

## London City Island – Covid-19 Secure Risk Assessment: Phase 5e

*This risk assessment covers Phase 5e of our Return to Work – Working at LCI from 12<sup>th</sup> April  
Creature filming period at LCI*

Phase 5e 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 and approved visitors</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, for takeaway or outside seating only. No children or dogs will be allowed at LCI, Marden or The Coliseum at any time.</p> <p>Foyer space to be cleared of furniture to allow for more space between people and to avoid people lingering unnecessarily.</p> <p>Twice a week during this period, Lateral Flow Testing will be taken place. Nurses will be positioned in the foyer, testing staff and freelancers on arrival in the building. If a positive LFT is given, the nurse will administer a second test. If this is also positive, the nurse will administer a PCR test. Following this the person will be taken to the Isolation Room, whilst a cab is arranged to taken them home. They will not return to work until a negative PCR test result has come back. If a positive test comes back, the person will continue isolating for the relevant period, as will any close contacts.</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 10 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 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 not be allowed into the building and a member of the on-call Medical Team will be contacted to assess them.</p> <p>There will be no personal deliveries to LCI or Marden.</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>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. Eg when dancing in costume/make-up is</p>	<p>Building Operations</p>	<p>Systems installed prior to re-opening. To be maintained ongoing.</p>

			<p>required. Changing rooms will be cleaned before and after use.</p> <p>Dancers encouraged to arrive 'ready to dance' where possible.</p>		
Social distancing	<p>All staff members</p> <p>Coming into too close contact with other staff members</p>	<p>Perspex screens installed on the reception desk.</p> <p>Floor stickers in place to mark out social distance.</p>	<p>In Phase 5e there are two separate Green Room spaces, one for Company A and one for Company B. The main Green Room on floor 2 is for use by Company A. Company B use the Student Green Room on level 4. These floors are the floors they also rehearse on.</p> <p>In the Green Rooms, seats have been spread out to ensure social distancing and some furniture has been removed to create additional space.</p> <p>The medical team are also split into two areas, with a treatment space for Company A on the 2<sup>nd</sup> floor and for Company B on the 4<sup>th</sup> floor.</p>	All staff	At all times
Dance	<p>Dancers, coaches and pianists</p> <p>Transmission between dancers</p>	<p>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.</p> <p>For the Creature film period, the bubbles of dancers are split into two separate casts who take Class and rehearse separately.</p> <p>In Phase 5e, 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.</p> <p>Marked out 2m x 2m spaces on the floor to allow each dancer to be socially distanced during Class.</p>	<p>Class to remain 2m socially distanced throughout.</p> <p>To support DCMS guidance on working in the performing arts, any work being revised will aim where possible to minimise contact.</p> <p>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.</p>	Artistic	Ongoing

		<p>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.</p> <p>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, in their allocated section of the Green Room or outside the building.</p> <p>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>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 5e. Dancers to wash their own clothes at home regularly. For costumes, these will be washed by the Touring Wardrobe team.</p>	<p>If partnering / physical contact is required, co-habiting couples to be prioritised.</p> <p>When partnering / physical contact is necessary hand washing gaps will be built in.</p> <p>If partnering between non-cohabiting dancers is essential then side-to-side rather than face-to-face contact to be prioritised.</p> <p>Where partnering is deemed essential, a close contact matrix has been devised, using a traffic light system. This will enable us to trace the level of contact between individuals within rehearsals. The ballet staff will monitor each session who has close contact and this will be recorded. All rehearsals are also videoed, so in the case of a positive case, close contacts can be carefully reviewed.</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	Dancers, Technical staff, film crew  Transmission of virus	Filming crew and support staff required on-site to be kept to a minimum. Only necessary staff to be based in the Holloway Production Studio. A list of who this is per week has been produced to ensure numbers stay low and are kept to essential personnel only.  2m social distance to be maintained throughout.  A specialist film covid supervisor to be on-site throughout the pre-production and filming period.  Touch points on props, set, kit [eg cameras] and key areas [eg door handles] to be cleaned regularly. Sanitising wipes to be easily available in multiple locations.  Fresh air turnover in HPS via HVAC system increased.	All staff working on the film to be separated into 3 groups – Blue [essential to be in the Holloway Production Studio at all times], Red [not to access HPS at all] and Green [on-standby to enter the HPS for adjustments and then leave again].  Each group has their own allocated work area, break area and toilet. All colour-coded and  Dancers to have a separate route in and out of the HPS to avoid having to cross over film crew area.  Production Studio to be separated into clear zones to help maintain social distancing rules, using floor markings where possible.	Film crew, Marketing department, dancers or presenters being filmed.	Each filming session to be treated separately
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 in the crew area of the Loading Bay, at their desk 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, prior to attending.	All staff, HR, Medical	Ongoing
Toilets and washroom areas	All staff members  Transmission of virus on hard surfaces and touch points	No showers available, except in certain circumstances where they will be allocated to only one particular dancer bubble to use eg if they're wearing stage make-up.  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. Toilets will be	Contract cleaning company	Ongoing
Office	Medical, Artistic, Technical and Building Operations staff	Only key staff for whom it's essential to on-site in the building to facilitate the companies' activity to use the office.  Those desks that are in use will be kept at a 2m plus distance from other staff.  There will be no hot-desking.	Face to face meetings discouraged unless essential. Meetings to continue to use Zoom or Teams instead to minimise time spent in the building.  Sanitising wipes will be provided for staff to clean their PC/phone/workstation during the day if needed.	Artistic, Medical, Building Services	When needed, access minimal where possible
PPE	All staff members  Transmission of airborne virus	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.	Medical-grade PPE will be provided for occasions when social distancing is not possible eg treatment by Medical staff.	Medical, all staff	Ongoing
Cleaning	All staff members  Transmission of virus on hard surfaces and touch points	Prior to dancer return, a thorough clean of the building will be undertaken by our contract cleaning company.  Additional cleaning of studios in between groups by contract cleaners. Additional cleaning of touch points both is studios and around the building.	Limit to amount of building in use. Many non-essential areas closed off when possible.  Building Operations will undertake daily cleaning checks of areas to	Cleaning provider	Twice daily

