

THEATRE ROYAL WINDSOR COVID-RISK ASSESSMENTS

Risk assessments should be reviewed regularly - after accidents, near misses and when significant changes in personnel or work practice occur.

Activity/Operation: General operation of Theatre Royal Windsor for performances during COVID-19 Pandemic

A. COVID-19 – GENERAL		In	Mi	Mo	Ma	Ca	Who is affected by this operation?		
	VU	1	2	3	4	5	Employees	Yes	
	U	2	4	6	8	10	Contractors	Yes	
	Location: Theatre Royal Windsor – All Areas & Departments		FL	3	6	9	12	15	Public
L			4	8	12	16	20	Young people	Yes
VL			5	10	15	20	25	Pregnant Women	Yes

Likelihood:	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Severity:	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Risk Score LOW Improve if possible		Risk Score MEDIUM Further action required		Risk Score HIGH Immediate action required	

Description of Activity:

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Exposure to, and spread of, the virus is the hazard in this Risk Assessment - which concerns the current COVID-19 situation in BKL Production workspaces.

The COVID-19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands - and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If the virus is passed from one person to another, while many survive infection, some may die from the disease. It is therefore regarded as a high hazard. At particular risk are persons identified as clinically vulnerable or extremely clinically vulnerable.

This Risk Assessment focusses on general control measures and precautions that must be observed across all areas of Theatre Royal Windsor. To ensure currency - it is vital to keep up to date with UK Government advice to workplaces in this fast-changing situation. All official medical (and other) advice MUST be followed – in order not to influence the spread of the disease by the actions of staff, contractors, rehearsal/production venue representatives, official visitors or members of the public.

By consulting and involving people in the steps we are taking to manage the risk of coronavirus in the workplace we can:

- Explain the changes we are planning to work safely
- Make sure changes will work and hear employees’ and other stakeholders’ ideas
- Continue to operate the business safely during the outbreak

We will share the results of this risk assessment with our workforce. We will also publish the results on our website (the UK Government expects all employers with 50+ workers to do so).

Hazard	Possible Effects/ Harm	Likelihood	Severity	Risk factor	Risk rating prior to control measures being taken	Recommended control measures	Further action required/ review timescale	Revised likelihood	Revised Severity	Revised Risk Factor	Revised Risk Rating
<p>Spread of COVID-19 Coronavirus via person-to-person or common surfaces / items and equipment transmission</p> <p>High density of public / multiple households in one building.</p>	<p>Potential serious illness / potential fatality – staff, visitors, cleaners, contractors, vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact with you in relation to your business</p>	4	5	20	HIGH	<p>General Precautions</p> <p>Symptoms of COVID-19</p> <ul style="list-style-type: none"> If you experience a fever of over 37.8°C, loss of sense of taste or smell, a new continuous cough - or display any other symptoms associated with COVID-19 you should not attend or enter the Theatre under any circumstances. If you become unwell with a new, continuous cough, high temperature, loss or change to your sense of smell or taste – it is expected that you remain at home and immediately advise your line manager and follow the official stay at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Line managers will maintain regular remote contact with staff members who are isolating. If advised that a member of staff or a visitor has developed COVID-19 and were recently in the work premises (including where a member of staff has visited other work place premises such as rehearsal rooms), the Theatre Covid Officers will contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken (see also NHS Test and Trace section below) If someone in your household displays symptoms of COVID-19 it is expected that a self-isolation period of 14 days be adhered to. If after this period, no symptoms have become apparent, a return to work is permitted If someone you live with is self-isolating due to illness, or begins to show symptoms – you are not to travel to work under any circumstances <p>Health Questionnaire</p> <p>A written declaration will be obtained from all employees / subcontractors and visitors to the Theatre at entry declaring that:</p> <ul style="list-style-type: none"> That they are not suffering from any COVID-19 symptoms and have not had any symptoms within the previous 7 days They have not (as far as they are aware) been in contact with anyone with COVID-19 symptoms within the previous 14 days That they are not ‘shielded’ or defined as clinically vulnerable or extremely vulnerable, which might make them particularly vulnerable to COVID-19 They have not been contacted by NHS Test and Trace and asked to isolate or get tested. <p>Working from Home</p> <ul style="list-style-type: none"> An assessment of roles and the potential to work from home is undertaken and working from home encouraged where possible. 	<p>Monitor regularly – update this RA monthly until further notice. (TRW H&S Committee)</p>	1	4	4	MEDIUM

