

Activity	Café/Bar and Foyer - Coronavirus Specific			Version 01 – Initial Assessment	
Show	N/A			Version 02 – After Consultation	
Venue	Bush Theatre	Last revision date	7/10/2020	Version 03 – After verification	
Dept	All Departments	Next assessment due	10/10/2020		
Assessors Name	Angela Wachner	Position	General Manager		
Assessors Email	generalmanager@bushtheatre.co.uk	Assessors Phone	020 8743 3584		

Notes: There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and travelling to and from work. People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in aerosol droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours outside of the body on surfaces which people have coughed on or touched with contaminated hands or other body part
- people can pick up the virus by breathing in the aerosol droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth

#	Work Activity	Hazard, Hazardous Event and expected Consequences	People Affected	Number of people affected	Assessment of Risk			Risk Control Measures	Mitigation Strategy	Residual Risk			Description of Monitoring and frequency
					Likelihood Level	Consequence Level	Risk Level			Likelihood Level	Consequence Level	Risk Level	
1	Travel to and from the premises	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	1. Work from home where possible 2. Wear a face covering with a minimum of three layers throughout journey following guidelines on correct usage https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering . Have a clean face covering for each journey to avoid contamination 3. Wash hands before and after journey using hand sanitiser of at least 70% if no hand washing facilities available 4. Try to keep a 2 metre distance from others where possible during your journey with a minimum of at least 1 metre 5. We encourage cycling or walking to work, bike racks are available at the front of the building or bikes can be stored on our staff terrace	Reduction	2	5	10	Regularly as new guidance is released

	Entering and exiting the building	Contracting or spreading Covid-19 through contact with an infected item or person	Visitors	<50	4	5	20	<p>1. For staff and visitors the entrance to the building will be through the box office doors only, a one way system will operate circling the bar and the staircase</p> <p>2. The red entrance door is automatic so will not need to be touched. Exiting the building will be via the blue front door which will be open at all times and exit only, avoid touching</p> <p>3. Doors with fob access will need to be manually pushed or pulled open, avoid unnecessary use of these doors e.g. group any tasks that need to be done outside the main office to minimise journeys. Fob access will be removed wherever possible</p> <p>4. Wash your hands for 20 seconds or use sanitising gel (available at the Box Office) after entering the building and before touching any surfaces</p> <p>5. Wash or sanitise your hands after each time you open or close a door by touching it with your hands</p> <p>6. Staff should maintain 2 metre distance at all time, if this is not possible a face covering should be worn. We will guide people to maintain 2 metre distance at all time from people outside their household (including their bubble) when in doors except with one other household (including their bubble) up to a maximum of 30 people, outside this can be extended to up to 6 people from different households, if this is not possible a face covering will be required</p> <p>7. Only one person will be able to use the lift at a time, we recommend using the stairs unless absolutely necessary</p> <p>8. Signs will be placed throughout the building to remind people to keep their distance and wash their hands</p> <p>9. There will be an online sign in sheet to record all staff that are in the building each day. All visitors will be required to sign in at reception or via an online app</p> <p>10. There is generally no queueing at the Bush, but provision will be made for queues to run along the terrace at this point people will be told the queue is full</p>	Reduction	1	5	5	Regularly as new guidance is released
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Generally while in the building	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<ol style="list-style-type: none"> 1. All staff will be trained in relevant safety procedures before a return to work is required 2. People will be allocated to a working group of maximum 6 people and will only be able to physically meet with these people until further guidance is given by the government 3. Start times for working groups will be staggered to ensure distancing when entering the building and during break times 4. Staff will be advised to clean hands regularly for 20 seconds using soap and water or to use sanitiser of minimum 70% alcohol if unavailable 5. Staff members will be advised to avoid touching their faces and to catch coughs and sneezes in tissues, more bins will be available to ensure this can be done easily. Staff should bring their own tissues for use 6. Staff will be instructed to maintain a 2 metre distance at all times where possible, when this is not possible distance can be reduced to a minimum of 1 metre if some of the following mitigations are implemented; behind screens, wearing face coverings, seated/stood back to back or side by side, be outside, time is limited to 15 minutes. Maximum three people behind the bar at any given time, with no cross-over or sharing of equipment unless absolutely necessary and then sharing equipment procedures should be followed 7. Limit the amount of time you spend on activities with others and only undertake activities with others that cannot be performed effectively in another way, maximum 15 minutes unless mitigations or 2 metre distance in place. 