

COVID-19 RETURNING TO SAVVY: ONGOING WEEKLY PROGRAMME



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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.

This is Risk Assessment for dealing with the current Covid-19 situation and reducing the risk of the spread of Coronavirus as we return to our weekly programme of ongoing groups in the SAVVY Studio, Fairfield Halls from September 2020. This includes working with:

- Children and young people
- Vulnerable adults including those with a learning disability
- People facing homelessness
- People with underlying health conditions, including mental health and anxieties

Many of our members are at an extremely high risk of becoming increasingly isolated, anxious, physically unwell, neglected and very sadly abused. SAVVY provides an opportunity for escapism, therapy, confidence, team and skills building, a routine, a safe place, an opportunity to spend time and socialise with peers, active and physical movement etc.. It is therefore vital that we are able to re-open as soon as it is safe to do so.

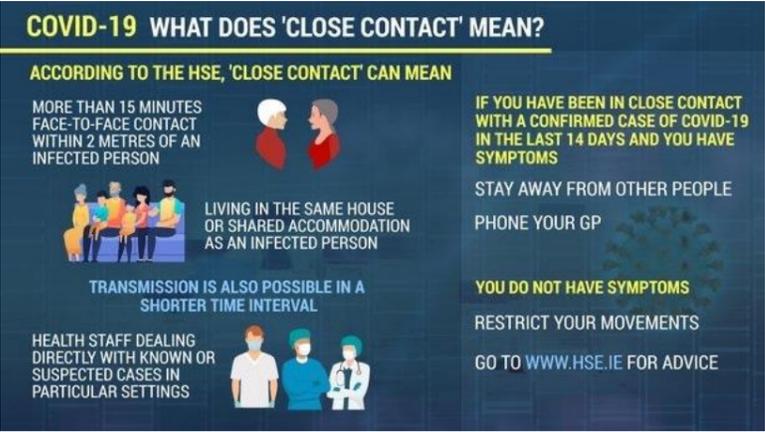
PLEASE NOTE: This is a supplemental risk assessment, covering specific issues associated with the Covid-19 pandemic and returning to our weekly programme of work at the SAVVY Studio. It should be used in conjunction with our Ongoing Groups Risk Assessment, Code of Conduct, Safeguarding, Health & Safety and Covid-19 Returning to SAVVY Policies.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done?
General Spread of the Virus	<ul style="list-style-type: none"> • Staff • SAVVY members including young people, vulnerable adults and people with underlying health conditions • Support Workers • Volunteers • Parents/Carers • Other visitors to the premises 	<ol style="list-style-type: none"> 1. Ensuring there is no pressure to return to activities at our SAVVY Studio, Fairfield Halls. 2. Staff will be able to continue work remotely if possible or given the option to delay returning to work 3. Social Distancing 4. Provide disposable named cups for water and ensure all jugs are washed thoroughly afterwards 5. Hand Washing <ul style="list-style-type: none"> • Members will be offered hand sanitiser to use on entering and leaving the studio • There are hand washing facilities with soap and water in the toilets • Members, staff etc... will be reminded to wash their hands and additional signs will be placed in all public areas 6. Use of PPE <ol style="list-style-type: none"> a. For Staff <ul style="list-style-type: none"> • All staff will be provided with their own personal PPE kit with face masks, gloves, hand sanitiser, wipes & tissues b. For Members/Room 	<ol style="list-style-type: none"> 1. SAVVY will continue to check-in with partner organisations, members and our wider network and continue to offer online sessions and care packages where possible. 2. Continued discussion and support for SAVVY staff to ensure they feel safe to return. 3. See specific Social Distancing point in Risk Assessment 4. Members will be encouraged to provide their own water bottles. 5. SAVVY will provide additional soap in the SAVVY bathroom and follow the NHS guidelines on handwashing: www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 6. An adequate supply of PPE will be provided. Staff will be instructed on how to remove gloves and wear masks carefully to reduce contamination and how to dispose of them safely. 			

