

SARS-CoV-2 / Covid19 Discussion Checklist and Risk Assessment

14th June 2020 v2

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Introduction

This document aims to outline the current considerations with respect to the virus currently circulating and the disease presented by it. At the time of writing in-depth knowledge of the virus and its transmission is still far from certain but clearly presents a significant risk to human health and has the potential to affect personnel and others with whom they are likely to come into contact in public areas.

The current status of the virus in terms of its distribution is unknown apart from positive cases managed by the health care services or where individuals have been signposted to testing facilities via the track, trace and isolate (TTI) system. The presence in wider society may be more significant than is currently known due to the range of symptoms that are not all consistently serious.

Central government has suggested that it is now possible to return to work where appropriate precautions are in place to make a workplace 'Covid Secure'. Public gatherings are currently discouraged but it is hoped that reduction in transmission of the disease will enable some areas of public life to return however this is likely to be a gradual process

About the Virus

Risks of transmission of the virus are either through aerosol droplets exhaled from an infected person or via surfaces that have deposits of active viral particles.

Direct aerosol transmission can occur between persons in close proximity and the degree of viral load transmitted can vary depending on duration of contact. This is the principle behind social distancing. Physical exertion, shouting/projection or singing may increase likelihood and velocity of any expelled viral particles and persistence in the air in enclosed spaces.

Transmission via surfaces may occur if a person touches a contaminated surface and then touches their face (mouth, nose or eyes). Infection does not occur through the skin but rather uses the skin as a means of transfer to an environment more amenable to allowing it to proliferate. This is the principle behind personal hygiene precautions.

Viral particles have been demonstrated to remain viable for in excess of 72 hours on some surfaces such as glass, stainless steel or similar polished surfaces but may have a shorter life on porous surfaces such as cardboard (less than 12 hours). Surfaces can be cleaned simply using warm soapy water or disinfected using a solution of household bleach containing sodium hypochlorite (0.2% dilution). Kitchen utensils can be cleaned in hot soapy water although dishwasher would be preferable. Fabrics should be cleaned in a hot wash of 60deg.

In addition to the obvious benefits of frequent cleaning and disinfection of surfaces it is known that particles are deactivated by strong UV light (note other hazards associated with UV radiation causing burns or eye damage) or heat in excess of 56deg. In areas that are well ventilated or external spaces, the air or wind dilutes any local concentration of viral particles and can cause them to settle more quickly on the ground where they are less likely to be transferred to hands / mouth and shall decompose rapidly.

Use of PPE has some debateable benefits. Use of disposable gloves have limited positive effects outside of a clinical environment as they are no less likely to be protection from contact with contaminated surfaces and is no replacement for good hand hygiene. Use of face coverings or masks has some benefit in reducing the velocity of viral particles in the case of coughing or sneezing as well as being a physical barrier from hand to mouth transmission.

In short, successful transmission of the virus is most likely a function of the duration of exposure to an infected person in an enclosed space. Outdoor working reduces risk by a large factor (perhaps by 80%).

The effect of virus on individuals appears considerably greater in persons with pre-existing health conditions and the elderly in particular. This is not to say that youth and health are a guarantee of not being affected but rather the overall risk is considerably lower.

Basic Actions to achieve 'Covid Secure'

It is a requirement to undertake a risk assessment and share this with staff on processes and procedures necessary to reduce the risk to the lowest achievable level. This is likely to be extended to places where public may have access including shops, restaurants etc and can be communicated with customers. An outline risk assessment is included at the end of this document.

Where possible, that the activity be undertaken from home but in the case of some activities it is not practical due to the need to utilise specialist equipment and from a performance point of view is entirely impractical.

