

London City Island – Covid-19 Secure Risk Assessment: Phase 4

This risk assessment covers **Phase 4 of our Return to Work – more partnering in rehearsals, as well as the re-opening of our café.**

Phase 4 additions/changes shown in **blue**.

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 cycle storage within the foyer. Provision of a Cycle to Work Scheme.	Packs of face coverings to be given to each staff member on first arrival at LCI. Face coverings to be worn on public transport and by everyone whilst in the studio. 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 the public, except for the separate, sectioned off cafe space.</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 and has not returned from or transited through a country requiring a quarantine period within the last 14 days, to be taken 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>
<p>Getting around the building / Being at LCI</p>	<p>All staff members</p> <p>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 4. Many areas such as Hydropool, most of the office, showers. There will be no communal coffee making facilities.</p>	<p>Building Operations</p>	<p>Systems installed prior to re-opening. To be maintained ongoing during Phase 1.</p>

			Regular changing rooms will be closed off, except for in instances where it's agreed that they will be usable for one dancer bubble only. Changing rooms will be cleaned before and after use.		
Social distancing	All staff members Coming into too close contact with other staff members	Perspex screens installed on the reception desk. Medical space has been re-located to the Green Room [out of normal use] which allows for greater space between treatment beds.	Floor stickers in place to mark out social distance. 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.	All staff	At all times
Dance	Dancers, coaches and pianists Transmission between dancers	In Phase 4, dancers allocated into 'bubbles' of max 14 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. In Phase 4, the total number of people allowed in a studio at one time is 20. If others [eg film chaperones or stage management] need to be in the studio, others will need to vacate to keep the 20 maximum. Marked out 2m x 2m spaces on the floor to allow each dancer to be socially distanced during Class. Handwashing remains mandatory before or upon entering the studio. Alcohol gel is provided in each studio in addition to alcohol wipes for dancers to sanitise their ballet barre or box if required. Dancers are encouraged to stay in their studio, except to use the toilet and water fountain. This is to minimise the number of people circulating the building. Lunch breaks to be taken in the studio, within dancer's boxes or outside the building. Class to be streamed to other studios to minimise interactions and people needed on-site.	Class to remain 2m socially distanced throughout. To support DCMS guidance on working in the performing arts, any work being revised will aim where possible to minimise contact. During rehearsals, 1m Plus social distancing encouraged where possible. If not possible, closer work to be carefully planned and kept to as short a time as possible within the overall piece. If partnering / physical contact is required, co-habiting couples to be prioritised. When partnering / physical contact is necessary hand washing gaps will be built in. If partnering between non-cohabiting dancers is essential then side-to-side	Artistic	Ongoing

		<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>Face coverings to be worn in studios at all times, except at a small number of pre-agreed times when a dancer is 'on camera' during filming.</p> <p>There continues to be no laundry provision during Phase 4. Dancers to wash their clothes at home regularly.</p>	<p>rather than face-to-face contact to be prioritised.</p> <p>Where partnering is deemed essential, a close contact matrix has been delivered. This will enable us to trace the level of contact between individuals within rehearsals.</p> <p>Emphasis to dancers that there should be no contact outside of the prescribed partnering.</p>		
Gym	<p>Dancers, Medical staff</p> <p>Transmission of virus on hard surfaces of gym kit, aerosol transmission of virus through exhalation during exercise.</p>	<p>Gym function to be spread out across 4 spaces to allow greater social distancing.</p> <p>Limitation to be put on number of people allowed in each space at one time. Places need to be booked in advance via Reception to ensure numbers are managed.</p>	<p>Dancers must wipe down equipment with sanitising wipes pre and post use.</p> <p>If more than 1 person is within the same gym space, face coverings to be worn.</p>	Dancers, Medical	Ongoing
Filming	<p>Dancers, film crew</p> <p>Transmission of virus</p>	<p>Filming crew and support staff required on-site to be kept to a minimum.</p> <p>2m social distance to be maintained throughout.</p>	<p>Work to be edited off-site where possible.</p> <p>Film crew to wear face covering during all dance activity. Dancer being filmed to wear face covering, except during filming takes where it is permitted to remove as it would hinder ability to film and present clearly.</p>	Film crew, Marketing department, dancers or presenters being filmed.	Each filming session to be treated separately
Orchestra	<p>Orchestra players, Conductor, audience [if present]</p> <p>Transmission of virus</p>	<p>Orchestra to arrive during a 15 minute window, rather than in one go, to minimise number of people at one time.</p> <p>The orchestra will be allocated their own designated toilets and water fountain.</p>	<p>A separate space to store instrument cases will be allocated, to ensure sufficient space within orchestra space.</p>	Orchestra players, Music department	At all rehearsals and internal performance events