		<ul style="list-style-type: none"> Members will be asked to bring a face covering and may be instructed to wear it in a session. There will be masks, gloves, sanitiser and disposable PPE for use by members, support, staff etc... as needed. <p>7. Ventilation of the venue</p> <ul style="list-style-type: none"> Keeping top windows open/ensuring room is well ventilated <p>8. Transport to and from work</p> <ul style="list-style-type: none"> Reminders of the importance of wearing masks and not touching your face if travelling on public transport Immediate washing of hands on arrival at work <p>9. CLEANING</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>SAVVY will have a rota outlining who will be responsible for cleaning and monitoring the following:</p> <ol style="list-style-type: none"> Studio <ul style="list-style-type: none"> Chairs Use of Props wiped after use and where possible only handled by one actor Windows Toilets <ul style="list-style-type: none"> Members to only use the SAVVY toilets except for two SAVVY members who will use the hoist accessible toilet in the foyer spray and wipe down after use signs to remind of this Office <ul style="list-style-type: none"> Specific staff coffee mugs Wiping down coffee station after use Maintain clean desk policy, wiping down surfaces, phones, computers and chairs Dressing Room (see Showing Symptoms) All doors, handles 	<p>PLEASE NOTE: The wearing of masks indoors for Tier-3/4 is now mandatory for those without a genuine exemption.</p> <p>7. SAVVY members will be encouraged to wear/bring additional warm clothes so as to keep the room well ventilated.</p> <p>8. SAVVY will liaise with BHLive to temporarily increase the parking spaces available at the rear of FFH for SAVVY staff</p> <p>9. Rigorous checks will be carried out by SAVVY staff to ensure that the necessary procedures are being followed and SAVVY will work with BHLive on safe rubbish removal procedures.</p> <ol style="list-style-type: none"> Staff will clean the studio before and after every session <ul style="list-style-type: none"> Personal belongings to be kept to a minimum and placed under their chairs Support staff will be additionally responsible for ensuring the toilet is cleaned after use by the person they are supporting Minimising the shared use of the SAVVY phone and ensuring it is wiped down before being shared Use of this area still to be confirmed by BHLive. To be cleaned before and after every session as outlined in rota. 			
Providing First Aid	<ul style="list-style-type: none"> SAVVY First Aiders Staff Members Support Workers Volunteers Parents/Carers Other visitors to the 	<p>Although there may be heightened concerns around first aid, this will continue as normal, with the mandatory use of gloves. In addition:</p> <ul style="list-style-type: none"> Face masks to be worn for general first aid. Resus masks for emergency first aid to be provided to all first aiders with official guidance from the UK Resuscitation Council allowing for the use of chest compressions only. 	<p>Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:</p> <ul style="list-style-type: none"> Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any 			

	premises		<p>doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.</p> <ul style="list-style-type: none"> • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. • If the rescuer has access to any form of personal protective equipment (PPE) this should be worn. • After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 			
Overcrowding / maintaining Social Distancing	<ul style="list-style-type: none"> • Staff • Members • Support Workers • Volunteers • Parents/Carers • Other visitors to the premises 	<ol style="list-style-type: none"> 1. Add signs on the walls and marks on the floor to remind and support social distancing 2. Studio <ul style="list-style-type: none"> • Group Size 15 (in line with schools) • Support workers in the room to be limited to only those needed for 1:1 support. • Chairs to be provided, spaced apart, in the corridor, for support staff who do not need to be in the room but need to remain in the building. N.B. Use of foyer area TBC from FFH if venue not open to public. • Staff to support with verbal reminders of maintaining social distancing • Assigned seating, spaced apart, will be provided in the studio. 3. Toilets <ul style="list-style-type: none"> • No more than 3 people in the SAVVY toilets • Marks on the floor to demonstrate queue distance 4. Office 	<ol style="list-style-type: none"> 1. All Posters, leaflets and other materials are available for display. www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people 2. All members, staff support etc... to agree to additional social distancing policies prior to returning. 3. Support staff asked to support their members with cleaning toilets after use. 4. Staff meetings to take place in the studio 			

