

Storyhouse COVID Safe Plan

Storyhouse is a library, theatre, cinema, community hub, cultural centre and restaurant.

PEOPLE EXPOSED

- 👤 Colleagues
- 👤 Contractors
- 👤 Visitors / Guests
- 👤 Members of the Public

HAZARDS

⚠️ Spread of COVID-19

Coronaviruses are a large family of viruses with some causing less-severe disease, such as the common cold, and others causing more severe disease such as Middle East respiratory syndrome. Covid-19 is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. According to current evidence, the COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes. Human-to-human transmission is occurring extensively hence, precautions to prevent human-to-human transmission are appropriate. Fever, cough or chest tightness, anosmia, myalgia, fatigue and dyspnoea are the main symptoms reported.

CONTROL MEASURES

○ Social Distancing

The objective is to maintain 2m social distancing wherever possible, including while arriving and departing from work and while in work. If 2m is not possible then 1 m plus must be followed (see 1m plus mitigating control measure) signs to remind people to social distance will be displayed at entrance points and around the building including at the entrance to lifts and toilets. The number of staff on site will be kept to a minimum, only those who require access to complete their job role. Home working must continue for those who can as part of their job role. The number of visitors will be limited to ensure no congestion in the building, queue points will be clearly marked with 2m intervals. Staff workstations will be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people whilst maintaining social distancing and sanitised before and after use and 2m distancing between workers must be adhered to.

○ Entrances and Exits

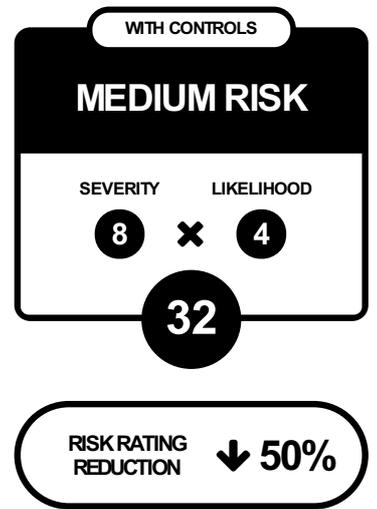
Public entrances/exits will be limited and manned by security staff at all times during opening hours. Event arrival times will be staggered so as to eliminate the likelihood of congestion, with queues managed at the main building entrance outside with clearly marked 2m queue points. On conclusion of event the same principle will apply and guests will be asked to leave in stages. Intervals will be extended to allow safe distancing on entry/exit of auditoriums and the safe use of limited capacity toilets – they will be staggered by row.

○ Capacity Management

Capacity will be limited to eliminate congestion inside and monitored throughout opening hours by staff to ensure no congestion. Queues will be managed outside with 2m distancing clearly marked. Seating plans will facilitate social distancing guidelines and capacity will be capped to accommodate this for all events.

○ Cleaning

Prior to opening housekeeping will follow a set rota to ensure detailed cleaning of all areas including toilets and washrooms. Staff will follow set cleaning rota's to ensure the regular cleaning and sanitising of all high-volume areas and touch points throughout the day. Staff will pay close attention to cleaning and sanitizing frequently touched surfaces in back-of-house locations, especially to address cleaning and sanitizing shared equipment before and after each use. Signage will display the most up to date NHS guidance on handwashing and hygiene measures to mitigate the risk of spreading COVID-19. Toilet facilities will be checked frequently throughout opening hours and cleaned as necessary. Antibacterial cleaning materials will be available at all touch points such as library self service machines and ticket kiosks to enable visitors to clean before and after use. Auditoriums will be cleaned between shows. Auditoriums will be periodically deep cleaned by an external contractor



○ Hygiene

Hand sanitiser and antibacterial soap will be available at all staff hand wash stations. Toilets and hand sanitiser stations will be located at entry/exit points. Staff and guests will be encouraged through signage and instruction to sanitise on entry and at regular intervals throughout the building. You should be washing your hands often, especially: when you get to work or arrive home after you blow your nose, cough or sneeze before you eat or handle food. You should wash your hands for at least 20 seconds, using soap and water or hand sanitiser. You should also cough or sneeze into tissues before binning them. All cleaning materials will be reviewed and assessed to ensure those clearly identified to kill viruses and bacteria are correctly used and full COSH refresher training will be given to all staff.

○ Personal Protective Equipment/1m plus mitigating measures

All customers and staff will be required to wear basic face-coverings moving around and navigating the building (entrance / exit / toilet / navigating the building) but not whilst seated, the exception will be children under 11 and those who may have a medical reason not to do so. Different types of masks/ face coverings/visors (i.e. N95) will be the required personal protective equipment (PPE) for employees in some positions, particularly those employees in first aid, those cleaning and sanitizing first aid facilities or equipment or cleaning areas that may have come into contact with bodily fluids (toilets, if someone is sick, etc.) Perspex screens will be installed at fixed till/information points to separate staff and visitors. Other mitigating measures may include: further increasing the frequency of hand washing and surface cleaning, keeping the activity time involved as short as possible and using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

○ Provision of First Aid/Emergency Situations

In an emergency, for example, an accident, provision of first aid, fire or evacuation, people do not have to stay 2m apart. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. In none emergency situations, first aid should not be administered and guests/staff advised to seek their own medical attention via the NHS (small cuts etc). In emergency situations or where risk to life is perceived, an ambulance should be called and only first aid trained staff who have been briefed on COVID secure first aid risk assessment should be able to administer first aid, ensuring use of PPE provided with first aid boxes (N95 masks, eye protection, gloves and apron)

○ Ventilation

Where possible and practical to do so doors and windows should be opened in all areas to enable the flow of fresh air. Ventilation systems on at all times and will be serviced regularly as part of a planned maintenance program, air filters will be monitored and changed as necessary. Ventilation air filters will all be changed prior to reopening on 4th July.

○ Limiting Numbers of Employees on Site

Working patterns/home working/staff bubbles will be utilised to reduce contact and numbers in the building – operational teams and those who need to be in the building to complete their job role will take priority for building access. Home working must continue for those who are able to work effectively from home. Meetings and face to face contact should remain virtual where possible.

○ High Risk Tasks

Some tasks, such as provision of first aid may require more detailed measures and training to ensure we reduce the risk of transmitting COVID-19. These will be highlighted to you if applicable by your line manager and full training provided. If you are ever unsure you should maintain following the measures as detailed in this risk assessment and consult your line manager.

○ Staff or Visitors Displaying Symptoms

Staff or visitors should not leave home if they or someone they live with have any of the following: • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste. If you develop symptoms, you must follow the rules to self-isolate with other members of your household and order a test to find out if you have coronavirus. If you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS test and trace service to help alert other people who may need to self-isolate. If you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS test and trace service advises you to do so. Staff must always sign in when entering the building. Where possible visitor details will be obtained and held for 21 days. Signage displaying this guidance will be displayed at events for guests and communicated throughout the booking process and pre visit communications.