

**London City Island – Covid-19 Secure Risk Assessment:
Phase 1**

Action/Task/ Hazard	Who is at risk and what is the hazard	Existing controls	Further/specific controls	Action Who	Frequency
Return to LCI	All staff members Staff putting themselves or their household at risk if vulnerable. General concerns.	The majority of non-furloughed staff will continue working from home until further notice. For those whom they must attend LCI to undertake their roles, HR will liaise with each employee, require them to fill in a Return to Work Questionnaire and prepare support plans where needed for those with individual health issues, risks or concerns.	One Dance UK have produced an online video for organisations where dancers are returning to work after, flagging all the key points dancers should be aware of. This will be shared with all dancers and returning staff. ENB have also produced our own in-house video showing how a dancer safely arrives and moves around the building when at LCI.	HR, Artistic	Prior to return to work, support ongoing
Travel to work	All staff members Enclosed travel space, potential crowding.	Only staff essential to dancer rehearsals and who cannot work from home to travel to LCI. Provision of 32 cycle rack spaces in secure store. Provision of a Cycle to Work Scheme.	Packs of face masks to be given to each staff member on first arrival at LCI. Masks to be worn on public transport and by dancers during Class. Dancers travelling on public transport to change on arrival at LCI. Dancers driving, walking or cycling, encouraged to arrive ready to dance. Provision of additional 20 parking spaces in island car park.	All staff members	Daily

<p>Arrival and departure from LCI</p>	<p>All staff members</p> <p>Crowding, difficulty social distancing</p>	<p>Alcohol gel provided as you enter and leave the building, as well as at key points around the building, including in each – studio.</p> <p>Staggered start times for staff to minimise number of people arriving at once and requirement to travel at busy times.</p> <p>Any visitors to LCI to be requested in advance and approved. No non-essential visitors to be permitted. Building closed to public and café closed during Phase 1.</p> <p>Foyer space to be cleared of furniture to allow for more space between people and to avoid people lingering unnecessarily.</p>	<p>Separate entry and exit doors to the building will be use.</p> <p>Temperature checks to be undertaken upon arrival at the building for all staff and visitors. A checklist of questions to confirm a person is symptom free to be taken either in advance or upon arrival.</p> <p>If a member of staff tests as having a high temperature, they will be asked to take the test again, to allow for a mis-read. If they are still reading a high temperature, they will be asked to wait in the adjacent 'Safe Zone' for a few minutes before re-testing in case their temperature has been heightened by weather or exercise. If they are still reading a high temperature, they will enter the Safe Zone and a member of the on-call Medical Team will be contacted to asses them.</p> <p>There will be no personal deliveries to site at this time, to minimise unnecessary visitors.</p>	<p>All staff members</p>	<p>Daily</p>
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<p>Getting around the building / Being at LCI</p>	<p>All staff members Crowding, difficulty social distancing</p>	<p>Passenger lifts allocated as one person capacity only. Hand sanitiser is available by the lift on every floor.</p> <p>Windows to be kept open where possible and HVAC system to be at suitable level in all spaces where not.</p>	<p>A one-way system to be in-place to get between floors, utilising separate staircases. The route will be marked with floor signage.</p> <p>Only essential spaces to be open during Phase 1. Many areas such as the Gym, most of the Office, Hydropool, Pilates Studio, showers and the regular changing rooms will be closed off. There will be no communal coffee making facilities in Phase 1.</p>	<p>Building Services</p>	<p>Systems installed prior to re-opening. To be maintained ongoing during Phase 1.</p>
<p>Social distancing</p>	<p>All staff members Coming into too close contact with other staff members</p>	<p>Perspex screens installed on the reception desk.</p> <p>Medical space has been re-located to the Green Room [out of normal use] which allows for greater space between treatment beds.</p>	<p>Floor stickers in place to mark out social distance.</p> <p>Main changing areas closed off due to lack of space. Dancers encouraged to arrive 'ready to dance' or change in studio changing space if travelling on public transport.</p>	<p>All staff</p>	<p>At all times</p>

