



## **COVID-19 - Prevention & Protection**

### **SUMMARY**

- **FACTS - face coverings, avoid crowds, clean hands, two metres, self isolate**
- **2m Physical Distancing where possible**
- **1m Physical Distancing in all other areas**
- **Handwashing and Hand Sanitiser in place**
- **Face Coverings worn**
- **Enhanced Cleaning**
- **Workplace Bubbles**
- **Work from Home as Preferred Option, where possible**
- **PPE provided for staff use, if required**
- **Test & Protect Reporting and Actioning Procedure**
- **One Way Routes, Signage and Physical Barriers**
- **Regular reviews of Risk Assessment**

Assessor name	Rowan Campbell, General Manager	Date	Initial Assessment Wednesday 7 <sup>th</sup> July 2020	Review Date	<b>Reviewed</b> 21.07.20 – RC 21.08.20 - RC 10.09.20 - RC 14.09.20 - RC 28.09.20 - RC 02.10.20 - RC 05.10.20 - RC 03.11.20 – RC	<b>Reviewed</b> 23.03.21 – RC 13.04.21 – RC 19.04.21 – RC 21.04.21 – RC 10.05.21 - RC
Work area	Summerhall, 1 Summerhall EH9 1PL	Task		Staff, Resident and Customer Safety		
Scope of RA		COVID-19 - Prevention & Protection				

What is the Risk or Consideration?	Who is at Risk?	Risk Rating (see key)	Controls in Place	Additional Actions
Spread of Covid-19 Coronavirus <b>STAFF</b>	Staff, Residents, Artists, Performers, Clients, Customers & Audiences	HIGH	<p>Risk Assessment emailed to All Staff in advance and then summarized in person before 1<sup>st</sup> shift.</p> <p>Risk Assessment also saved on shared drive and website so that staff and customers can access it at any time.</p> <p>This assessment will be revisited and if necessary, revised regularly to ensure that it follows current regulation and guidance.</p> <p>Staff to wear Summerhall Uniform (if appropriate) and/or Lanyard at all times for identifying purposes.</p> <p>Debriefings will take place at end of every hospitality shift with the Line Manager to ensure constant dialogue with staff to address any concerns and sharing of best practice.</p> <p>Regular Lines of Communication with all staff via Unite Union Representatives and Open Door policy with General Manager</p> <p>Consideration will be given to ensuring sufficient rest breaks for staff.</p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	<p>Staff return to work after consultation on risk assessment.</p> <p>Radios will be allocated and labelled per person and cleaned after each use by 'owner'</p> <p>Designated staff toilets and PPE Station with no customer/visitor use.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it, both verbally and with signage.</p>

			<p>In a place of work, persons can pass within 1 metre of each other, where it is not practical to keep 2 metres apart.</p> <p>Staggered work schedules including start &amp; finish times/shift patterns and team bubbles have been implemented across all departments.</p>	Staff Rota to reflect 'work team/bubbles' practice.
Spread of Covid-19 Coronavirus <b>TRANSMISSION BY HAND</b>	Staff, Residents, Artists, Performers, Clients, Customers & Audiences	HIGH	<p>Hand washing facilities with soap and hot water in all bathrooms, public and staff</p> <p>Stringent hand washing taking place by Staff.</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream (provided by Summerhall) regularly.</p> <p>Gel sanitiser in any area where washing facilities not readily available as well as around the building for general use.</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p>	<p>Employees reminded regularly to wash their hands for 20 seconds with water/soap, and the importance of proper drying with disposable towels.</p> <p>Encourage staff to carry out skin checks on themselves and report any problems to Line Manager</p> <p>Staff also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace</p>
Spread of Covid-19 Coronavirus <b>CLEANING</b>	Staff, Residents, Artists, Performers, Clients, Customers & Audiences	HIGH	<p>All communal internal areas (including objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, bar taps, tills etc.) will be cleaned regularly by Daybreak using their EnSURE Touch Cleaning protocol.</p> <p>This system is specifically designed to disinfect and then neutralise any bacteria or virus that is deposited on a touched service for up to 30 days.</p>	Rigorous checks will be carried out by Line Managers to ensure that the necessary procedures are being followed.

