. Track and Trace

Risk identified	Who might be harmed and how?	Controls in place
<p>Unable to comply with Government's Track & Trace programme if we don't adequately record name and contact details and visit times of the people attending our premises</p> <p>Risk of contributing to untraceable spread of virus.</p>	Wider public	<p>Clean Break's existing signing in app Swiped One adequately and securely records names and contact phone numbers of all visitors, provided they sign in and out each time they enter or leave.</p> <p>Member Support team physically present at start and end of activities to ensure signing in and out of Members at reception (who don't usually register their attendance in this way).</p> <p>Staff must sign in at reception each time but may use the Swiped On app to sign themselves out when they leave.</p>

Further action needed to control the risks

Action	Who and when
None identified	