

# Bristol Old Vic Theatre School

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## RISK ASSESSMENT

Type of risk assessment: COVID-19 Health and Safety

Complete relevant fields: Name – Alice Dillon  
Role - COVID-19 Supervisor  
Date - 22/09/2021 V10

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 advised 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>- Staff and students have been advised to keep rooms clean and tidy.</li><li>- Each space has been supplied with blue roll, surface cleaner and surface wipes. Cleaning will include wiping down chairs and tables used, and any high-touch points such as door handles and light switches.</li><li>- Room capacity and masks to be worn in the changing rooms.</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 open, however with a maximum capacity limit.</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>-Covid Supervisor to ensure rooms are stocked with cleaning products daily.</li></ul>

Spreading of C19 by having the virus come onto the premises	Staff Students Visiting Professionals Contractors	<p>- Staff and students returning to face-to-face teaching strongly advised to undergo regular Lateral Flow Testing twice weekly.</p> <p>-Students can also choose to self-isolate for 10 days prior to requiring access to the buildings if they decide not to have a LFT test.</p> <p>-Guidance Document distributed to all staff and students, highlighting symptoms and action to be taken.</p> <p>- Disclaimer at all entrances with advice for accessing the building safely, everyone to sign-in to claim they are not experiencing symptoms.</p> <p>- Everyone to have their temperature taken when entering the building, anyone reading 37.8C + after their first reading will be asked to go home.</p> <p>-At time of temperature reading, ongoing conversations to be had with the individuals in question regarding the wellness of an individual on that day, whether they've had known contact with an unwell individual, and whether they are awaiting any test results for COVID-19.</p> <p>- If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <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> <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.</p>	<p>- Infra-red thermometers to be on every entry, readings to be monitored.</p> <p>-Positive results to be shared via <a href="mailto:covidsafety@oldvic.ac.uk">covidsafety@oldvic.ac.uk</a> immediately upon receipt, and appropriate track and trace and advice on self-isolation implemented immediately.</p> <p>-Negative test results from Lateral Flow Tests to be shared with <a href="mailto:covidsafety@oldvic.ac.uk">covidsafety@oldvic.ac.uk</a></p>	- All to take responsibility for ensuring they are well before coming onto site.
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 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>- Consumables to be checked and stocked at the start of the day</li> </ul>	- All to take responsibility for maintaining personal cleanliness.
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>- Staff and students advised to enter any BOVTS building a respectful and safe manner.</li> <li>- Where possible give way to people on the stairs.</li> <li>- Masks to be worn when travelling around the building and in all communal spaces.</li> <li>- Maximum room capacities places on each space.</li> <li>- Students only allowed to unmask during certain circumstances. Please see guidance document for more details.</li> </ul>	- Posters and signage to be displayed.	- All to take responsibility for following guidelines
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> <li>- Free standing fans used to help circulate air and to push air out of open doors and windows.</li> <li>-During cold weather, doors and windows are to be opened periodically.</li> </ul>	- Posters and signage to be displayed.	- All to take responsibility for following guidelines.
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, and in some cases if appropriate to be discouraged from entering the school premises and to remain at home.</li> <li>-Visitors/contractors to be asked if they are clinically vulnerable before being allowed to enter.</li> <li>- Keeping an open dialogue with any clinically vulnerable staff member or student about how the school can support them.</li> </ul>	- Julia Heeley and course leaders to be aware of this information.	
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.</li> <li>- Masks encouraged to be worn during emergency evacuation as far as is reasonably practicable</li> <li>- General health and safety must not be compromised in the place of COVID-19 safety</li> </ul>		- All to take responsibility for following guidelines.
Transmission of, or infection with C19 during deliveries.	Staff Students Visiting Professionals Contractors	<ul style="list-style-type: none"> <li>-Drivers should wear a mask upon entering the building.</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 where possible</li> <li>- Hands are to be thoroughly washed after handling all deliveries or waste materials.</li> </ul>		-All to take responsibility for following and being aware of School measures in place

Signed: Alice Dillon

Position Held: COVID Supervisor  
Date 22/09/2021