			<p><a href="https://www.daybreakscotland.com/coronavirus-deep-cleaning-services/">https://www.daybreakscotland.com/coronavirus-deep-cleaning-services/</a></p> <p>In addition to the monthly EnSure protocol</p> <ul style="list-style-type: none"> <li>- Hospitality staff will be responsible for frequent cleaning and disinfecting of bar and café counters, customer tables and seating etc</li> <li>- Office staff will be responsible for the frequent cleaning and disinfecting of Workshop and Workspaces including their own desk.</li> <li>- Any publicly open internal spaces, corridors and stairwells will be cleaned daily by DayBreak</li> </ul> <p>All toilets will be cleaned daily by Daybreak and staff will do hourly checks to remedy any issues. This will be recorded.</p> <ul style="list-style-type: none"> <li>- Entrances, exits, high touch points etc. will all be on the list of areas to clean regularly for the Summerhall daily cleaners</li> </ul> <p>Residents are responsible for the cleaning and hygiene protocols within their own Let Spaces.</p> <p>Summerhall recommends that Residents conduct their own Risk Assessment for their customer/client journey and whilst inside their Let Space.</p>	<p>Appropriate cleaning supplies and equipment provided to enable staff to keep high standards of hygiene and cleanliness</p>
<p>Spread of Covid-19 Coronavirus</p> <p><b>SOCIAL DISTANCING</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	<p>HIGH</p>	<p>Clear demarcation of Entrance, Internal Areas and Courtyard, including one way routes for all staff, customers and residents to follow.</p> <p>Clear demarcation of all Hospitality areas ( indoor and outdoor) , showing 1m+ distancing between tables and walkways around space.</p> <p>Residents should refer to their own Risk Assessment to establish how many people are permitted in their Let Space at any one time. Summerhall cannot monitor this or ensure compliance.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>	<p>One Way Systems in all Public Areas.</p> <p>Advisory signage will be put in visible locations for Customers &amp; Staff (Social distancing measures, Hygiene measures etc.)</p>
<p>Spread of Covid-19 Coronavirus</p> <p><b>PPE</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>		<p>Scottish Law now mandates that you must wear a face covering in all indoor public settings, including all hospitality premises, places of work, visitor attractions and cultural sites such as galleries or museums.</p> <p><a href="https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/#where%20to%20wear%20face%20coverings">https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/#where%20to%20wear%20face%20coverings</a></p>	<p>Disposable Masks, &amp; Gloves and individual/personal Face Shields will be available for all staff if they choose to use them.</p>

			<p>Summerhall will ask all staff, residents and visitors to wear a face covering whilst moving around Summerhall site, both indoors and in the courtyard spaces. Unless exempted for medical reasons. The only exception to this is that whilst seated at a table in our courtyard, café or bar, whilst eating or drinking, face coverings may be removed.</p> <p>This rule will include staff, residents, security, customers, delivery drivers and even the traffic wardens popping in to use the loo.</p> <p>In all settings individuals are also asked to observe social distancing measures and practice good hand hygiene behaviors.</p> <p>Summerhall staff offices and staff room areas are governed Workplace regulations and as such Summerhall will not insist that staff wear PPE whilst seated inside a private office or workshops.</p> <p>Private tenanted spaces, are also governed by Workplace regulations and Residents should refer to their own Risk Assessment to determine if face coverings are required within their Let Space. Summerhall cannot monitor this or ensure compliance.</p> <p>Hospitality customers will be required to wear face coverings when moving around premises (toilet, moving between tables etc).</p> <p>Exhibition Audiences will be expected to wear face coverings when travelling to and inside any gallery space.</p> <p>Event clients will be asked to wear appropriate PPE when viewing Summerhall but not within Event spaces that they subsequently book, unless indicated by their Risk Assessment</p> <p>There will be designated bins for the disposal of PPE in the staff changing area.</p> <p>It is a staff responsibility to dispose of any worn PPE responsibly in the bins provided or removed off site.</p>	<p>Staff to be reminded that wearing of gloves and facemasks are not a substitute for good hand washing and maintaining social distancing measures.</p>
<p>Spread of Covid-19 Coronavirus <b>SYMPTOMS AND MENTAL HEALTH</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	<p>HIGH</p>	<p>If a member of staff 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. Line Managers will maintain regular contact with staff members during this time.</p>	<p>Internal communication channels and cascading of messages through Line Managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>