8. If a staff member goes off site during the day social distancing guidelines should continue to be followed 9. All rooms to be well ventilated at all times, there will be no use of portable fans 10. All areas of the building will have restricted use, the attic and library will be for external use only, the office for staff, the meeting room for tenants, the writers room for artists, workshop for technicians. Theatre and Studio will be off limits including dressing rooms except for community workshops until productions recommence. Toilets in this area will be used for community, workshop and office staff each of the three toilets will be allocated to a group 	Prevention	1	5	5	Regularly as new guidance is released
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2	Food and drink service	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<150	4	5	20	<p>1. Service will be table based and staff will be required to maintain a 2 metre distance from customers unless both are wearing masks, orders will be made through an app and delivered to table</p> <p>2. All cutlery and condiments will be removed from customer access, and will only be provided by staff when needed. Sachets and packets will be used where appropriate where containers are used, they will be sanitised between each use</p> <p>3. Hand washing for 20 seconds using soap and water or to use sanitiser of minimum 70% alcohol if unavailable before handling plates or cutlery if needed by customers</p> <p>4. Signage will be in place to discourage customers from touching surfaces or leaning on counters</p> <p>5. All tables and chairs will be cleaned between usage as well as any equipment that is touched by the customer e.g. card machine or counter</p> <p>6. Payment will be by card only, contactless will be encouraged</p> <p>7. Screens will be in place at service points where customers may come to ask questions, however customers will be encouraged to make all orders from tables including takeaway</p> <p>8. No handheld menus will be available only menu boards and a-frames will be used</p> <p>9. Staff will be required to wear an apron or t-shirt that will be kept and washed onsite after each use</p> <p>10. All service staff will wear face shields when front of house</p>	Reduction	1	5	5	Regularly as new guidance is released
3	Using shared equipment	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	4	5	20	<p>1. Minimal equipment should be used at all time</p> <p>2. Sharing equipment is to be avoided wherever possible</p> <p>3. Where equipment needs to be shared the item will need to be sanitised before and after use</p> <p>4. Hands should be washed or sanitised before and after the use of any shared equipment</p>	Reduction	1	5	5	Regularly as new guidance is released

4	Meetings/Workshops	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<p>1. Visitors will be advised to avoid unnecessary meetings and informed regarding safe distancing measures including meeting in groups of only two households (including bubble) inside or outside two households or up to 6 people from different households</p> <p>2. Workshops will also follow these group guidelines</p> <p>3. Sanitiser will be available throughout the building</p> <p>4. Meetings should occur in designated groups only, participants outside of group should attend virtually</p> <p>5. Maintain a 2 metre distance at all times where possible, when this is not possible distance can be reduced to a minimum of 1 metre if some of the following mitigations are implemented; behind screens, wearing face coverings, seated/stood back to back or side by side, outside, time limited to 15 minutes</p> <p>6. Paper notes should be avoided and no equipment shared</p> <p>7. Minimum 1 hour between meetings in any indoor meeting space allow the air to be refreshed</p> <p>8. Sanitiser will be available in all meeting spaces</p>	Reduction	2	5	10	Regularly as new guidance is released
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6	Using toilet facilities	Contracting or spreading Covid-19 through contact with an infected item or person	All Staff, Audiences, Visitors	<450	4	5	20	<p>1. It is recommended that staff use the back of house toilets wherever possible except when workshops are occurring, information will be provided regarding the workshop schedule</p> <p>2. The toilet area will be well ventilated at all times</p> <p>3. Toilet seat lids will be left in the up position to limit the need for touching when cleaned at the beginning and throughout the day</p> <p>4. Thorough cleaning will be performed by cleaning contractors at the beginning of each day</p> <p>5. The Duty Manager will ensure the toilet room is cleaned and sanitised every eight hours (sinks, toilet roll holders, hand dryers, counter tops) and heavy touch points are sanitised hourly (doors, taps, soap dispenser, flush button, door locks, bin lids)</p> <p>a. reusable cloths will be used for cleaning and sanitising on a single use basis then washed at 60C (140F) with strong detergent</p> <p>b. reusable gloves will be used for cleaning and sanitising. Each Duty Manager should have their own reusable gloves, these should not be shared, and should be disinfected after each use using soapy water. Hands should be washed for at least 20 seconds with soap and water after use</p> <p>c. Where there are obvious signs of bodily fluid or coronavirus is suspected disposable cloths and gloves should be used with a disposable apron, goggles and a face mask. Cloths, gloves and apron should be biodegradable where possible. Disposable items will be double-bagged, then stored securely for 72 hours before being thrown away.