**1. Purpose**

This policy sets out Pump House Theatre and Arts Centre approach to the regular users / hirers of the facilities in the buildings under conditions of Covid-19 restrictions. The Pump House Theatre and Arts Trust Limited aims to provide a COVID-Secure environment for users, hirers, staff, volunteers and visitors and this document sets out our arrangements to achieve this.

**2. Strategic Context**

This policy is underpinned by the principle of minimising risk to staff and users of the centre.

The aim to enable the operation of the buildings while ensuring the health and safety of all people on the premises.

**3. Definitions**

The Pump House Theatre and Arts Trust Ltd (PHTAT) defines employees and volunteers to be those people whose presence in the building is at the request of the PHTAT.

* This includes
  + Use of the premises at any time of day
  + all spaces used at 5 -6 Local Board Road Watford (The Centre)
* This does not include
  + Home working
  + Members of the public who attend the Centre.

**5. Expectations of Hires and users.**

Everyone working using or visiting the Pump House Theatre and Arts Centre has a responsibility to familiarise themselves with this Covid-19 Staff working procedures and risk assessments that go with it.

They must maintain a proper focus on health and safety for themselves, the other users and the public while being present at The Centre

Anyone who is or has been working or visiting in and around Pump House Theatre and Arts Centre (PHTAC) with in the last 72 hours believes that they have been exposed to Covid-19, or who has been contacted by the NHS Test and Trace service and advised they have been in contact with a confirmed case, must inform their point of contact in **immediately** and they or the point of contact must inform the PHTAC. If they are at The Centre at the time, they become aware they should leave immediately minimising contact with anything as much as possible and self-isolate following government advice.

Any person with symptoms can obtain a test through the NHS website here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

Any persons falling into the defined category of Clinically Extremely Vulnerable (CEV) must not attend the premises. The guidance for CEV people (including the definition of those falling in to that category) is available here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

All coughs and sneezes should be captured, ideally in a tissue and disposed of but if not at least in a sleeve and then the hands should be washed or sanitised.  
Note :- If at time a case of Covid-19 is reported by anyone who has been in the Centre then that venue will be closed with immediate effect, It will be deep cleaned and then re-opened in line with government recommendations.

**6. Training**

Pump House Theatre and Arts Centre is committed to ensuring that everyone who works for us or use the building understands the requirements of working for the centre under the government restrictions of Covid-19. This will be achieved by either provision of the policy to read and ask questions or by meetings or both.

The centre will pass on the training to a point of contact, the Lead Hirer or their nominee and the expectation is that the hirer will adhere to the guidance and communicate this to all persons attending the centre as part of their booking.

The centre will communicate to the hirer as changes are communicated to the centre from Government or local licencing authorities

**7. Using a hired space in the building. To be shared with all users.**

* Social distancing in alignment current government and local requirements will be adhered to at all times in all areas of the centre. The centre is marked out to give guidance to users to be able to assess the distance between people. Details of social gathering requirements are in the appendix 3 below but for current advice refer to government information at :- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
* The group or individual hiring or using the centre is required to carry out a separate risk assessment of the activity that they will be using The Centre for. All high or Medium level risks must be mitigated or have an action plan to reduce the risk to low.
* Records must be kept of all attended each individual session held at The Centre.  
  Please DO NOT send the list of attendees to The Centre, as it breaches GDPR rules. The organiser or group should keep the list for 21 days after the session and these can then be disposed of. If we become aware of any infection that affects you, we will contact to you and ask you to contact the people who were present at that time. <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily>
* When arriving at the centre everyone should immediately use the toilet facilities to clean their hands for 20 seconds or use hand sanitizer before entering the space hired.
* Users of the building should only use the spaces hired and communal spaces. They should not for example use toilets or kitchen areas in other parts of the building. This is to enable the appropriate areas to be cleaned.
* The number of people approved by the centre will be displayed on the doors and are in the appendix 2 below and the Lead Hirer is responsible for managing this.
* Arrival times of all people should be staggered to avoid cueing. People should also leave in a segregated fashion. Any queue’s that do form should be socially distanced.
* When possible the doors and windows in all the spaces should be left open to encourage airflow. See Appendix 4
* Users should avoid using items or surfaces which may be used by multiple people. If it is not possible to avoid this, then these should be regularly cleaned with the resource provided.
* If there a local or national change in guidance / restrictions the use of these spaces, which means that they are not available the PHTAC will cancel the hire of that space and no charge will be made for it during the period it is not available.

8. **Cleaning and Caretaking Staff**

The centre will clean spaces used and empty bins on a regular basis.