		Provision of disinfectant wipes for dancers to clean touch points during Class if required.	ensure cleaning standards remain high.  Additional cleaning of studios during daytime where groups remain the same, but dancing over a long period, with		
COVID Infection	All staff members	If a member of staff or a member of their household starts to show symptoms, they must self-isolate and contact <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>  Any dancers who have been abroad during lockdown have been advised that they must come back to the UK in time to allow 10 days of self - isolation, prior to returning to work.	No vulnerable member of staff will be called for work at LCI at present.  Staff and dancers working on-site at LCI or Marden may be issued a home testing kit and the Medical Team can arrange a private PCR Test for if they or a member of their household have covid related symptoms.	Medical Director	Ongoing
Suspected out-break or person falling ill	All staff members  Risk of a wider outbreak	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.  Post-isolation assessments will be carried out before a staff member is able to return to work.	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 for operational staff, to determine if a group isolation is required.  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.	Medical Director	In case of suspected out-break or person falling ill

<p>LCI on-site café Espresso Room re-opens</p>	<p>Public, café staff, ENB staff &amp; dancers</p> <p>Risk of transmission from external source</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 and toilets will not be available to them.</p> <p>Café staff will have their own allocated toilet within the foyer space.</p>	<p>The café will be serving only for take away or outdoor seating only.</p> <p>All staff and customers to wear masks throughout when inside the building.</p> <p>Espresso Room staff to have their temperature checked upon arrival each day.</p>	<p>Café staff, Building Operations</p>	<p>Ongoing</p>
<p>Return to Venues</p>	<p>All staff members working at Sadler's Wells Theatre from 11<sup>th</sup> to 30<sup>th</sup> May (including permanent employees and contractors)</p> <p>Risk of transmission from external source</p>	<p>Similar <b>entry procedures</b> taken place at LCI have been put in place at venues:</p> <ul style="list-style-type: none"> <li>- <b>Alcohol gel</b> provided as you enter and leave the building, as well as at key points around the building, including in each studio.</li> <li>- <b>Face mask</b> is to be worn at all times when working backstage.</li> <li>- Staff will need to check in at ENB desk allocated at stage door where <b>temperature and symptoms</b> place will be checked.</li> <li>- Twice a week during this period, <b>Lateral Flow Testing</b> will be taken place at Sadler's Wells. If a positive LFT is given, the nurse will administer a second test. If this is also positive, the nurse will administer a PCR test. Following this the person will be taken to the Isolation Room, whilst a cab is arranged to taken them home. They will not return to work until a negative PCR test result has come back. If a positive test comes back, the person will continue isolating for the relevant period, as will any close contacts.</li> </ul>	<p>Sadler's Wells Risk Assessment and Guidance for Visiting Companies have been taken into consideration</p>	<p>All staff members</p>	<p>From 11<sup>th</sup> May to 30<sup>th</sup> May</p>



		<p><b>Dressing rooms</b> reduce capacity has been taken into consideration to keep social distance. Dancer's dressing rooms have been allocated according to the dancer's bubble groups.</p> <p>Dancers bubbles have been allocated separate <b>studio</b> spaces to allow social distanced warm-up area before the shows.</p> <p><b>Classes</b> will take place at LCI to reduce the number of people backstage at Sadler's. Only those dancers called for rehearsals/performances will be allowed at Sadler's Wells.</p> <p>The pit has been set up so that <b>musicians</b> will keep social distance during the performances.</p> <p><b>Wardrobe Team and Dressers</b> will be required to wear PPE whilst assisting dancers into costumes or while fittings are taking place. PPE consists of a plastic disposable apron, disposable masks, visor and to wash hands regularly.</p> <p>Dancers where possible should dressed themselves, However, where assistance is required the dancer needs to be at a reasonable but workable distance facing away from the dressing staff.</p> <p>If frontal contact is made then then the dresser is required to change their full PPE for the next dancer, along with after each assistance hands are to be sprayed or washed.</p> <p>This applies to quick changes too.</p> <p>Dressers and wardrobe staff are to avoid as much as possible entering the dressing rooms whilst occupied by dancers, pre-arranged times will be discussed and agreed to facilitate this as best as possible for the setting of costumes and small items prior to a performance and for the collection of laundry or costumes requiring maintenance at the end of the performance.</p> <p>Dancers will be required to put their dirty laundry in the laundry bags provided in each dressing room, the bag is to be zipped closed and brought to the laundry</p>			
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		<p>room by the relevant member of wardrobe or dressing staff and placed on the floor of the laundry room for the wardrobe department to go through. Dirty laundry is only to be handled if wearing gloves and by the allocated laundry staff.</p> <p>Laundry staff are also required to wear full PPE including gloves, when handling dirty laundry and are required to wipe down all equipment with antibacterial wipes after each laundry call.</p> <p><b>No guests</b> are allowed backstage</p> <p>Used of the <b>canteen/café</b> at Sadler's Wells. This space will be open to public from 17<sup>th</sup> May. Staff should use their allocated dressing rooms if capacity at the canteen has reached its maximum.</p>			
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