		<ul style="list-style-type: none"> No more than 3 people in the office at any time Assigned seating/no hot-desking <p>5. Storage Room capacity no more than 3 people at any time</p> <ul style="list-style-type: none"> Volunteers to be made aware of social distancing Hand sanitiser and PPE to be provided Possible one-way system to be implemented to manage movement within the aisles <p>6. Arrival & Departures</p> <ul style="list-style-type: none"> Members will be met at the front of the venue and escorted to the rear entrance (except for those with mobility issues who have requested a parking space) – TBC with BHLive staggered arrival into the studio to avoid crowding i.e. met on arrival one at a time, given hand sanitiser and directed to their chair SAVVY to liaise with BHLive on additional one-way systems put in place throughout the wider venue Staff to re-look at any weekly groups and highlight any potential timetable clashes 	<p>5. No members to be in the storage room. Costumes & props to be brought to the studio</p> <ul style="list-style-type: none"> additional markings on the floor to assist with movement/one-way system <p>6. Staff to wear High-Viz jackets and have torches for escorting groups safely to and from the front and back of the venue.</p> <ul style="list-style-type: none"> Possible use of a prop e.g. umbrella or bamboo pole given to members to help demonstrate appropriate social distance to members while walking Support workers/parents asked to support with the walk as necessary Parents/carers asked to wait at the front of the venue for pick-up Possibly need to adjust start and end times of some groups to ensure there is no potential crowding with arrival/leaving 			
Mental Wellbeing & Anxieties	Specific to staff & members	<p>The coronavirus can affect us in different ways - physically, emotionally, economically, socially and psychologically. When we are facing a crisis of any sort, fear and anxiety are inevitable – they are normal, natural responses to challenging situations infused with danger and uncertainty.</p> <p>1. Member Wellbeing</p> <ul style="list-style-type: none"> No member will be expected to return to the venue when we reopen Members who do return can change their minds and SAVVY will be flexible on attendance until the end of the Summer term 2021 Their place in the group is being held until the end of the Summer term 2021 Continue to Liaise with key/support workers and agencies in line with our safeguarding policies Continue to provide online engagement through the streaming of sessions for members unable to attend <p>2. Staff Wellbeing</p> <ul style="list-style-type: none"> SAVVY will be flexible with working hours due to childcare, anxieties around returning, and the need to comply with 	<p>1. Staff to receive additional training in mental health and wellbeing and knowledge of local agencies to signpost members to if needed.</p> <p>Get a sense of where you are and refocus your attention on the activity you are doing. You could try one of these:</p> <ul style="list-style-type: none"> Look around the room and notice 5 things you can see Notice 3 or 4 things you can hear Notice what you can smell or taste or sense in your mouth or nose Notice what you are doing End the exercise by giving your full attention to the task at hand. <p>2. Regular communication of mental health information and open door policy for those who need additional support.</p> <ul style="list-style-type: none"> Access to a Wellbeing Officer - TBC 			

		<p>government policy around self-isolation etc...</p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help 	<p>www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>			
Someone showing symptoms	<ul style="list-style-type: none"> Staff Members Support Workers Volunteers Parents/Carers Other visitors to the premises 	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <ol style="list-style-type: none"> Anyone showing symptoms will: <ul style="list-style-type: none"> Automatically be asked to go home. They will be told not to take public transport. Any staff needing to escort the member to a car or taxi will wear PPE and maintain strict social distancing. All others in the room will be asked to wear masks, will be told to wash their hands thoroughly and will have the option of going home straight away. A full cleaning of the shared SAVVY spaces (studio, toilets, office) will take place. SAVVY will inform all other groups that someone with symptoms had been in the venue and inform them how the situation was managed, giving them the option of whether to come to their session. The person (staff or member) will not be able to return to SAVVY until they have either: <ol style="list-style-type: none"> Had a Covid-19 test and the results are negative ** Isolated for 14 days <p>** If the results are positive, they MUST isolate for 14 days and anyone who had been in close contact with them will then also be sent home and asked to take a test and/or isolate.</p>	<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority 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. https://www.publichealth.hscni.net/</p> <ol style="list-style-type: none"> Should it be necessary to isolate someone showing symptoms, they will be removed to the Dressing Room area (TBC) and BHLive will be informed in order to carry out additional cleaning <ul style="list-style-type: none"> SAVVY will take the temperature of members before they come into the studio. Anyone with a high temperature will not be able to attend the session that day. 			
Transmission of the virus through props & costumes.	<ul style="list-style-type: none"> Staff Members Support Workers Volunteers 	<ol style="list-style-type: none"> Individual costumes & props will be allocated to members to wear and kept in separate bags specific to them. Any shared items costume items will be either washed or quarantined for 72 hours before being passed onto another member to use. Props will be wiped down before being shared and or passed between cast members who will be asked to wear gloves. 	<p>The handling of props and costumes by staff members will be kept to a minimum with items being allocated to individual staff members to both distribute and clean.</p>			