A cleaning schedule will be published on the notice boards in the Theatre Foyer and Colne River Room foyer

Hirers / Users will have access to cleaning products to ensure that they can clean any areas that have become at risk from their use of the space or areas that they feel need cleaning

All areas should be kept clean as usual and then in addition any hard surfaces

All used shared items should be cleaned before returning to storage

**9. Review**

We are committed to reviewing our policy and good practice annually, or at such times as significant changes in Government guidance are published.

This policy was last reviewed on: ………21st July 2020…………………(date)

Signed: …………Chris Swallow…………………………………………………………

*Operations Director*

**Appendix 1 Risk assessment by Pump House Theatre and Arts Trust.**

Note :- each groups is required to carry out a separate risk assessment of the activity that they will be using The Centre for. All high or Medium level risks must be mitigated or have an action plan to reduce the risk to low.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Risk Description** | **Risk Level** | | **Probability** | **Mitigation / Action** | **Residual risk** |
| 1 | Cross contamination from multi user areas such as door furniture or flat surfaces | H | H | | Increased Regular Cleaning | L |
| 2 | Cross contamination from Person to person face to face from public or other users | H | H | | * Keep social distancing as current suggested by Local or nation Government * Wash hands or use hand sanitiser on arrival and regularly if in the building for a long period of time * Mark floor to assist with distancing * Wear or use additional protection such as masks visors and gloves as appropriate for the activity | L |
| 3 | Cross contamination from other users | H | L | | Only use the spaces book provided | L |
| 4 | Cross contamination from other items such as cash | H | M | | Regularly clean any item used by multiple items such as pens.  Clean any multi use drinking vessels used with hot water and detergent | L |
|  |  |  |  | |  |  |

**Appendix 2 Capacity in the Spaces at the Pump House Theatre and Arts centre**

Date :- 6th July 2020

|  |  |  |  |
| --- | --- | --- | --- |
| **Space** | **2 Meter Social Distance**  **Recommended** | **1 Meter Social Distance** | **Notes** |
| Charles Room | 6 Individuals  Groups of 6 around table  18 | 12 Individuals  Groups of 6 around a table 1m apart 26 |  |
| Upper Rehearsal | 10 | 27 |  |
| Theatre Foyer | 7 | 14 | Only when booked as a space and not used as a communal space |
| Colne River Room | 9 Individuals  Groups of 6 around a table  Max indoor capacity is 30 | Max indoor capacity is 30 | Live Performance is not allowed at this time.  The Colne River Room can be used for Broadcast, rehearsal and recording in alignment with social distancing requirements  1 Meter social distancing could be 80 |
| Theatre Stage | 12 | Max indoor capacity is 30 |  |
|  |  |  |  |
| Theatre Auditorium | 16 | Max indoor capacity is 30 | Live Performance is not allowed at this time.  The Theatre can be used for Broadcast, rehearsal and recording in alignment with social distancing requirements |
| Pink Dressing Room | 4 | 8 |  |
| Blue Dressing Room | 4 | 8 |  |

**Appendix 3 Social Distancing & special requirements**

|  |  |  |
| --- | --- | --- |
| **Wash / Clean your hands** | * Ensure everyone washes their hands in one of the toilets on arrival or uses hand sanitiser. * This should be repeated when risk from other users has increased. |  |
| **2 Meter Social Distance**  **Recommended** | Wherever possible keep 2 meters apart |  |
| **1 Meter Social Distance** | When gathering at 1M distances. Additional measures should be used for example: - Face masks / screens |  |
| **Groups / Bubbles** | * No more than 6 people in a group / Bubble. * When working in groups or bubbles do not mix with other groups or bubbles. |  |
| **Singing** | Singing is not allowed |  |
| **Wind instruments** | Playing of wind instruments is not allowed |  |
|  |  |  |

**Appendix4 Specific Room suggestions for ventilation**

|  |  |  |
| --- | --- | --- |
| **Colne River Room** | * Minimum suggestion is to open fire-doors at both end of the room. * Additional ventilation can be achieved by opening and locking back the front doors and the intermediate doors | During cold weather we recommend additional clothing is work and the door open if at all possible |
| **Colne River Room Toilets** | Open the windows in the Toilet Areas when the toilets are unlocked | These are opened from inside.  Please close them when locking up |
| **Upper Rehearsal Room** | Open the windows that face the street and the Fire Door the faces the Theatre | Please avoid opening the windows on to our neighbours for noise reduction reason.  Dress warmly when is it cold |
| **Charles Room** | * Open the Fire door when the room is in use. * You can also open and chain back the front door | Please try to keep the noise to a minimum during the evenings. |
| **Theatre Foyer** | Open and chain back the front doors and intermediate doors and the fire door by the Gents Toilet | Please try to keep the noise to a minimum during the evenings.  Close Fire Doors on Leaving |
| **Theatre** | Open the doors to the Foyer and the Fire door in the Foyer also the fire doors to the Stage Door. | Close all Fire Doors on leaving |
|  |  |  |