	<p>Personal Hygiene</p> <ul style="list-style-type: none"> • Adequate hand washing facilities with soap and comfortably hot water to be in place throughout the Theatre. • Stringent hand washing to take place for at least 20 seconds on each occasion – at regular intervals and after contact with commonly touched surfaces • Guidance on suitable hand washing placed in all hand washing stations. • Staff to be encouraged to protect the skin by applying emollient cream regularly: https://www.nhs.uk/conditions/emollients/ • Hand sanitisers with minimum 60% alcohol content to be available in any area where hand washing facilities are not readily available, including all entry points to the theatre. • Employees to be instructed to avoid touching their eyes, noses or mouths. Tissues should be used for coughs and sneezes and these must be disposed of responsibly after use. <p>Social Distancing</p> <ul style="list-style-type: none"> • One-way system in use throughout all public areas to ensure social distancing maintained • Auditorium seating re-configured and limited (on box office software) to ensure 1m+ spacing between household groups. • Take steps to review work schedules including start and finish times/shift patterns, working from home/video conferencing etc. to reduce number of staff on site at any one time and staggered arrival where possible. • Ensure active reduction in the number of persons in any work area e.g. rehearsal space - to comply with the 2-metre gap recommended by Public Health England in so far as is reasonably practicable: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • Departments allocated rest areas and zoned use of the building and facilities to minimise any cross-departmental contact in so far as is reasonably practicable • Staff allocated into fixed working teams to minimise the risk of transmission. • Communal work areas to be limited to single department use at any time in so far as is reasonably practicable • When employees and contractors <u>must</u> work together – ensure social distancing is maintained in so far as is as reasonably practicable • Video conferencing to be used instead of face-to-face meetings where practicable e.g. staff meetings and production meetings. • Ensure sufficient rest breaks for staff – as COVID-19 protective measures are likely to be physically and mentally taxing • Social distancing must also be adhered to in break rooms / Green Rooms and smoking areas • Public to be kept separate from as many staff as possible to avoid transmission <p>Training</p> <ul style="list-style-type: none"> • All Theatre staff and those engaged for productions at the theatre will be issued with a copy of the TRW Covid Secure policy. In addition, employees will undergo a 	
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					<p>familiarisation induction session - to explain the measures put in place regarding preventing the transmission of the virus both across the building and specific measures by role / department.</p> <p>Mental Health</p> <ul style="list-style-type: none"> • TRW Senior Managers will promote mental health and wellbeing awareness to staff during the COVID-19 outbreak and will offer whatever support they can to help. This will be made available in each department from the senior manager. <p>Travelling to and from Work</p> <ul style="list-style-type: none"> • There may be times when there is a risk of infection due to over-crowding on public transport. In these situations, staff are encouraged to travel by other means i.e. drive, cycle, walk - in so far as is reasonably practicable • Staggered working times will be implemented where practicable - to reduce the risk associated with public transport <p>Vulnerable & Clinically Extremely Vulnerable Employees</p> <ul style="list-style-type: none"> • Identify employees / potential employees who may be clinically vulnerable or extremely clinically vulnerable. Extremely clinically vulnerable are employees / potential employees who may have weakened immune systems e.g. are over 70, are pregnant, have special needs or have pre-existing medical conditions as defined on the gov.uk website. • by their GP to tell them they are extremely clinically vulnerable • Employees / prospective employees who have been identified as extremely clinically vulnerable will require a separate and individual risk assessment. <p>If a prospective employee is classified as extremely clinically vulnerable, this must be made clear to TRW prior to the point of contract through the health declaration on the starter form – so that the theatre is aware and can take any possible and practical steps. If a person has had, or someone in their family has had COVID-19, this should also be communicated at this time.</p> <p>Drivers</p> <ul style="list-style-type: none"> • Persons should not share vehicles or cabs - where suitable social distancing cannot be achieved. Should vehicle sharing be necessary, wear a face covering and clean all touchpoints on the vehicle prior to use. <p>Cleaning Regime</p> <p>An enhanced cleaning regime with suitable biocidal anti-viral disinfectant sprays and cleaning agents will be required across the building, including:</p> <ul style="list-style-type: none"> • Use of 'Foggers' to sterilise the auditorium and public areas prior to each performance 				