Technical at LCI	Technical crew, Stage Management, dancers Transmission of virus	Crew to wear face coverings at all times whilst working in the Holloway Production Studio, Loading Bay or within dance studios. If any close working is required, eg to move a piece of scenery, face coverings must be worn and activity time to be kept to under 15 minutes.	Technical group to have their own separate toilets and water fountain. Breaks to be taken either inside the Production Studio or outside the building.	Technical team	Ongoing
Costume Fittings	Costume team, dancers during fittings Transmission of virus	Only one dancer and one member of the costume department will undertake a costume fitting at any given time. Dancers must wear a face coverings for the duration of the costume fitting. Costume staff must wear a face covering, apron and gloves, which must be changed and disposed of after each individual fitting.	After each fitting, Costume staff will wipe down all surfaces with disinfectant wipes/spray. After each fittings, PPE will be disposed of in a medical waste bin.	Costume, Technical, dancers being fitted	During all costume fittings
Contractors, visitors and external guests	Visitors, contractors, ENB staff and dancers, Transmission of virus	Visitor and contractor access remains limited to only essential access. Requests for access to be sense checked and approved in advance. Guests to wear face coverings within studios at all times.	All visitors and contractors need to complete a health questionnaire prior to arriving, which is then reviewed by both HR and Medical teams.	All staff, HR, Medical	Ongoing
Toilets and washroom areas	All staff members Transmission of virus on hard surfaces and touch points	No showers available. Toilets cleaned twice daily. Soap, hot water and hand towels provided in each toilet.	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	Only a small portion of the office will be accessible, the rest will be barriered off. 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.	Face to face meetings discouraged unless essential. Meetings to continue to use Zoom or Teams instead to minimise time spent in the building.	Artistic, Medical, Building Services	When needed, access minimal where possible

			<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>		
PPE	<p>All staff members</p> <p>Transmission of airborne virus</p>	<p>All staff members at LCI will be provided up to 3 re-usable 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>	<p>Medical, all staff</p>	<p>Ongoing</p>
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> <p>Additional cleaning of studios during daytime where groups remain the same, but dancing over a long period, with</p>	<p>Cleaning provider</p>	<p>Twice daily</p>
COVID Infection	<p>All staff members</p>	<p>If a member of staff or a member of their household starts to show symptoms, they must self-isolate and contact https://www.gov.uk/get-coronavirus-test</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>	<p>No vulnerable member of staff will be called for work at LCI at present.</p>	<p>Medical Director</p>	<p>Ongoing</p>
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 – Meeting Room 3 on the 3rd 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>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 Operations team</p>	<p>Medical Director</p>	<p>In case of suspected outbreak or person falling ill</p>

		<p>Post-isolation assessments will be carried out before a staff member is able to return to work.</p>	<p>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>		
<p>On-site café Espresso Room re-opens</p>	<p>Public, café staff, ENB staff & dancers</p>	<p>The café will operate in a separate part of the foyer, sectioned off with dividers from the main ENB part of the foyer. The café will be accessed via their own, separate door.</p> <p>There will be no access to the rest of the foyer to the public. Both café staff and the public will use alternative off-site toilets.</p>	<p>The café will be serving only for take away or external seating. There will be no internal seating.</p> <p>All staff and customers to wear masks throughout.</p> <p>Espresso Room staff to have their temperature checked upon arrival each day.</p>	<p>Café staff, Building Operations</p>	