

# Bristol Old Vic Theatre School

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## RISK ASSESSMENT

Type of risk assessment: COVID-19 Health and Safety

Complete relevant fields: Name - Hebe Perry  
 Role - COVID-19 Supervisor  
 Date - 16/09/2020 V6

Hazard	People at risk	Risk reduction measures	Actions / Comments	Who by?
<b>Building Sanitisation</b> Getting or spreading C19 by not cleaning surfaces, equipment or workstations.	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Follow <a href="#">this guidance</a> on cleaning and hygiene from the HSE.</li> <li>- People are reminded not to share personal items, equipment or workstations where possible.</li> <li>- If equipment must be shared, ensure hands have been washed or sanitised before and after use, and that items have been cleaned thoroughly.</li> <li>- Rooms to be wiped down by the group once they have finished working, time to be scheduled into the day to allow for this. Cleaning will include wiping down chairs and tables used, and any high-touch points such as door handles and light switches.</li> <li>- Changing rooms to not be open to reduce contamination risk.</li> <li>- Toilets to be allocated to different groups within the school to reduce crossover and possible transmission, <i>see guidance document</i>.</li> <li>- Toilets to be cleaned regularly, and signage will be in place to inform users on keeping the area clean.</li> <li>- Common room kitchen to be operated on a one-in-one-out system, and only open between 1pm-2pm.</li> <li>- The need to move students around the building has been reduced, therefore reducing the potential spread through touched surfaces such as doors and banisters.</li> <li>- Extra bins will be provided and they will be emptied more regularly.</li> <li>- Toilets are to be cleaned by external contractors over the lunchtime period in addition to the usual morning routine.</li> </ul>	<ul style="list-style-type: none"> <li>- All to make sure they bring all the equipment they need, including pens and stationery, to reduce the need to share.</li> <li>- Cleaning supplies to be in each room and regularly topped up.</li> </ul>	<ul style="list-style-type: none"> <li>- All to take responsibility for maintaining cleanliness of areas and equipment they have used.</li> <li>- C19 Supervisor to ensure measures are being followed and to assist when necessary.</li> </ul>

Spreading of C19 by having the virus come onto the premises	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Guidance Document distributed to all staff and students before term starts, highlighting symptoms and action to be taken.</li> <li>- Disclaimer at all entrances with advice for accessing the building safely, everyone to sign-in to claim they are not experiencing symptoms.</li> <li>- Everyone to have their temperature taken when entering the building, anyone reading 37.8C + will be asked to wait outside for 5 minutes to be re-checked in case they cool down, if temperature remains they will be sent home.</li> <li>- If a person displays symptoms - A high temperature or a persistent cough, they should: <ul style="list-style-type: none"> <li>• Inform Julia Heeley (0117 980 9247) or course leader immediately.</li> <li>• Avoid touching anything.</li> <li>• Go home immediately</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected – advice <a href="#">here</a>.</li> <li>• They must then follow the <a href="#">guidance on self-isolation</a> and not return to work until their period of self-isolation has been completed.</li> </ul> </li> </ul> <p>A note of all persons who the affected person has been in contact with is to be made, and these people are to be monitored for symptoms throughout the following two weeks</p>	- Infra-red thermometers to be on every entry, readings to be monitored.	<ul style="list-style-type: none"> <li>- All to take responsibility for ensuring they are well before coming onto site.</li> <li>- C19 Supervisor to ensure measures are being followed and to assist when necessary.</li> </ul>
Transmission of, or infection with C19 during travel to and from school	Staff Students Visiting Professionals Contractors	- Avoid the use of public transport where possible. Where unavoidable, follow the guidance for <a href="#">safe use of transport</a> .		- All to take responsibility for following the government guidelines.
Transmission of, or infection with C19 due to poor hygiene/ not washing hands adequately	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Additional handwashing and sanitising stations to be made available.</li> <li>- Sanitiser stations at every entrance and around the building, everyone asked to sanitise or wash hands on entering and leaving a room.</li> <li>- Hand washing posters to be placed above every sink.</li> <li>- Facilities to be replenished by C19 Supervisor when necessary.</li> <li>- Guidance on hand washing can be found <a href="#">here</a>.</li> </ul>	<ul style="list-style-type: none"> <li>- Sanitising stations to be installed and maintained.</li> <li>- Posters to be displayed.</li> <li>- C19 to check consumables are stocked at the start of the day</li> </ul>	<ul style="list-style-type: none"> <li>- All to take responsibility for maintaining personal cleanliness.</li> <li>- C19 Supervisor to ensure measures are being followed and to assist when necessary.</li> </ul>