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	<ul style="list-style-type: none"> Increased cleaning of all common touch points (handrails, light switches, door handles and locks, tabletops, chip and pin machines) using appropriate materials and methods. All staff responsible for cleaning down workstations, phones, radios etc before and after each shift. Where possible tools and PPE will be assigned to individuals or fixed teams. Where not possible they must be cleaned with anti-viral / anti-bacterial biocidal cleaners before and after each use. Ensure cleaning products are used of appropriate strength to kill the virus Amend cleaning checklists to ensure all areas are being frequently cleaned Ensure cleaning staff have adequate protection – as they are being sent to places where the virus may have been left on surfaces Ensure cleaning cloths and mop heads are laundered adequately (i.e. daily) or disposed of safely and responsibly Split teams to ensure no risk of cross transmission between public and front of house areas with backstage. Double bagging of waste that contains tissues, make-up wipes or hand towels etc. <p>Ventilation The HVAC heating and cooling system within the auditorium will be set to maximise the fresh air supply rate available. In addition:</p> <ul style="list-style-type: none"> Windows are to be opened in offices and dressing rooms upon entry and closed when the last person leaves that room. The ‘Lantern’ above the stage that covers 30% of the floor area of the stage will be opened (weather permitting) before each performance to provide fresh air supply. <p>Personal Protective Equipment (PPE) Employees to be made aware that the use of PPE does not mean that other control measures such as social distancing or hand washing/sanitising may be ignored.</p> <p>Physical barriers Where possible at all point of sale locations staff and public will be separated with Perspex screens to ensure social distancing and minimise the risk of transmission.</p> <p>Face Coverings</p> <ul style="list-style-type: none"> All staff, workers, contractors, audiences and visitors over the age 11 must wear a suitable face covering whilst on the premises – which must not be worn more than one day without washing. TRW will provide all employees with suitable face coverings and provide provision for the safe washing of face coverings. Where staff roles require engagement with the public that is not at a point of sale location (i.e. ushers, bag search and duty manager) then clear visors or face shields must be worn in addition to face coverings in line with government guidance on close contact roles. 					
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	<ul style="list-style-type: none"> Where staff roles require engagement with other workers (i.e. costume staff with performers) that require close proximity. The duration of close proximity must be minimised, and a clear visor or face shield must be worn in addition to a face covering. <p>Wearing of Gloves</p> <ul style="list-style-type: none"> Where a specific activity risk assessment identifies wearing of protective gloves as a requirement of the job, an adequate supply of suitable nitrile disposable gloves will be provided by the employer. N.B. Wearing gloves unnecessarily can lead to further spread of the virus Staff will be instructed on how to remove gloves carefully to reduce contamination - and how to dispose of them safely Hands should be washed before putting on gloves and after removing them <p>Equality</p> <p>TRW has a legal obligation under the Equality Act 2010 to ensure the decisions made in response to COVID-19 do not directly or indirectly discriminate against employees with protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex or sexual orientation</p> <ul style="list-style-type: none"> Ensure an equality action plan is produced, or an existing plan augmented – to facilitate quick and positive responses to new challenges presented by COVID-19 Set up working options in a way that does not disadvantage workers with different protected characteristics, such as those in particular age groups, disabled employees, women or pregnant workers, where possible Ensure people selected for home working, reduced hours or furlough are chosen based on business requirements and not on a particular protected characteristic Consider ways disabled people can work from home, either in their current or a different role, or work their usual shifts, through making reasonable adjustments. Where possible, it is best practice to consider what the employee wants to do <p>Access</p> <p>In accordance with the Equality Act 2010, TRW will ensure that access arrangements in response to COVID-19 do not directly or indirectly disadvantage staff, subcontractors and official visitors’ safe access to, and egress from, the premises</p> <ul style="list-style-type: none"> Access arrangements for staff, subcontractors or official visitors with disabilities to be reviewed to ensure they are COVID Secure – to include scrutiny of modified access/egress points and routes, entry queueing systems and emergency response plans <p>NHS Test and Trace Service</p> <p>The NHS Test and Trace service will help identify, contain and control COVID-19 and reduce the spread of the virus</p>				
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					<ul style="list-style-type: none"> • Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or within 2 metres for more than 15 minutes • People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus • If those in isolation develop symptoms, they can book a test at nhs.uk/coronavirus or by calling 119 • If they test positive, they must continue to stay at home for 7 days or until their symptoms have passed • If they test negative, they must complete the 14-day isolation period • Members of their household will not have to stay at home unless the person identified becomes symptomatic, at which point they must also self-isolate for 14 days to avoid unknowingly spreading the virus • The Theatre has an outbreak control plan and will store the contact details of all persons present in the building in line with government guidelines to assist Test and Trace as required. <p>These control measures may be over-ridden, and a work task aborted at any time – should UK Government advice change. This decision will be made by the Theatre Directors - and may involve consultation with a health and safety consultant.</p>					
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Assessed by:	Jon Woodley	Position:	Theatre Co-Director	Signed:		Date:	24th September 2020
Reviewed by:	Ashley Williams	Position:	H&S consultant Park City			Date:	22nd September 2020

