**1. Purpose**

This policy sets out Pump House Theatre and Arts Centre approach to the regular working of the staff and volunteers 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 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
  + The employees, members or volunteers of groups who are using / hiring the centre and are not providing services to the PHTAT at the time
  + Members of the public who attend the Centre.

**5. Expectations of All Staff and Volunteers**

Everyone working for Pump House Theatre and Arts Trust has a responsibility to familiarise themselves with the 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 hirers and the public while performing their duties at the Pump House.

Anyone who works for or in and around Pump House Theatre and Arts Centre (PHTAC) must inform their manager immediately if they have contracted Covid-19 or have been exposed to a significant possibility that they have been exposed. If they are at the PHTAC they should leave immediately minimising contact with anything as much as possible and self-isolate following government advice

Any member of staff who thinks 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 then they must not come to work, should inform their manager and should self isolate for 14 days in line with government recommendations. 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 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.

**7. Office Staff process**

Office Staff are encouraged to work from home when this is possible.

When Staff need to come to the buildings of the PHTAC, for example to deal with the post, meet a hirer or service provider, read meters or for any other reason then they shall plan that in advance where possible and communicate to others to ensure that the minimum number of people are in the office at any one time.

The number of people in the office space at any one time should never exceed 1 and social distancing in alignment current government and local requirements will be adhered to at all times in other areas of the centre.

When entering the building the staff must wash their hands in the nearest available sink or use the provided anti-bacterial hand gel. Staff should also wash their hands or use anti- bacterial products as necessary during the day, and before leaving the premises.

Staff must ensure that the desks and surfaces in the office are cleaned regularly with the products provided.

Staff must wear gloves if working with any items handled by the public for example cash.

If meeting suppliers, customers or potential hirers then facemasks are provided and should be worn if the employee feels that they are at risk but this are not mandatory.. All meetings should follow current social distancing guidance. Meetings may need to be held in the Centre other than the office to ensure adequate space is available. Visitors or suppliers should be encouraged to wash their hands or use hand gel on arrival.

Records must be kept of all visitors to the Centre for contact tracing purposes for a period of 21 days. All records will kept in alignment with GDPR.

8. **Cleaning and Caretaking Staff**

When entering the building the staff must wash their hands and the nearest available sink or use anti-bacterial hand gel. Staff should also wash their hands or use anti- bacterial products as necessary during the day, and before leaving the premises.

All areas should be kept clean as usual and then in addition any hard surfaces which have been exposed to staff, visitors, users or the public must be wiped down with anti-bacterial products. This includes tables, shelves, bars, handrails and other surface that multiple people may touch. All handles, taps, pump handles, push plates and any other high contact areas must be cleaned daily.

Employees should wear the gloves provided when working in areas where the pubic, staff or other users have been present or handling items like uncleaned glasses. Any dirty glasses should be put through the glass washer ensuring that it is up to full temperature before use.

If meeting suppliers, customers or potential hirers then face masks are provided and should be worn if the employee feels that they are at risk but are not mandatory, it is at the discretion of the employee. All meetings should follow current social distancing guidance.

All Bars must be cleaned after every use including every pump spout and all surfaces.

Chair which have been used will either be clean or isolated for 72 hours.

The hand sanitser dispensers should be checked regularly at least daily to ensure that they have enough sanitiser for the next period.

Once an area has been used by one group then it is should be cleaned and sanitised before the next group use the space if the space is to be used again within 72 hours.

**9. Volunteer Staff**

When entering the building the volunteer staff must ideally wash their hands and the nearest available sink or use anti-bacterial hand gel. Volunteer Staff should also wash their hands or use anti- bacterial products as necessary during the day.

Volunteers should ensure that social distancing is being adhered to and should raise any concerns that they have with the Duty Manager for the appropriate group.

Volunteers should either wash hands regularly or wear the gloves provided when working in areas like bars where they will be handling items like glasses that will be passed to members of the public or other staff or volunteers

The volunteers should use the face protection provided be that a Perspex screen on the bar, face mask or visor when working with the public.

If working in a bar then a 1 meter social distancing should be adhered to and the volunteers should wear the face mask provided. If government guidance requires that a distance of more than 1 meter is required the bar will not open.

Volunteers in bar work will be split in to two roles, one of taking and order and payment one of providing the drinks for collection . The roles should be discrete and keep shared use of equipment to a minimum to reduce cross contamination

In the theatre bar, recyclable containers should be used. Where real glass items are used they are not to be collected in until the end of the evening after the bar has closed or at other opportunities in the evening where these is time to complete the operation. They should then be run through the glass washer. If glasses are collected earlier through necessity then once the glasses have been put through the glass washer then the volunteers gloves should be changed or hands must be properly washed and during this process the volunteer should not serve anyone new customer without doing this to avoid cross contamination.

Bar surfaces should be regularly wiped down with anti bacterial spray provided.

**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: ………28th June 2020…………………(date)

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

Operations Director

. Date: …………………………………………………………………………

**Appendix 1 Risk assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Risk Description** | **Risk Level** | | **Proba bilty** | **Mitigation / Action** | **Residual risk** |
| 1 | Cross contamination from door furniture | H | H | | Regular Cleaning | L |
| 2 | Cross contamination from glass ware | H | M | | Single use of the vessel for the event. Any reusable items cleaned before next use | L |
| 3 | Cross contamination from hard surfaces | H | M | | Antibacterial cleaning between use | L |
| 4 | Cross contamination from soft surfaces | H | M | | Isolate for 72 hours between uses | L |
| 5 | 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  Mark floor to assist with distancing  Wear or use face protection provided | L |
| 6 | Cross contamination from other Staff | H | L | | Work from home when possible. Keep to social distancing guidelines | L |
| 7 | Cross contamination from other items such as cash | H | M | | Wear gloves when handling items which are handled by others | L |
|  |  |  |  | |  |  |