			<p>If anyone reports a positive diagnosis, they will be sent home/asked to remain at home. Summerhall will then follow the COVID-19 reporting procedures which form an appendix to this document.</p> <p>Line Managers will maintain regular contact with all staff members during this time.</p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Line Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on SH premises, Summerhall Management 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. Summerhall will then follow the COVID-19 reporting procedures which form an appendix to this document.</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>
<p>Spread of Covid-19 Coronavirus <b>SECURITY</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	<p>MEDIUM</p>	<p>Summerhall will not have SIA badged Security on Duty during work hours, Monday – Sunday, 10am – 8pm, when the building and customers will be taken care of by the Reception/ Bar team.</p> <p>Out with these times (evenings) there will be a SIA badged Security on duty, in constant radio contact with the hospitality team.</p> <p>Anybody who refuses to obey instructions or social distancing rules will be asked to leave the premises by the Security Team, F&amp; B Manager or General Manager. Staff will not be asked to intervene and should contact security with any concerns, using “Fred Smith” code or equivalent</p>	
<p>Spread of Covid-19 Coronavirus <b>TRACK AND TRACE</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	<p>MEDIUM</p>	<p>All visitors to Summerhall (other than staff and residents) will be asked to ‘Check In’ to Summerhall at Reception, using the QR code to link to the Scot Government Check In Scheme.</p> <p><a href="https://www.mygov.scot/help-qr-check-in/">https://www.mygov.scot/help-qr-check-in/</a></p> <p>This applies to all clients and customers of Residents as they travel through Summerhall communal spaces.</p>	

			<p>Residents are also encouraged to keep detailed records of all visitors to their space to assist NHS Scotland in case of a positive diagnosis on site. However Summerhall cannot monitor this or ensure compliance.</p> <p>If notification of a positive diagnosis is received, Summerhall will then follow the COVID-19 Track and Trace reporting procedures which forms an appendix to this document</p> <p>All staff will use online rota system to ensure that it is known who is in the building at all times</p>	
<p>Spread of Covid-19 Coronavirus</p> <p><b>HUMAN INTERACTION</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	HIGH	<p>Clear detailed signage will be placed around the site, explaining the one-way system, social distancing rules, consequence of not following rules/guidelines.</p> <p>Staff should maintain Physical distancing of 2m separation (1m where 2m is not possible) at all times when conducting viewings or other customer interactions.</p> <p>Staff should wear a Facemask or Shield in any enclosed meeting space and maintain Physical distancing of 2m separation (1m where 2m is not possible) at all times.</p> <p>Reception Staff will sit behind Perspex Screens and Counter guards and when escorting staff or accepting deliveries Facemasks should be worn.</p> <p>All staff, residents, customers and clients will be asked to wear a mask when moving around Summerhall site, both indoors and in the courtyard spaces, when not in a private tenanted or Summerhall staff office or staff room area, which are governed by different Workplace regulations. Unless exempted for medical reasons.</p> <p>Any Event Client must supply a full Risk Assessment showing their plan to host their event safely, ensuring visitor &amp; Summerhall staff safety.</p> <p>Access to galleries and event spaces will be via existing one way systems and each space will have reduced capacity as detailed above, to include any artist or staff present.</p>	
<p>Spread of Covid-19 Coronavirus</p> <p><b>HOSPITALITY</b></p>	<p>Staff, Residents, Customers &amp; Audiences</p>	HIGH	<p>Summerhall currently operate 1 outdoor Hospitality space, the Courtyard of the Royal Dick Pub. The Pub itself remains closed to the public.</p> <p>Summerhall Courtyard Beer Garden will have a limited capacity of 180, based on table numbers and space required to maintain social distancing guidelines, based on PDBC guidance. This will also be displayed at the entrance to the Courtyard.</p>	