THEATRE ROYAL WINDSOR COVID-RISK ASSESSMENTS

Risk assessments should be reviewed regularly - after accidents, near misses and when significant changes in personnel or work practice occur.

Activity/Operation: General operation of Theatre Royal Windsor for performances during COVID-19 Pandemic

B. COVID-19 – Audience and Public areas		In	Mi	Mo	Ma	Ca	Who is affected by this operation?	
	VU	1	2	3	4	5	Employees	Yes
U	2	4	6	8	10	Contractors	Yes	
Location: Theatre Royal Windsor – All Public Areas & Auditorium	FL	3	6	9	12	15	Public	Yes
	L	4	8	12	16	20	Young people	Yes
	VL	5	10	15	20	25	Pregnant Women	Yes

Likelihood:	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Severity:	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	Risk Score LOW Improve if possible	Risk Score MEDIUM Further action required	Risk Score HIGH Immediate action required		

Description of Activity:

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Exposure to, and spread of, the virus is the hazard in this Risk Assessment - which concerns the current COVID-19 situation in BKL Production workspaces.

The COVID-19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands - and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If the virus is passed from one person to another, while many survive infection, some may die from the disease. It is therefore regarded as a high hazard. At particular risk are persons identified as clinically vulnerable or extremely clinically vulnerable.

This Risk Assessment focusses on specific control measures and precautions that are set out to protect audience / public visiting the Theatre for performances as well as staff and workers. It focusses on public areas and the auditorium of Theatre Royal Windsor. To ensure currency - it is vital to keep up to date with UK Government advice to workplaces in this fast-changing situation. All official medical (and other) advice MUST be followed – in order not to influence the spread of the disease by the actions of staff, contractors, rehearsal/production venue representatives, official visitors or members of the public. This risk assessment should be read alongside risk assessment's A-E covering other specific work areas of the Theatre and in conjunction with the full TRW Covid-Secure Policy.

We will share the results of this risk assessment with our workforce. We will also publish the results on our website (the UK Government expects all employers with 50+ workers to do so).