</p> <p>d. Care will be taken to avoid creating splashes and spray when cleaning.</p> <p>6. A cleaning schedule will be visible in each toilet room</p> <p>7. Caution should be taken to maintain minimum 2 metre distance from others, the two central sinks in the left toilet room and the central sink in the right hand toilet room will be closed to facilitate this recommendation and every other cubicle in the left hand toilet room will be closed to minimise the number of people in the room at anyone time (maximum two in both). The open toilet will be changed every four hours and the others cleaned, sinks will not change to ensure two metre distance.</p>	Reduction	1	5	5	Regularly as new guidance is released
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7	Feeling unwell at work (not coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. The General Manager or Executive Director should be informed immediately</p> <p>2. The staff member should go home immediately, avoiding other people and touching any surfaces as much as possible</p> <p>3. All heavily touched surfaces in the office to be sanitised as soon as possible, information regarding movement through building will be gathered and further cleaning done throughout the building - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>4. The staff member's working team to be informed and advised they may need to self-isolate</p> <p>5. Staff to stay at home until symptoms have improved</p> <p>6. Staff to consider getting a covid-19 test if available</p> <p>7. If coronavirus symptoms subsequently develop see guidance for "Feeling unwell at work (coronavirus symptoms)"</p>	Reduction	1	5	5	Regularly as new guidance is released
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7	Feeling unwell at work (coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	2	5	10	<p>1. The General Manager or Executive Director should be informed immediately</p> <p>2. The staff member should go home immediately, avoiding other people and touching any surfaces as much as possible</p> <p>3. All heavily touched surfaces in the office to be sanitised as soon as possible, information regarding movement through building will be gathered and further cleaning done throughout the building - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>4. The staff member's working team to be informed and advised to self-isolate until further information is available</p> <p>5. Staff member should alert anyone they have had close contact with (less than 2m) in the last 48 hours</p> <p>5. Staff member should get a coronavirus test as soon as possible - https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>6. Staff member will need to self-isolate for 7 days or until they have received a negative covid-19 test</p> <p>7. Staff member's working group will need to self-isolate for 14 days or until a negative covid-19 test result is received</p> <p>8. If the test is positive the staff member will need to self-isolate for 7 days and all of their working group for 14 days except if they develop symptoms themselves</p> <p>9. If the staff member still has symptoms other than cough or loss of sense of smell/taste after seven days they must continue to self-isolate until they feel better</p>	Reduction	1	5	5	Regularly as new guidance is released
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8	Feeling unwell at home (not coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<ol style="list-style-type: none"> 1. The General Manager or Executive Director should be informed immediately 2. The staff member should stay at home, avoiding other people as much as possible 3. The staff member's working team to be informed and advised they may need self-isolate 4. Staff to stay at home until symptoms have improved 5. Staff to consider getting a covid-19 test if available 6. If coronavirus symptoms subsequently develop see guidance for Feeling unwell at work (coronavirus symptoms) 	Reduction	1	5	5	Regularly as new guidance is released