			<p>From 20.05.21 Summerhall will operate an indoor hospitality space, called the Gallery Bar with a limited capacity of 100, based on table numbers and space required to maintain social distancing guidelines, based on PDBC guidance.</p> <p>There will be a one-way system around public facing parts of the building clearly marked routes and set table sites around the courtyard/gallery bar to ensure social distancing rules can be followed.</p> <p>Clear demarcation of all Hospitality areas ( indoor and outdoor) , showing 1m+ distancing between tables and walkways around space.</p> <p>There is a marked Queue Management system in place at the Building Entrance, ensuring that customers stand 2m apart</p> <p>QR code on Tables to record all hospitality customer details will enable contact tracing if any future outbreaks are identified.</p> <p>Clear demarcation of Entrance, Internal Areas and Courtyard, including one way routes for all staff, customers and residents to follow.</p> <p>Summerhall will ask all customers to wear a face covering whilst moving around Summerhall site, both indoors and in the courtyard spaces. Unless exempted for medical reasons. The only exception to this is that whilst seated at a table in our courtyard, café or bar, whilst eating or drinking, face coverings may be removed.</p> <p>In all cases, Hospitality Customers will be asked to book a table through our online Reservation System. Each booking will last a maximum of 2 hours and QR codes will be used to collect customer details.</p> <p>We will accept 'walk in' customers to the Courtyard Bar but not advertise this option to the public. Any 'walk in customers' will be asked to report to Courtyard Bar, or Reception staff to accommodate where possible, subject to availability.</p> <p>From 11.05.21, the Scottish Government have mandated that all indoor hospitality bookings must be made in advance and that walk up bookings are not possible for indoor settings.</p> <p>All Customers must remain seated unless going to the toilet.</p> <p>All orders will be made using an online App and or Table Service and all orders will be fulfilled by Table Service</p>	
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			<p>Cash will not be accepted.</p> <p>Perspex Barriers installed at all Hospitality serving stations (both staff and customer facing direction) to prevent virus spread.</p> <p>All communal internal areas (including objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, bar taps, tills etc.) will be cleaned regularly by Daybreak using their EnSURE Touch Cleaning protocol.</p> <p>In addition to the monthly EnSure protocol, Hospitality staff will be responsible for frequent cleaning and disinfecting of bar and café counters, customer tables and seating etc</p>	
<p>Spread of Covid-19 Coronavirus</p> <p><b>VISUAL ARTS &amp; EXHIBITION SPACES</b></p>	<p>Staff, Residents, Customers &amp; Audiences</p>	<p>HIGH</p>	<p>Artist Meetings will be held via Zoom or Teams wherever possible. And if meeting in person is required, this will be done in a well-ventilated space, with 2m Physical Distancing maintained where possible. Meetings cannot be held in communal access spaces or Summerhall shared office spaces.</p> <p>Face coverings will also be required in all exhibition and gallery spaces throughout install, build and exhibition period.</p> <p>Any exhibiting Artist must supply a full Risk Assessment showing their plan to install and exhibit safely, ensuring visitor &amp; Summerhall staff safety.</p> <p>All Gallery Spaces will be subject to reduced capacity, to ensure the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>All capacities to include staff, artists and audience.</p> <ul style="list-style-type: none"> <li>- War Memorial - 6 cap max</li> <li>- Meadows - 4 cap max</li> <li>- Corner – 5 cap max</li> </ul>	
<p>Spread of Covid-19 Coronavirus</p> <p><b>LIVE PERFORMANCE AND MUSIC</b></p>	<p>Staff, Residents, Customers &amp; Audiences</p>	<p>HIGH</p>	<p>NOT CURRENTLY PERMITTED AT LEVEL 2</p>	