Locations or premises operators shall need to carry out such cleaning and maintenance as is necessary to reduce the likelihood of viral particles remaining viable on surfaces and equipment

Facilities for handwashing or hand hygiene need to be in place

Arrangements to allow for appropriate distancing needs to be in place

Suggestions as to use of PPE where distancing measures or other measures are not possible or practical

Plan-Do-Check-Act

As with everything it is important to plan how you need to operate and will often involve analysing things that are very obvious. Everything is in the detail. Be very clear about the space or other support you need with promoters or venues

Follow the plan. Things can change at short notice but don't be obliged or railroaded into doing something you haven't planned for unless you are entirely comfortable.

Check that arrangements agreed with any provider of spaces, promoter etc are in place. Has the dressing room been cleaned properly? Have they provided soap, water, towels and bins?

Note down things that didn't work or could have been better and feed this back into your checklist or assessment for next time

General Considerations

The nature of street performances and installations requires a degree of interaction with the public. The very nature of performance is to engage socially with human beings.

Performance types can range from static demonstrations and installations to more mobile and dynamic displays and present a range of challenges to both performers and the public attending.

For the time being a limiting factor maybe any public desire to attend or participate in performances especially in crowded places or indoor public places such as shopping centres. Outdoor will be easier but is still going to face some potential opposition from some members of public who may have various valid reasons for feeling insecure in busy areas and may exhibit threatening behaviour This will probably pass as more shops or pubs start to reopen but you should have strategies for dealing with this. Consider taking a trusted and briefed colleague with you to act as a steward, to ensure that you are safe and to assure any concerned members of the public.

Performers themselves may find some work difficult especially where it requires physical contact with colleagues and there needs to be a robust and honest conversation within teams about their own personal health and the ongoing wellbeing of everyone on the team.

Displays of street art skills or shows that require a cordoned off, sterile and safe area in which to perform, could potentially function in much the normal manner and audiences would need to take personal responsibility for their own actions in terms of maintaining distancing or use of face coverings if they choose to attend. Locations for such activities may need to be carefully considered to ensure enough public space is maintained for both viewing and circulation.

Opportunities for close interaction with audiences involving props or participation will take longer and be more difficult to implement whilst maintaining distancing and also create issues with touching and cleanliness of shared items. Alternative strategies to keep an audience engaged that do not involve close interaction or could permit cross-contamination, will be advisable. Working with audience members as stooges is problematic and may not feel palatable for audiences at the current time. Circus skills workshops and close hands-on teaching may be able to make a physical show of cleaning items before handing to audience members and would be a rare occasion that could call for the use of disposable gloves

Many performers may be able to integrate social distancing messages and gags into their routines.

Checklist

Some of the following is going to seem very basic and obvious and is going to depend on the performers and crew personal attitude to risk.

Personal

Monitor your own health and be aware of symptoms of the disease. Follow general advice regarding the illness and potential need to isolate.

Avoid rehearsing or training with others outside of your home or performing if anyone in your household is showing symptoms or if you have been contacted by the proposed Track-Trace-Isolate system.

Consider your personal circumstances in terms of any need to come into contact with vulnerable persons.

Practise good hand hygiene. Wash hands regularly with soapy water or use alcohol hand gel.

Try to avoid hand to mouth or face contact as much as possible.

Give yourself time to check through extra arrangements as well as your personal kit

Teams

If rehearsing, training or performing in a team you should be confident of your colleagues' state of health, especially if your work involves close personal contact or sharing of props.

Be as self sufficient as possible with personal possessions kept in a separate bag from show equipment.

Travelling

Avoid public transport as much as possible. Use a face covering if on public transport and maintain an awareness of what you are touching

Location

Do some research on the location. Is this really going to be practical for you.?

Are you able to create an area for your own use. Aim for 4m2 as a minimum with at least 2-3m between you and audience. If the act involves singing or physical exertion you may need more space between you and audience of 4-5m.

Use barriers, existing street furniture or trees where possible. Is it possible to chalk out an area, use tape or rope (without creating trip hazards), or otherwise create a form of delineation such as using a mat or carpet. Small stages or podiums can be used to create clear area and provide better sightlines and have an advantage in creating a physical barrier to prevent people approaching you.