Hazard	Possible Effects/ Harm	Likelihood	Severity	Risk factor	Risk rating prior to control measures being taken	Recommended control measures	Further action required/ review timescale	Revised likelihood	Revised Severity	Revised Risk Factor	Revised Risk Rating
<p>Spread of COVID-19 Coronavirus via person-to-person or common surfaces / items and equipment transmission</p> <p>High density of public / multiple households in one building.</p>	<p>Potential serious illness / potential fatality – staff, visitors, cleaners, contractors, vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact with you in relation to your business</p>	4	5	20	HIGH	<p>General Precautions</p> <p>Communication of COVID-Secure steps</p> <ul style="list-style-type: none"> All key information will be published on the Theatre Royal Windsor website All customers will be provided with pre-show email with key information on what to expect for their visit All staff, performers and workers will be provided with a full copy of the TRW COVID Secure policies and procedures and will be required to undertake induction training before returning to work. <p>Health Questionnaire</p> <p>A written declaration will be obtained from all employees / subcontractors and visitors to the Theatre at entry declaring that:</p> <ul style="list-style-type: none"> That they are not suffering from any COVID-19 symptoms and have not had any symptoms within the previous 7 days They have not (as far as they are aware) been in contact with anyone with COVID-19 symptoms within the previous 14 days That they are not ‘shielded’ or defined as clinically vulnerable or extremely vulnerable, which might make them particularly vulnerable to COVID-19 They have not been contacted by NHS Test and Trace and asked to isolate or get tested. <p>Audience / Public screening</p> <p>All audience / public attending performances at the Theatre are asked to declare the same health questionnaire as staff prior to attending. Temperature checks may be used at the theatre’s discretion.</p> <p>Social Distancing</p> <ul style="list-style-type: none"> A One-way system in use throughout all public areas to ensure social distancing is maintained, this includes use of 4 separate entrances for audiences (to split by area of the auditorium) in addition to dedicated entrances and exits for staff to minimise multiple groups of people occupying the same areas of the building. Regular signage and demarcation will be used in all public areas as well as staff to guide and inform. Auditorium seating re-configured and limited (on box office software) to ensure 1m+ spacing between household groups both along the row and between rows. Where the age of the building prevents this every other row of seating will NOT BE USED. Capacity of seating and overall capacity of the building and auditorium reduced down as a result of the above measures. 	<p>Monitor regularly – update this RA monthly until further notice. (TRW H&S Committee)</p>	1	4	4	MEDIUM

