

# COVID-19 RISK ASSESSMENT

## GENERAL OPERATIONS – ALL SITES

<b>WHAT ARE THE RISKS?</b>	<p>Uncontrolled exposure to the COVID-19 virus that may come from:</p> <ul style="list-style-type: none"> <li>Someone infected with COVID-19 working in or visiting the Group’s sites spreading the virus to other individuals. The infected individual may not display symptoms of COVID-19 but could still be carrying the virus.</li> <li>Individuals being exposed to the virus by: <ul style="list-style-type: none"> <li>Being in close contact with an infected individual</li> <li>Poorly ventilated spaces</li> <li>Aerosol and droplet transmission of the virus in common use or high traffic areas</li> <li>Contaminated common-touch surfaces, equipment or shared workstations</li> <li>Not washing hands or not washing them adequately, leading to transmission of the virus</li> </ul> </li> <li>Individuals and/or teams of individuals being exposed if one or more become infected.</li> </ul>			
<b>WHO MIGHT BE HARMED?</b>	<p>Any person entering LW Theatres venues or offices including:</p> <ul style="list-style-type: none"> <li>LW employees</li> <li>Contractors</li> <li>Production company members</li> <li>Visitors</li> <li>Members of the Public</li> </ul> <p>Any of these people may be ‘clinically vulnerable’ individuals that are at a higher risk of severe illness if they are infected by COVID-19, they may not know they are clinically vulnerable.</p>	<p>Approximate number of people attending LW Theatres venues and offices per day:</p> <ul style="list-style-type: none"> <li>800</li> <li>100</li> <li>400</li> <li>100</li> <li>10,000</li> </ul>		
<p><b>WHAT METHODS OF CONTROL HAVE BEEN INTRODUCED?</b> The following control measures are to be observed by all LW Theatres employees, audience members, visitors and contractors.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>Venue management will oversee the implementation of control measures in each venue.</li> <li>Office management will oversee the implementation of control measures in offices.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>ADDITIONAL CONTROL MEASURES</b> The following additional control measures have been introduced in order to further reduce the risks:</p> </td> </tr> </table>			<p><b>IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>Venue management will oversee the implementation of control measures in each venue.</li> <li>Office management will oversee the implementation of control measures in offices.</li> </ul>	<p><b>ADDITIONAL CONTROL MEASURES</b> The following additional control measures have been introduced in order to further reduce the risks:</p>
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<p><b><u>CLEANING AND HYGIENE</u></b></p> <ul style="list-style-type: none"> <li>✓ Cleaning will be carried out by trained professionals engaged by the Group’s contract cleaning company.</li> <li>✓ The venue will be fully cleaned and disinfected at the beginning of every working day.</li> <li>✓ Waste must be treated as potentially infective and dealt with appropriately.</li> <li>✓ If anyone presents with COVID-19 symptoms whilst at the site, the Group will arrange a deep clean by a specialist company.</li> <li>✓ Hand sanitiser and hand washing facilities are being provided throughout the building. Handwashing with soap and water should be used in preference to sanitiser wherever possible.</li> <li>✓ Hand sanitiser and hand soap will be checked and replenished daily by the Group’s contract cleaning company.</li> <li>✓ Rest areas and areas where people take refreshment must be kept scrupulously clean. Individuals are responsible for clearing</li> </ul>		<ul style="list-style-type: none"> <li>✓ During periods of high activity (e.g. construction works and loading in or out) cleaning staff will remain on site to carry out a rolling cleaning programme focused on disinfecting common touchpoints and welfare areas throughout each day.</li> <li>✓ Signs are placed in bathroom and hand washing areas to remind people to follow controls. NHS guides on how to clean hands most effectively are also on display.</li> </ul>		