Think about audience area that gives enough space for people to find their own comfort level. Will people be able to see the act clearly without having to crowd round of infringe other peoples space. A space of 10m x8m will probably give a suitable space for up to 20 individuals or family groups.

Create markers for individuals or family groups to use as a visual aid to distancing. This can be done simply with chalk, labels, post-it notes or a variety of more creative means.

Are you able to create a number of sessions to limit numbers at any one time

Space also needs to allow sufficient clear routes around the space to allow people passing by to do so without being blocked by audiences. Consider pedestrian 'desire' lines (such as across public squares/parks) so that you are away for the main pedestrian routes.

Engage with audiences to remind them of what you are doing to keep a 'safe' distance. This is more likely to encourage them to think about their own behaviours. Any assistant can help with this also. Use PA systems to allow people to hear what is going on better and maintain a distance

Dressing or Changing Room Facilities

Where this is provided, check that it has been cleaned and be responsible for wiping down surfaces that you use both before and after.

Ask for providers of spaces to give you the cleaning materials you need. This should include soap and paper towels. Avoid using electric hand dryers or shared fabric towels.

Keep daily clothes and costumes in separate bags rather than hanging up as much as possible. Ironing can help with deactivating viral particles

Rigging and Set-up, Preparation and Take-down

Create safe working areas to unload with barriers or tape.

Think about the manual handling tasks required to set up. Create a buddy system so that pairs of workers remain together to carry out tasks and limit or reduce exposure to others

Can unloading of vehicles be undertaken using forklifts or Hiabs for some large items to reduce close proximity manual handling. Can trucks be loaded such that they avoid heavy overhead lifts i.e. flat level loads that reduce the amount of time spent inside a confined space of a truck. Can equipment be separated by department so only teams directly associated with kit handle it (eg, rigging team separate from audio or lighting)

Wear work gloves for manual handling, keep these to personal use and clean them regularly. Rubber coated gloves.

Try to keep tools personal to minimise sharing of simple hand tools. Larger equipment can be quickly wiped down on handling points (such as handles on fligtcases)

Equipment

Hand gel. Have your own and do not share with others.

Basic anti-viral wipes are helpful for cleaning some common surfaces and sensitive equipment. Cleaning of microphones or PA equipment should be approached with care to ensure the manufacturers instructions are followed.

Clean props prior to use. Sore in a separate bag or box and clean again after use including containers. It may be possible to launder bags or wipe down with detergent and water. Store in cardboard boxes that are less likely to harbour viral particles.

Performing

Be conscious of your own personal security and safety. If possible a colleague may be able to assist in keeping an eye on personal kit or engaging with the public.

For all equipment think about the surfaces that are frequently touched and make a list of them to help with cleaning. There is no particular need to constantly clean the wheels of bike but rather concentrate on handlebars for example.

Engage with audiences to remind them of what you are doing to keep a 'safe' distance. This is more likely to encourage them to think about their own behaviours. Any assistant/steward can help with this also. Use PA systems to allow people to hear what is going on better and maintain a distance.

Avoid sharing props as much as possible. A quick wipe with a damp cloth and mild bleach solution will help to deactivate viral particles. Alcohol wipes will dry off very quickly.

If using balloons consider using a pump to inflate rather than by mouth. Soapy bubbles will help to break down any viral particles.

Installations

Installations that involve enclosed spaces with doors may not be appropriate.

Thorough cleaning of all surfaces before use by the public. For some installations this can be taken to mean all surfaces likely to be touched such as handles or handrails.

Cleaning of common surfaces to be conducted more frequently than usual and records kept of times cleaned and by who.

Arrange schedules of access or use so that they can be ventilated thoroughly between groups and cleaning undertaken.

Queue systems to reinforce need to maintain distancing between individuals or family groups

Hand Sanitiser stations to be installed at entrance (and exits where appropriate) with instruction to users to apply before entry.

