

COVID SAFE WORKING DURING FESTIVAL 2021

RISK ASSESSMENT

Department	Learning & Engagement
Author:	Neil Fox
Line Manager Sign Off	
H&S Sign Off	
Activity Details	A range of creative activities and performances for community groups across Edinburgh. Each activity will be bespoke to the group and their venue.
Location	Various across Edinburgh both indoor and outdoor.

Considerations	
Is this activity necessary?	
Could this activity be performed in a safer way? <i>i.e. remotely?</i>	
Does this activity go against the festival Covid-19 objectives? (Protect our People, Protect our Performers, Protect our Venues, Protect our Audience)	
Is additional expertise required to complete this assessment?	

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i></p>		<p><i>What will we do to reduce the risk?</i></p>
Hazard:	To Whom:	
<p><i>What could cause harm?</i></p>	<p><i>Who is at risk?</i></p>	
<p>Person to person transmission</p> <p>Health Declarations & Checks</p> <p><i>What are we doing/asking to check that no one is unwell?</i></p>		<p>A verbal check is performed at the beginning of the activity, confirming with everyone present;</p> <ul style="list-style-type: none"> that they are not suffering from any coronavirus 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 coronavirus symptoms within the previous 14 days that they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS. <ul style="list-style-type: none"> If any person develops symptoms, or thinks they may have come into contact with someone who has Covid-19, they are not to attend set and should be isolated for a minimum 7 days and not return to set for at least a further 14 days.
<p>Person to person transmission</p> <p>Hygiene</p> <p><i>Thinking about hand hygiene & the cleaning of surfaces/equipment</i></p>		<ul style="list-style-type: none"> Handwashing facilities should be provided wherever possible with soap and paper hand towels. Antiseptic gels provided at the venue Regular reminders to wash or sanitize hands regularly and immediately after handling equipment or objects that may carry the virus. (This includes all work equipment)
<p>Person to person transmission</p> <p>Physical Separation</p> <p><i>Is there adequate space to distance?</i></p>		<ul style="list-style-type: none"> For performative elements, performance will take place on a stage or in a performance area at least 2m from the audience, increased to 4m if there is singing or wind instruments involved. Wherever possible physical separation of at least 2m should be maintained. Work should be planned to maintain this distance as the norm. If 2m separation cannot be achieved, you should consider whether the activity should continue. If necessary, the hierarchy of control should be followed: <ol style="list-style-type: none"> Eliminate. Does the activity really need to be done? Are there other ways of achieving the same thing?

		<ol style="list-style-type: none"> 2. Reduce. Minimise the number of people involved at any one time, for the shortest period (less than 10 minutes ideally) 3. Isolate. Keep groups of people who must work within 2 metres together as teams and separate from others if possible 4. Admin Control. Consider and enhance authorisation process for these activities and provide additional supervision 5. PPE. Use PPE (masks and gloves) as a last resort and immediately dispose of used equipment and wash hands.
<p>Person to person transmission</p> <p>Interactions with others</p> <p><i>Every interaction is another chance for infection.</i></p>		<p>Limit general interactions between people. For example:</p> <ul style="list-style-type: none"> • Only essential interaction between people. • Technical being carried out with sufficient time allocated in an effort to reduce staffing requirements. • Performers and audience to remain in designated areas and minimize unnecessary socialisation. • Use physical barriers to delineate safe areas where necessary.
<p>Contaminated surfaces/equipment Transmission</p> <p>Equipment</p>		<ul style="list-style-type: none"> • All work equipment and tools must be wiped down with antiseptic wipes regularly and whenever it is used by different individuals. • Personal equipment (headsets, mics, radios, instruments etc) should be cleaned before issue and then each day. • Wherever possible headsets, mics and radios should be used exclusively by the same person for the duration labelled to identify user. • All hired equipment brought into a workspace must be disinfected on arrival. Hire companies must be contractually required to ensure that any equipment being sent out should be fully disinfected before loading, • Any equipment only to be handled by designated individuals responsible for that equipment to avoid any potential cross-contamination
<p>Person to person transmission</p> <p>Personal Protective Equipment (PPE)</p> <p><i>What PPE is in use? What information is shared with those expected to wear it?</i></p>		<ul style="list-style-type: none"> • Where required masks to be worn especially indoors where participants and facilitators will be in close quarters. • All attendees of the activities will be asked to bring their own face masks. • The FFP and surgical type masks deteriorate over a relatively short time and therefore need to be renewed regularly and disposed of carefully.
<p>Person to person transmission</p> <p>Travel</p>		<ul style="list-style-type: none"> • Wherever possible travel to site should be alone by private transport, cycling or walking. • If private transport is not available, then privately hired transport such as taxis should be used maintaining social distancing, open windows, and good hygiene practices as

<p><i>What can we do to reduce the risk associated with travel?</i></p>		<p>far as possible. It is also recommended that you check the transport company's hygiene protocols are suitable and in place.</p> <ul style="list-style-type: none"> • As a last resort employee should use public transport and where possible maintain social distancing, good hygiene practices, and where necessary keep the time in close proximity to others to a minimum. <ul style="list-style-type: none"> • Where possible travel should be arranged to avoid peak times and more parking facilities may need to be arranged for an increase in cars and bicycles.
<p>Person to person transmission</p> <p>Temporary Accommodation</p>		<ul style="list-style-type: none"> • Overnight accommodation for staff should be avoided. If it is necessary, single occupancy accommodation should be obtained and the hygiene and social distancing measures associated with the accommodation should be confirmed before use.