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	8 Feeling unwell at home (coronavirus symptoms)	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<ol style="list-style-type: none"> 1. The General Manager or Executive Director should be informed immediately 2. The staff member should stay at home, avoiding other people as much as possible 3. The staff member's working team to informed and advised to self-isolate until further information is available 4. Staff member should alert anyone they have had close contact with (less than 2m) in the last 48 hours 5. Staff member should get a coronavirus test as soon as possible - https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 6. Staff member will need to self-isolate for 7days or until they have received a negative covid-19 test 7. Staff member's working group will need to self isolate for 14 days or until a negative covid-19 test result is received 8. If the test is positive the staff member will need to self-isolate for 7 days and all of their working group for 14 days except if they develop symptoms themselves 9. If the staff member still has symptoms other than cough or loss of sense of smell/taste after seven days they must continue to self-isolate until they feel better 	Reduction	1	5	5	Regularly as new guidance is released
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9	Coming into contact with a suspected Covid-19 Case	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	<p>15</p> <ol style="list-style-type: none"> 1. Avoid anyone that has coronavirus (COVID-19) symptoms, or has been advised by NHS Test & Trace to self-isolate 2. If a staff member has had contact or suspects they have had contacted with someone who has symptoms inform The General Manager or Executive Director immediately 3. The staff member should go home immediately, avoiding other people and touching any surfaces as much as possible 3. All heavily touched surfaces in the office to be sanitised as soon as possible, information regarding movement through building will be gathered and further cleaning done throughout the building - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 4. The staff member's working team to be informed and advised they may need to self-isolate 5. Staff to stay at home until information from the NHS Test & Trace team is available, follow whatever advice is given 6. Staff to consider getting a covid-19 test if available 7. If coronavirus symptoms subsequently develop see guidance for Feeling unwell at work (coronavirus symptoms) 	Reduction	1	5	5	Regularly as new guidance is released
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10	Higher risk person	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. Those who are clinically extremely vulnerable, clinically vulnerable or at higher risk of contracting the virus e.g. people with a combination of the following risk factors - Black or Asian, over 40, obese, born outside the UK or with an underlying health conditions, will be advised to work from home, if this is not possible alternative work may be offered that enables them to maintain a two metre distance</p> <p>2.The General Manager will conduct a risk assessment of all staff members to identify those that may be at higher risk</p> <p>3. If you are unsure of your status contact the General Manager</p> <p>4. If attending the workplace is necessary in order for a staff member to perform their job role, firstly the line manager will assess if these tasks can be reallocated temporarily or permanently</p> <p>5. Time at the workplace will be limited to what is needed to complete tasks</p> <p>6. Contact with others is to be kept to a minimum even within the staff members working group</p> <p>7. Public transport should be avoided, if this is not possible, peak times should be avoided</p>	Reduction	1	5	5	Regularly as new guidance is released
12	Person with suspected or confirmed Covid-19	Risk of Stigmatization	FOH Staff	<50	3	5	15	<p>1. Open conversations should be had with all staff members to help create an environment that does not stigmatise people that have developed symptoms or been in contact with someone that has the virus</p> <p>2. Maintenance of good mental health and wellbeing will be encouraged for all staff members, but particularly those that have contracted coronavirus - https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>3. Transparency around all suspected and confirmed cases will be essential</p>	Reduction	1	5	5	Regularly as new guidance is released

13	First Aid	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	4	5	20	<p>1. Remains crucial and we will continue to perform first aid at the Bush Theatre</p> <p>2. Stay 2 metres from casualty if at all possible while making the assessment, if this is not possible, a face covering should be worn by both the person performing first aid and the casualty (this may be a cloth placed over the person's mouth and nose)</p> <p>3. Hands should be washed and disposable gloves put on before attending the casualty</p> <p>4. Wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual</p> <p>5. While performing CPR, resuscitation breaths should not be given to adults. If a child requires CPR it is more likely that compressions will not work so a resuscitation face shield should be used</p> <p>6. Duty Manager on shift must be informed immediately, who will report to the Incidence Response Team as soon as possible who will make a decision regarding closure</p> <p>7. The response team may escalate the situation to the local authority if the person has been in contact with several people</p> <p>8. Surface sanitisation should be performed throughout the building if coronavirus is suspected, and government guidance followed https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>9. The Theatre may be closed if it is deemed that staff or visitors are at risk</p> <p>10. If assistance was given to someone that is suspected of having coronavirus, the first-aider should monitor their own symptoms for 14 days or until any advice is given by the NHS Test & Trace team</p>	Reduction	2	5	10	Regularly as new guidance is released