Verbal and written instructions for users to maintain appropriate distancing between themselves and others.

If possible create one way systems around or through installations

Limit occupancy of installations to prevent overcrowding

Is it possible to increase ventilation in installations

Emergencies

Have your own first aid kit for minor cuts and scrapes. Keep it for your own use or if providing to anyone else ensure you use disposable gloves

Any nominated first aider should use gloves and mask for all treatments. This person should be in charge of distribution of plasters etc from any company first aid kit as a single point of contact.

In serious cases use 999. If absolutely necessary use chest compressions only and avoid rescue breaths

In case of any emergency then all persons shall be required to evacuate as soon as possible. For a short duration of any such evacuation then distancing measures shall be abandoned.

<u>Insurance</u>

It is likely that existing public and employers liability will cover standard risks for performers but will not cover Covid19 related claims specifically. Third party claims for being responsible for infection would be very difficult to prove.

Risk Assessment

As mentioned above there is clearly a risk of serious illness or fatality as a result of contracting the disease particularly where persons may have pre-existing health conditions. It is usually an employers responsibility to prevent or minimise all risks to the health or safety of workers or others as far as is reasonably practicable. This extends to individuals working with the public as well

Risk Assessments identify the measures required to comply with the duty to protect the safety and wellbeing of staff and others; and set out the means of avoiding, eliminating or minimising workplace hazards as far as is reasonably practicable

An overall Risk Assessment is included below for the specific circumstances related to Covid19. Performers and artists will have risk assessments already for the nature of their particular discipline and any equipment they may use

In the case of this disease it is not possible to mitigate risks entirely but rather to manage them to levels where onward transmission is less likely. Thus, very few control measures can be guaranteed to be 100% effective and all require ongoing vigilance and care.

The process of risk assessment is an on-going one, and it is possible that assessments may be amended or augmented as new risks are identified or more refined control systems emerge.

The following assessment has been developed to guide all persons in the outline measures needed to prevent or spread illness.

In undertaking Risk Assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk and identify additional measures that may be required to ensure risks are as low as reasonably practicable

Each assessment includes a risk flag to identify where considered existing control measures may be insufficient and further controls implemented, checks made, or work needs to be more closely monitored.

Control measures normally sufficient— Local additional checks may be required — work to be monitored
Additional control measures to be implemented as detailed or referred to in other documents – work monitored and reviewed
Control measures insufficient — activity requires redesign or significant additional controls put in place

ACTIVITY /TASK	EXISTING CONTROL MEASURES	RES.	FURTHER ACTION REQUIRED
Hazards		RISK	
		FLAG	
Persons Affected		LAG	By Who

Exposure from others	Performers/artists/crew required to NOT attend if:	Risks from unintended infection by
Living with someone with a confirmed case of COVID-19.	 They have symptoms of the disease They have been in contact with anyone with the disease in the last 14 days 	members of the public to be reduced by maintaining appropriate distancing
Come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.	 They have been contacted by health officials from any TTI system Avoid using public transport where possible (see also <i>Travel</i> 	
Being advised by a public health agency that contact with a	below)	
diagnosed case has occurred.	Members of the public are generally expected to be aware of their own health and not potentially compromise others	
Performers/Artists/Crew, Public	knowingly	All persons

Suspected Illness	Performers/artists to monitor their personal health and be aware of common symptoms	To follow government advice of self- isolation and only to leave house on the
Persons displaying symptoms of disease or otherwise feeling unwell prior to attending location	Maintain records of names and contact details of venues or locations attended	following circumstances: for medical reason; to shop for necessary food supplies; for exercise
	Review recent contacts of person reporting as ill and advise other contacts	Stay at home and only attend hospital in an emergency. Do not attend GP surgery and
	Personnel required to declare any circumstances where they may feel unwell and avoid attending any workplace	phone NHS line (111) if further advice is required
	Note – Complete honesty is encouraged to help prevent possible unintended spread of disease	Contact TTI service
Performers/Artists/Crew, Public	Public advised to not attend if feeling unwell	All persons