	<ul style="list-style-type: none"> • All performers, workers and staff working within social distancing parameters. FOH and Public facing staff will work in fixed teams to minimise transmission risk. • Departments allocated rest areas and zoned use of the building and facilities to minimise any cross-departmental contact in so far as is reasonably practicable • Public to be kept separate from as many staff as possible to avoid transmission <p>Personal Hygiene</p> <ul style="list-style-type: none"> • Adequate hand washing facilities with soap and comfortably hot water to be in place throughout the Theatre. • Stringent hand washing to take place for at least 20 seconds on each occasion – at regular intervals and after contact with commonly touched surfaces • Guidance on suitable hand washing placed in all hand washing stations. • Staff to be encouraged to protect the skin by applying emollient cream regularly: https://www.nhs.uk/conditions/emollients/ • Hand sanitisers with minimum 60% alcohol content to be available in any area where hand washing facilities are not readily available, including all entry points to the theatre. • Employees to be instructed to avoid touching their eyes, noses or mouths. Tissues should be used for coughs and sneezes and these must be disposed of responsibly after use. <p>Vulnerable & Clinically Extremely Vulnerable Audiences & Employees</p> <ul style="list-style-type: none"> • Customers are recommended not to attend if they have been classified as extremely vulnerable or have any of the underlying health conditions set out in the government definitions. • Employees / prospective employees who have been identified as extremely clinically vulnerable will require a separate and individual risk assessment. <p>If a prospective employee is classified as extremely clinically vulnerable, this must be made clear to TRW prior to the point of contract through the health declaration on the starter form – so that the theatre is aware and can take any possible and practical steps. If a person has had, or someone in their family has had COVID-19, this should also be communicated at this time.</p> <p>Cleaning Regime An enhanced cleaning regime with suitable biocidal anti-viral disinfectant sprays and cleaning agents will required across the building, including:</p> <ul style="list-style-type: none"> • Use of ‘Foggers’ to sterilise the auditorium and public areas prior to each performance. Training will be provided to staff on the correct and safe application. • Increased cleaning of all common touch points (handrails, light switches, door handles and locks, tabletops, chip and pin machines) using appropriate materials and methods. • All staff responsible for cleaning down workstations, phones, radios etc before and after each shift. 	
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	<ul style="list-style-type: none"> • Where possible tools and PPE will be assigned to individuals or fixed teams. Where not possible they must be cleaned with anti-viral / anti-bacterial biocidal cleaners before and after each use. • Ensure cleaning products are used of appropriate strength to kill the virus • Amend cleaning checklists to ensure all areas are being frequently cleaned • Ensure cleaning staff have adequate protection – as they are being sent to places where the virus may have been left on surfaces • Ensure cleaning cloths and mop heads are laundered adequately (i.e. daily) or disposed of safely and responsibly • Split teams to ensure no risk of cross transmission between public and front of house areas with backstage. • Double bagging of waste that contains tissues, make-up wipes or hand towels etc. <p>Ventilation The HVAC heating and cooling system within the auditorium will be set to maximise the fresh air supply rate available. In addition:</p> <ul style="list-style-type: none"> • Windows are to be opened in offices and dressing rooms upon entry and closed when the last person leaves that room. • The ‘Lantern’ above the stage that covers 30% of the floor area of the stage will be opened (weather permitting) before each performance to provide fresh air supply. <p>Personal Protective Equipment (PPE) Employees to be made aware that the use of PPE does not mean that other control measures such as social distancing or hand washing/sanitising may be ignored.</p> <p>Physical barriers Where possible at all point of sale locations staff and public will be separated with Perspex screens to ensure social distancing and minimise the risk of transmission.</p> <p>Face Coverings</p> <ul style="list-style-type: none"> • All staff, workers, contractors, audiences and visitors over the age 11 must wear a suitable face covering whilst on the premises – which must not be worn more than one day without washing. TRW will provide all employees with suitable face coverings and provide provision for the safe washing of face coverings. • Where staff roles require engagement with the public that is not at a point of sale location (i.e. ushers, bag search and duty manager) then clear visors or face shields must be worn in addition to face coverings in line with government guidance on close contact roles. • Where staff roles require engagement with other workers (i.e. costume staff with performers) that require close proximity. The duration of close proximity must be minimised, and a clear visor or face shield must be worn in addition to a face covering. 	
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Wearing of Gloves

- Where a specific activity risk assessment identifies wearing of protective gloves as a requirement of the job (Such as dealing with vomit or bodily fluid clean-ups), an adequate supply of suitable nitrile disposable gloves will be provided by the employer. N.B. Wearing gloves unnecessarily can lead to further spread of the virus
- Staff will be instructed on how to remove gloves carefully to reduce contamination - and how to dispose of them safely
- Hands should be washed before putting on gloves and after removing them

Access

In accordance with the Equality Act 2010, TRW will ensure that access arrangements in response to COVID-19 do not directly or indirectly disadvantage staff, subcontractors and official visitors' safe access to, and egress from, the premises

- Access arrangements for staff, subcontractors or official visitors with disabilities to be reviewed to ensure they are COVID Secure – to include scrutiny of modified access/egress points and routes, entry queuing systems and emergency response plans

NHS Test and Trace Service

The NHS Test and Trace service will help identify, contain and control COVID-19 and reduce the spread of the virus

- Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or within 2 metres for more than 15 minutes
- People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus
- If those in isolation develop symptoms, they can book a test at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) or by calling 119
- If they test positive, they must continue to stay at home for 7 days or until their symptoms have passed
- If they test negative, they must complete the 14-day isolation period
- Members of their household will not have to stay at home unless the person identified becomes symptomatic, at which point they must also self-isolate for 14 days to avoid unknowingly spreading the virus
- The Theatre has an outbreak control plan and will store the contact details of all persons present in the building in line with government guidelines to assist Test and Trace as required.

These control measures may be over-ridden, and a work task aborted at any time – should UK Government advice change. This decision will be made by the Theatre Directors - and may involve consultation with a health and safety consultant.