<ul style="list-style-type: none"> <li>✓ and cleaning any areas and surfaces they have used and for putting any waste into the appropriate bin.</li> <li>✓ Regular touchpoints will be key points of focus for the cleaning teams.</li> </ul>	
<p><b><u>VENTILATION</u></b></p> <ul style="list-style-type: none"> <li>✓ A Local Ventilation Plan is in place for each venue which details the specific ventilation arrangements for each area of that venue.</li> <li>✓ Ventilation systems are set to 100% fresh air. No air is recycled.</li> </ul>	<ul style="list-style-type: none"> <li>✓ CO2 monitors have been installed in all venues.</li> </ul>
<p><b><u>AUDIENCES ATTENDING EVENTS/ PERFORMANCES</u></b></p> <ul style="list-style-type: none"> <li>✓ Audience members will not be permitted access to the stage or backstage areas during their visit.</li> <li>✓ All audience members will be asked to use the hand sanitiser provided upon entry to the venue.</li> <li>✓ Audience members are kindly requested to wear a face covering throughout their visit, unless exempt.</li> <li>✓ Audience flow will be managed by FOH staff throughout the event to minimise queuing at pinch points.</li> <li>✓ Audience-facing signage will be on display throughout the building.</li> <li>✓ Distancing floor markers will be in place where people are likely to congregate.</li> <li>✓ Hand sanitiser and hand washing facilities will be provided throughout the front of house areas for the duration of the event. Handwashing with soap and water should be used in preference to sanitiser wherever possible.</li> <li>✓ Contactless ticket scanning and payment technology will be utilised where possible.</li> <li>✓ Audience members will not be able to leave gifts or items for signing or request photographs with cast members at the Stage Door entrance.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Audience members will be issued with guidelines relating to the measures in place in advance of their visit where reasonably practicable.</li> <li>✓ Audience members aged 11 and over are kindly requested to take a COVID lateral flow test within 48 hours of their visit. Alternatively, audience members are kindly asked to bring their NHS Domestic COVID-PASS or international equivalent, which demonstrates double vaccination plus 14 days or natural immunity. Checks of the above will be undertaken by front of house staff upon arrival in line with the Group's current policy.</li> <li>✓ Audience members with symptoms will be asked not to attend the venue.</li> <li>✓ Audience members who identify themselves as clinically extremely vulnerable in advance of the event may be advised not to visit the venue.</li> <li>✓ Dedicated entrance and exit points will be used to reduce traffic through pinch points, where reasonably practicable.</li> <li>✓ Front of house tannoy announcements will be made to notify the audience of any important messages during the event if necessary.</li> <li>✓ The NHS QR code will be on display front of house.</li> </ul>
<p><b><u>EMPLOYEES ATTENDING WORK IN VENUES OR OFFICES</u></b></p> <ul style="list-style-type: none"> <li>✓ Employees with symptoms of COVID-19 or who are required to self-isolate must not travel to work.</li> <li>✓ Employees who are clinically extremely vulnerable and un-vaccinated will not be required to attend the workplace.</li> <li>✓ Employees may carry out some work from home if it is reasonable for them to do so.</li> <li>✓ Employees have been advised to consider their travel options in accordance with UK Government guidelines.</li> <li>✓ All employees and visitors to the venue will be required to either wash their hands with soap and water or use hand sanitiser on arrival and before departure.</li> <li>✓ All employees and contractors should take reasonable care of their own health and safety by maintaining a safe distance from other people at all times it is reasonably practical to do so.</li> <li>✓ Arrival and departure times of employees will be staggered as far as reasonably practicable.</li> <li>✓ Face coverings will be worn by employees working in offices at all times unless seated or exempt.</li> <li>✓ Face coverings will be worn by employees at all times in public areas of venues, unless exempt.</li> <li>✓ Desks in office spaces have been arranged for back-to-back or side-to-side working. Where this is not possible high partitions have been installed.</li> <li>✓ Employees will not share work stations or equipment within the same shift period.</li> <li>✓ Employees working front of house will not be permitted to enter backstage areas for the duration of their shift.</li> <li>✓ Personal belongings will be stored in each employees own workspace.</li> <li>✓ All employees working closely with production will participate in the show-led testing regime and submit proof of a negative lateral flow test as required.</li> <li>✓ There is a regular testing policy in place for all other employees. Contractors will be asked to adhere to the Group's testing policy.</li> <li>✓ Anyone feeling unwell or who develops COVID-19 symptoms whilst at work will be instructed to immediately put on a face covering, avoid touching anything and leave the venue immediately. They should contact their line manager as soon as it is safe to do so. Individuals that have been working with a person who develops COVID-19 symptoms will be briefed by their line manager in accordance with current UK Government guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>✓ All employees will be asked to self-declare that they have not knowingly been exposed to COVID-19 and that they are not currently suffering from any of the recognised symptoms.</li> <li>✓ Venue-based employees will receive training focusing on how to keep themselves and others safe.</li> <li>✓ Where social distancing is not possible, COVID-19 transmission should be considered as part of any work activity and suitable control measures put in place before work starts.</li> <li>✓ Stage Door Keepers and receptionists will ask employees and contractors to confirm that they are in possession of a negative test result before allowing entry. Lateral flow COVID tests are available at Stage Door for use by anyone who has not taken a test within the specified timeframe.</li> <li>✓ Where practicable, 'team bubbles' will be created. Employees should remain in those teams for work, rest and shift periods.</li> <li>✓ Use of any passenger lift is limited to one person at a time, or two people where a person with access needs requires assistance.</li> </ul>