ACTIVITY /TASK	EXISTING CONTROL MEASURES	RES.	FURTHER ACTION REQUIRED
Hazards		RISK	
		FLAG	
Persons Affected		ILAG	By Who

Travel	Avoid use of public transport where possible. Use of personal car/bike/walk preferred.	If possible, have separate face covering for use on public transport
Exposure to others who may unknowingly have the disease	Maintain high personal hygiene measures including covering face when coughing, clearing throat or sneezing in public areas.	Ensure car/bike parking arrangements clarified with premises operators
	Wear face covering if using public transport	Clean face covering every day when used in
	Carry alcohol based hand sanitiser and use after touching all shared surfaces such as handrails or ticketing machines	public areas
Performers/Artists/Crew, Public	Avoid touching face or eyes as far as possible	Performers/Artists/Crew

Access to/use of locations	Locations required to provide safe means of access to all work	Wash hands on arrival at premises before
	settings with clear procedures for maintaining distancing in	starting work and at the end of shift
Potential spread of disease through contact with surfaces that may	queues or provision of site/equipment inductions	Use hand sanitiser where hand washing
harbour viral particles	All persons required to note and follow local procedures for	facilities not immediately available
	access to premises.	Arrival times to be scheduled or staggered
Exposure to others who may unknowingly have the disease	Follow markings and signage for maintaining distancing at entry	to avoid excessive queuing or crossover at
unknowingly have the disease	points	entry points
	Comply with any access temperature checks (if required) and	(see also Cleaning and Maintenance)
	follow directions of premises staff	Consider if possible to block open commonly
	Follow any one-way systems and restrictions on the use of	used doorways (except emergency/fire
	elevators or stairways etc	doors) to prevent or reduce unnecessary
	Location to provide hand sanitiser at entrances	frequent contact
Performers/Artists/Crew, Public		Production/Location Management

ACTIVITY /TASK Hazards	EXISTING CONTROL MEASURES	RES. RISK	FURTHER ACTION REQUIRED
Persons Affected		FLAG	By Who
Suspected case whilst on site Exposure to others who have the disease or exposing others	Persons required to advise production management immediately if they or anyone else on the premises is taken ill whist at work Report to location management circumstances of anyone feeling or being taken ill whilst at a workplace Persons taken ill required to remove themselves from the premises as soon as possible to prevent possible further exposure		Inform all persons present at the time of someone being taken ill to consider isolation and contact TTI service Premises management to carry out cleaning or sanitising as necessary. All confirmed cases to be reported via RIDDOR where it is reasonably suspected transmission occurred in a workplace.
Performers/Artists/Crew			Production/Location Management
Personal hygiene Cross contamination from surfaces or from hands to face	Production/locations to ensure suitable sanitary facilities are provided that are maintained as clean and with sufficient supplies of soap and paper towels All staff and visitors required to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not immediately practical		Wash hands every hour where possible and where using commonly touched equipment or surfaces Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.
Performers/Artists/Crew, Public	Avoid direct physical contact with public		Performers/Artists/Crew, Public
Cleaning and Maintenance Cross contamination from surfaces or from hands to face	Frequent cleaning of premises to include common or frequent touch surfaces where appropriate Staff to use cleaning products suitable for surface (such as bleach solutions for floors, anti-viral wipes) etc and use appropriate PPE		Staff to exercise frequent good personal hand hygiene Keep records of cleaning undertaken
Performers/Artists/Crew, Public	for chemical hazards		Location Management

ACTIVITY /TASK	EXISTING CONTROL MEASURES	RES.	FURTHER ACTION REQUIRED
Hazards		RISK	
		FLAG	
Persons Affected		LAG	By Who

Waste Management	Personnel required to dispose of all waste in identified receptacles	Re-usable gloves to be cleaned regularly
Arrangements for disposal of waste including paper towels, used wipes or other sanitary waste	Frequent removal of all waste by location management under specific assessment – ideally between each session	Keep records of cleaning undertaken
	Staff to use gloves when handling waste bags and ensure containers are wiped at the time of removal.	
Performers/Artists/Crew, Public	Staff to ensure good personal hand hygiene	Location management
Equipment Deliveries	Local procedures for arranging deliveries of equipment or	See also Manual Handling
Contact with other workers	materials to be followed. Equipment to be cleaned as far as possible prior to dispatch from	Consider using warm soapy water to clean handles of equipment.
	provider	nandles of equipment.