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13	Breaks	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	4	5	20	<p>1. Breaks should be taken communally only with other people from a staff members working group and then only if absolutely necessary, breaks will be staggered to facilitate this or other rooms made available</p> <p>3. Spaces should be cleaned and sanitised before and after use by the individuals in the working group</p> <p>4. No items should be left in the break area</p> <p>5. Where possible time with group should be minimised to 15 minutes unless taken outside</p> <p>6. It is recommended that food brought from home does not need to be heated or require utensils, to minimise use of communal materials</p>	Reduction	1	5	5	Regularly as new guidance is released
13	Receiving/returning deliveries	Contracting or spreading Covid-19 through contact with an infected item or person	FOH Staff	<50	3	5	15	<p>1. Departments should make every effort to minimise the amount and number of deliveries they receive including requesting to be removed from unnecessary subscription lists, request correspondence electronically and bundling items to be delivered</p> <p>2. Regular contractors will be allocated days to attend site or AM/PM slots to minimise contact. Contractors will be asked to sign in at reception using an app or recorded by Duty Manager</p> <p>3. Contractors/couriers will be asked to sanitise hands on entry</p> <p>4. Personal deliveries should be avoided</p> <p>5. The number of deliveries per week is to be kept to a minimum, larger orders less frequently where possible</p> <p>6. Where safe one staff member should unload and store the delivery, cordons should be placed if needed to facilitate safe social distancing during delivery</p> <p>7. Where possible stock will be stored separately for 72 hours</p> <p>8. Anything that needs to be decanted or used immediately will be sanitised and hands washed before and after</p>	Reduction	1	5	5	Regularly as new guidance is released

4	General	Lack of information, incorrect information or misunderstanding guidance	All Staff, Audiences, Visitors	<50	4	5	20	<p>1. Risk assessments and guidance will be based on official governmental guidance and will be updated regularly</p> <p>2. Risk assessments and guidance will be shared with staff regularly including verbally and in writing</p> <p>3. Any misinformation will be addressed directly with staff and visitors</p> <p>4. Senior management to review all outward facing communications (e.g. on customer website, social media and signage) to ensure messages are consistent, clear and reflect the values of the organisation</p> <p>5. An assessment will be made of who need to be onsite and who can continue to work from home, taking into consideration travel to work, housing circumstances and any increased risk factors, minimising the number of people onsite to those that are essential.</p> <p>6. The minimum number of people needed to operate the business safely will be scheduled on any given day.</p> <p>7. Face-face communication by managers will be avoided as much as possible, communications will be via email or on the staff board</p>	Reduction	1	5	5	Regularly as new guidance is released
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4	General	Inability to effectively social distance	All Staff, Audiences, Visitors	<50	3	5	15	<p>1. Tables and chairs will be reconfigured to allow a minimum 2 metre distance between seated people or 1 metre where mitigation such as screens or back to back seating is possible</p> <p>2. Maximum number of visitors will be allocated to each closed or partitioned area of the building to ensure social distancing is always possible</p> <p>3. A one way entrance and flow system will be implemented with markings on the floor and signage at each entrance indicating whether it is an entrance or an exit</p> <p>4. All queuing will be contained to the terrace to ensure the safety of those queuing</p> <p>5. Entrance will be prohibited if the Duty Manager deems there are too many people in the venue to be seated safely at a safe social distance</p> <p>6. Customers will be informed that police and local authorities have the power to enforce social distancing and may ask customers to disperse or issue a fixed penalty or further action. Customers should be prepared to remove face coverings safely if required for the purposes of identification</p>	Reduction	1	5	5	Regularly as new guidance is released
4	General	Risk of contracting Coronavirus from contaminated surfaces	All Staff, Audiences, Visitors	<50	3	5	15	<p>1. All high touch points will be sanitised hourly or more frequently if needed through use</p> <p>2. All areas that have had group activities will be sanitised and aired for at least an hour before other groups enter the space</p> <p>3. Sanitiser will be available throughout the building in addition to the handwashing facilities available in toilet rooms</p> <p>4. Bins will be available to ensure the safe disposal of tissues</p> <p>5. Signage will be placed throughout the building instructing visitors to avoid unnecessary touching of any surfaces</p>	Reduction	1	5	5	Regularly as new guidance is released