<p>Spread of Covid-19 Coronavirus <b>EVENTS</b></p>	<p>Staff, Residents, Customers &amp; Audiences</p>	<p>HIGH</p>	<p>Client Meetings will be held via Zoom or Teams wherever possible. And if meeting in person is required, this will be done in a well-ventilated space, with 2m Physical Distancing maintained where possible. Meetings cannot be held in communal access spaces or Summerhall shared office spaces.</p> <p>Face coverings will also be required in all event spaces unless Client Risk Assessment indicates it is not required.</p> <p>All Clients must supply a full Risk Assessment showing their plan host Event, ensuring visitor &amp; Summerhall staff safety.</p> <p>All Event/Performance Spaces will be subject to reduced capacity, based on REVS Guidance produced by MVT, to ensure the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>These capacities are based on 10% potential but are flexible depending on use/layout/audience makeup but should include staff, artists and audiences. Any usage must be accompanied by a specific Event Risk Assessment.</p> <ul style="list-style-type: none"> <li>- Anatomy - 6 cap max</li> <li>- Dissection - 45 cap max</li> <li>- Cairns - 10 cap max</li> <li>- RLT – 9 cap max</li> <li>- Tech Cube Zero - 20 cap max</li> <li>- Main Hall – 25 cap max</li> </ul>	
<p>Spread of Covid-19 Coronavirus <b>WEDDINGS</b></p>	<p>Staff, Residents, Customers &amp; Audiences</p>	<p>MED</p>	<p>Client Meetings will be held via Zoom or Teams wherever possible. And if meeting in person is required, this will be done in a well-ventilated space, with 2m Physical Distancing maintained where possible. Meetings cannot be held in communal access spaces or Summerhall shared office spaces.</p> <p>Current Guidance states that Weddings can be held with 50 people in attendance, whilst also observing Physical Distancing dependent on group make up.</p> <p>All guests must wear face coverings for the duration of the ceremony, the bride/groom/celebrant are exempt from this.</p> <p><a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-small-marriages-and-civil-partnership-registrations/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-small-marriages-and-civil-partnership-registrations/</a></p>	

<p>Spread of Covid-19 Coronavirus</p> <p><b>BACKGROUND MUSIC IN HOSPITALITY SETTING</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	<p>MED</p>	<p>A Background Music Sound Assessment was completed by the F &amp; B Manager on 13/04/2021 with two volunteers, in each public area of The Royal Dick.</p> <p>The volunteers were seated at a table closest to the source of the amplified sound and were seated at least 1m apart. The volume level for when the volunteers could converse comfortably without significantly raising their vocal effort was level 4 on the master volume control.</p> <p>This has been clearly marked on the sound system and a photograph has been taken. Compliance was also checked at other tables within each area.</p>	<p>Staff will be trained and regularly reminded no to increase volume above this marking.</p>
<p>Spread of Covid-19 Coronavirus</p> <p><b>MOVEMENT &amp; CAPACITY</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	<p>HIGH</p>	<p>Radios used for communication across Building, Courtyard and Bars to avoid unnecessary travel around site.</p> <p>There will be a one-way system around public facing parts of the building clearly marked routes and set table sites around the courtyard to ensure social distancing rules can be followed.</p> <p>Summerhall Courtyard will have a limited capacity of 180, based on table numbers and space required to maintain social distancing guidelines, based on PDBC guidance. This will also be displayed at the entrance to the Courtyard.</p> <p>There is a marked Queue Management system in place at the Building Entrance, ensuring that customers stand 2m apart</p> <p>QR code on Tables to record all hospitality customer details will enable contact tracing if any future outbreaks are identified.</p> <p>QR code at Reception to record all Summerhall client details will enable contact tracing if any future outbreaks are identified.</p> <p>QR code at Reception to record all Exhibition or Gallery visitor details will enable contact tracing if any future outbreaks are identified.</p> <p>QR code at Reception to record all Resident visitor details will enable contact tracing if any future outbreaks are identified.</p> <p>All Hospitality Customers will be seated only permitted to stand or move around the site when visiting the toilet.</p> <p>Where Summerhall is not selling or issuing tickets, all Event Clients will be responsible for collecting their own customer details to enable contract tracing if any future outbreaks are identified</p>	