Drivers to return to cab prior to unloading commencing or

distance accordingly if operating tail lifts

vehicle

Performers/Artists/Crew, Public

Production/Location Management, Crew

ACTIVITY /TASK	EXISTING CONTROL MEASURES	RES.	FURTHER ACTION REQUIRED
Hazards		RISK	
		FLAG	
Persons Affected		ILAG	By Who

Manual Handling Working in team lifting situations may require close personal contact with others leading to potential exposure	Standard manual handling techniques to be employed to reduce or eliminate the need for team lifting as far as possible		Prior to work determine buddy system so it is clear who staff work with and stick with it
	Plan tasks to consider efficient use of time and physical exertion required (eg unpack transit case and fit directly to lighting bar)		Undertake frequent cleaning of multi-use gloves
	Use of personal gloves when handling equipment		Consider us of face mask or covering when undertaking team lifting processes
	Use of buddy system to ensure the same small teams (2-4 max) work together on all lifting tasks to limit exposure spread		
	Limit face to face contact within 2m with others as much as possible and reduce contact time to periods of 15 minutes at a time (eg. Unloading vehicles or removing heavy equipment from cases)		
Staff and contracted personnel			All personnel

Use of Control Surfaces and	All surfaces to be wiped down with anti-viral wipes (where safe	Be aware of all surfaces that have been
Hand-held Equipment	to use) prior to use. Care required for sensitive electronics and	touched and potential for spread via
	follow manufacturers cleaning guidance.	contact.
Use of common equipment surfaces may spread virus via	Personal equipment to be cleaned and/or not shared with others	
hand contact	Wipe all common surfaces after use at the end of the shift	
	Communications equipment such as headsets/radio/microphone systems to be on personal issue/not shared and disinfected prior	
Staff and contracted personnel	to use	All personnel

ACTIVITY /TASK Hazards	EXISTING CONTROL MEASURES	RES. RISK	FURTHER ACTION REQUIRED
Persons Affected		FLAG	By Who
Use of Work Equipment	All work equipment provided at a location or by a production shall be risk assessed and suitable for use		Where possible and practical wipe all equipment with soap/damp cloth or similar.
Some work equipment may not have been used for some time and may have not been subject to formal	Use of all lifting equipment will be subject to a visual check of components and an unladen test of operation prior to use		Gloves to be used when handling any work equipment provided and regularly cleaned
inspection processes	Ladders and access equipment to be thoroughly checked prior to use		Arrange for statutory inspections as soon as practical
Staff and contracted personnel			Production Team
First Aid	Production management to ensure the procedures for accessing first aid are clarified		All serious injury or illness to be treated via 999 response.
Arrangements for first aid must consider potential infection of first aider	Access to first aid kits by authorised persons only and distribution of plasters or similar very minor injuries using medical grade disposable gloves for injured person to self-treat		Resus via defib or compressions avoiding mouth to mouth rescue breaths
Performers/Artists/Crew, Public			Production Team
Use of PPE Shared PPE may present risk of cross contamination	All persons expected to be able to provide their own face covering or mask for limited occasions it is required		Regular cleaning/disinfection of facemasks or coverings
	Use of gloves is not a replacement for good personal hand hygiene		
	Task specific PPE (harnesses etc) to be assessed as normal, kept for personal use only, and cleaned regularly according to		
Performers/Artists/Crew	manufacturers instructions		Production Team