Dance	<p>Dancers, coaches and pianists</p> <p>Transmission between dancers</p>	<p>Dancers allocated into 'bubbles' of max 8 people. This group to be based in the same studio each day. Each studio to have specific allocated toilet, water fountain and temporary changing space.</p> <p>Marked out 2m x 3m spaces on the floor to allow each dancer to be socially distanced during Class. Even if wider changes to the UK's social distance, space during Class to be maintained at 2m during Phase 1.</p> <p>Dancers are encouraged to stay in their studio and not leave the building during the 15 minute break between classes, except to use toilet and water fountain. This is to minimise the number of people circulating the building.</p>	<p>Teachers to be in 1 or 2 studios and Class to be streamed to other studios to minimise interactions and people needed on-site.</p> <p>Rather than from the small Shoe Room, new ballet shoes will be issued from the Mezzanine, which is a much larger space.</p> <p>Class times staggered to minimise interaction between groups.</p> <p>There is no laundry provision during Phase 1. Dancers to wash their clothes at home regularly.</p>	Artistic	Ongoing
Toilets and washroom areas	<p>All staff members</p> <p>Transmission of virus on hard surfaces and touch points</p>	<p>No showers available.</p> <p>Toilets cleaned twice daily.</p> <p>Soap, hot water and hand towels provided in each toilet.</p>	Each 'bubble' group is allocated their own toilet or toilets to minimise cross-contamination.	Contract cleaning company	Ongoing

Office	Medical, Artistic and Building Services staff	<p>Only a small portion of the office will be accessible, the rest will be barriered off.</p> <p>Only key staff for whom it's essential to be in the building to use the office between Classes. Any work to be done prior to Class or after Class to be undertaken at home.</p>	<p>Face to face meetings discouraged unless essential. Meetings to continue to use Zoom or Teams instead to minimise time spent in the building.</p> <p>Those desks that are in use will be kept at a 2m plus distance from other staff.</p> <p>There will be no hot-desking.</p> <p>Sanitising wipes will be provided for staff to clean their PC/phone/workstation during the day if needed.</p>	Artistic, Medical, Building Services	When needed, access minimal where possible
PPE	<p>All staff members</p> <p>Transmission of airborne virus</p>	<p>All staff members at LCI will be provided up to 3 reusable face coverings upon their first arrival at LCI. These are for wearing while traveling to and from work, if using public transport and during rehearsals.</p>	<p>Medical-grade PPE will be provided for occasions when social distancing is not possible eg treatment by Medical staff.</p>	Medical, all staff	Ongoing
Cleaning	<p>All staff members</p> <p>Transmission of virus on hard surfaces and touch points</p>	<p>Prior to dancer return, a thorough clean of the building will be undertaken by our contract cleaning company.</p> <p>Additional cleaning of studios in between groups by contract cleaners. Additional cleaning of touch points both in studios and around the building.</p> <p>Provision of disinfectant wipes for dancers to clean touch points during Class if required.</p>	<p>Limit to amount of building in use. Many non-essential areas closed off.</p> <p>Building Services will undertake daily cleaning checks of areas to ensure cleaning standards remain high.</p>	Cleaning provider	Twice daily

COVID Infection	All staff members	<p>If a member of staff or a member of their household starts to show symptoms, they must self-isolate and contact NHS 111, following the test and trace procedures.</p> <p>Any dancers who have been abroad during lockdown have been advised that they must come back to the UK in time to allow 14 days of self-isolation, prior to returning to work.</p>	No vulnerable member of staff will be called for work at LCI at present.	Medical Director	Ongoing
Suspected out-break or person falling ill	<p>All staff members</p> <p>Risk of a wider outbreak</p>	<p>Isolate person to Isolation Room - Bickle Room, 1st Floor. The Medical team will carry out an assessment in appropriate protective clothing. Anyone showing symptoms will be escorted out of the building and transported home or to a hospital. Area to be deep-cleaned afterwards.</p> <p>Post-isolation assessments will be carried out before a staff member is able to return to work.</p>	<p>Colleagues who have been grouped or have worked with the unwell colleague will be advised of the potential outbreak and a risk assessment must be carried out by the Medical team for dancers/artistic staff and the Building Services team for operational staff, to determine if a group isolation is required.</p> <p>If ENB experiences a Covid-19 outbreak, we will be required to contact the local Public Health Officer and the Health & Safety Executive and adhere to their advice.</p>	Medical Director	In case of suspected out-break or person falling ill