Transmission of, or infection with C19 due to close proximity in high traffic areas such as entry ways, corridors and other communal areas.	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Timetables to be arranged such that the number of students on site at any one time is reduced.</li> <li>- Staff and students to use separate entryways.</li> <li>- Walk-on-the-left protocol in corridors.</li> <li>- Give way to people on the stairs, no one should cross on the stairs.</li> <li>- Common room to be closed and repurposed as a classroom.</li> <li>- Follow guidance on the doors of toilets to ensure no overcrowding, if having to queue, please stick to markers on the floor.</li> <li>- Masks to be worn in all communal spaces.</li> <li>- No one should be entering the building unless absolutely necessary.</li> <li>- Social distancing of 2 metres to be maintained wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and C19 Supervisor to look over timetables together.</li> <li>- Posters and signage to be displayed.</li> <li>- C19 Supervisor to install floor markings.</li> </ul>	<ul style="list-style-type: none"> <li>- All to take responsibility for following guidelines and advice from the C-19 Supervisor.</li> <li>- C19 Supervisor to ensure measures are being followed and to assist when necessary.</li> </ul>
Transmission of, or infection with C19 due to not social distancing.	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- People must maintain a distance of 2 metres wherever possible, and not face each other if closer than 2 metres.</li> <li>- Masks to be worn at all times, especially if within 2 metres.</li> <li>- Manual handling to be carefully planned to avoid close contact.</li> <li>- Specialist PPE to be provided when required, everyone must provide their own 3-layer mask.</li> <li>- People advised that close contact should be for as short a time as possible and less than 15 minutes in any instance.</li> </ul>	<ul style="list-style-type: none"> <li>- Posters and signage to be displayed.</li> <li>- C19 Supervisor to install floor markings and maintain PPE stock.</li> </ul>	<ul style="list-style-type: none"> <li>- All to take responsibility for following guidelines and advice from the C-19 Supervisor.</li> <li>- C19 Supervisor to ensure measures are being followed and to assist when necessary.</li> </ul>
Transmission of, or infection with C19 through lack of air movement.	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Mechanical ventilation systems maintained and running when possible.</li> <li>- Doors and windows opened to create a through draught when safe to do so.</li> </ul>	<ul style="list-style-type: none"> <li>- Posters and signage to be displayed.</li> </ul>	<ul style="list-style-type: none"> <li>- All to take responsibility for following guidelines.</li> <li>- C19 Supervisor to ensure measures are being followed and to assist when necessary.</li> </ul>
Increased risk posed to vulnerable people	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Those at a higher risk to be identified and monitored closely</li> <li>- Visitors to be asked if they are vulnerable before being allowed to enter.</li> </ul>	<ul style="list-style-type: none"> <li>- Julia Heeley and course leaders to be aware of this information.</li> </ul>	
Transmission of, or infection with C19 during emergency evacuations.	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Emergency evacuation to take place following social distancing principles as far as is reasonably practicable.</li> <li>- At assembly areas a 2 metres separation must be observed.</li> <li>- General health and safety must not be compromised in the place of COVID-19 safety</li> </ul>		<ul style="list-style-type: none"> <li>- All to take responsibility for following guidelines.</li> </ul>

Transmission of, or infection with C19 during deliveries.	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>- Refrain from ordering personal packages to school.</li> <li>- Drivers should wash or sanitise their hands before unloading goods and materials.</li> <li>- Drivers should leave packages in safe place – school staff to not approach delivery staff.</li> <li>- Hands are to be thoroughly washed after handling all deliveries or waste materials.</li> </ul>		- C19 Supervisor to ensure measures are being followed and to assist when necessary.
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Signed: Hebe Perry  
Position Held: COVID Supervisor  
Date 16/09/2020