<p><b><u>VISITORS ATTENDING VENUES OR OFFICES</u></b></p> <ul style="list-style-type: none"> <li>✓ Visitors are admitted by appointment only and visits are limited to those considered by the Group to be absolutely necessary.</li> <li>✓ Dedicated toilet and hand washing facilities will be made available for visiting delivery drivers.</li> <li>✓ Visitors will be briefed on site rules and expectations on arrival and before they are allowed onto the premises.</li> <li>✓ Site rules and reminders will be on display in Rear of House areas.</li> <li>✓ All visits and work should be planned so that as few people as possible are involved. Any work required to be carried out in close proximity to others should last for the shortest possible period of time.</li> <li>✓ Visitors will be notified in advance of the measures in place at the site and will be asked to adhere to the Group's testing policy.</li> </ul>		<ul style="list-style-type: none"> <li>✓ All visitors will be asked to self-declare that they have not knowingly been exposed to COVID-19 and that they are not currently suffering from any of the recognised symptoms.</li> <li>✓ Visitors who identify themselves as clinically extremely vulnerable in advance of the event may be advised not to visit the venue.</li> <li>✓ Stage Door Keepers and Receptionists will ask visitors to confirm that they are in possession of a negative test result before allowing entry. Lateral flow COVID tests are available at Stage Doors or office reception for use by anyone who has not taken a test within the specified timeframe.</li> </ul>
<p><b><u>PERFORMANCES OF THE PRODUCTION</u></b></p> <ul style="list-style-type: none"> <li>✓ Production-specific COVID risk assessments will be carried out and documented by each production company.</li> <li>✓ The management team at each venue will work closely with the visiting production's management to ensure suitable and sufficient control measures are in place.</li> </ul>		<ul style="list-style-type: none"> <li>✓ Separation between front of house and rear of house operations will be maintained where reasonably practicable.</li> </ul>
<p><b>FURTHER CONSIDERATIONS RELATING TO THE COVID-19 PANDEMIC</b></p>	<p>When returning to work and buildings after a period of shutdown:</p> <ul style="list-style-type: none"> <li>✓ Ensure regular planned preventative maintenance is up to date and systems are properly maintained.</li> <li>✓ Ensure returning employees understand the arrangements and control measures in place.</li> <li>✓ Ensure employees are supported in their return to work.</li> </ul>	<ul style="list-style-type: none"> <li>✓ All employees returning to the workplace will be given copies of relevant Risk Assessments and training sessions to re-integrate them to the workplace.</li> <li>✓ Line Managers will be available for employees returning to work to discuss any issues or concerns they may have.</li> <li>✓ Routine maintenance water hygiene processes are maintained uninterrupted.</li> <li>✓ Regular communication between employees and the HR department reminding staff of the mental health support provided by the Group's Employee Assistance Programme.</li> </ul>
<p><b>WHAT OTHER ACTION SHOULD BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>• Continue to closely monitor changing advice from the UK Government, Public Health England and the Health and Safety Executive.</li> <li>• Ensure employees are briefed on any changes to LW Theatres Policy in relation to the management of COVID-19 risks.</li> </ul>		<p><b>THIS RISK ASSESSMENT:</b></p> <p>Date: 06 September 2021</p> <p>Review to be undertaken annually or in line with any significant changes in guidance.</p>