			If Summerhall is selling or issuing tickets, all contact details will be collected at point of sale. Attendee names will then be reconciled with sales list on each event date.	
<p>Spread of Covid-19 Coronavirus</p> <p><b>ALL STAFF</b></p> <p>- <b>OFFICE</b></p> <p>- <b>HOSPITALITY</b></p> <p>- <b>EVENT STAFF</b></p>	<p>Staff, Residents, Artists, Performers, Clients, Customers &amp; Audiences</p>	HIGH	<p>All Staff Office spaces will be redesigned to ensure 2m Physical Distance is maintained. Staff will sit back to back, rather than face to face or side by side.</p> <p>Each office-based staff member will have their own table/chair/radio, and this will not be shared with another staff member to ensure no cross contamination.</p> <p>Summerhall will supply a variety of PPE that staff should wear as indicated by this Risk Assessment.</p> <p>Working from home will be the preferred method wherever possible. And if office working is required, shift start times will be staggered to alleviate pinch point timings.</p> <p>Meetings will be held via Zoom or Teams wherever possible. And if meeting in person is required, this will be done in a well-ventilated space, with 2m Physical Distancing maintained where possible.</p> <p>Summerhall will put in place a system for safe refuse collection, including PPE items, regular trash and recycling.</p> <p>All staff will be trained on appropriate PPE use and disposal.</p> <p>PPE will be allocated to individuals and not shared, all supplies stored in the PPE Room, just off main reception.</p> <p>If staff are working from home, Summerhall will ensure they have the appropriate resources and technology to work from home safely and comfortably. Staff will be encouraged to monitor screen time and take regular breaks.</p> <p>Staff Showers closed until further notice.</p>	<p>Staff will be responsible for cleaning of their workspace and supplies will be provided.</p>
<p>Spread of Covid-19 Coronavirus</p> <p><b>COVID DIAGNOSIS</b></p>	<p>Staff, Residents, Artists, Performers, Clients,</p>	HIGH	<p>Summerhall will have a Procedure for dealing with Symptoms/Diagnosis of Covid-19 to ensure staff, resident, customer, and client safety.</p> <p><u>Summary</u></p>	

	Customers & Audiences		<ul style="list-style-type: none"> <li>- No staff should come to work if they feel unwell. Normal sickness procedure applies to get in touch with Line Manager.</li> <li>- If a staff member develops symptoms on shift, they should go home and book a test with the NHS as soon as possible.</li> <li>- If a staff member has a positive diagnosis, the remaining staff members in their 'bubble' will be asked to go home and take a test asap. The 2<sup>nd</sup> 'bubble' may then be called upon to cover shifts/workload if appropriate.</li> <li>- No Resident should come to Summerhall if they feel unwell.</li> <li>- If a Resident shares their positive diagnosis with Summerhall, this will be shared with the staff team who were working on the specified dates that the resident was last in Summerhall and anyone who has been in close proximity with the resident will be asked to go home and take a test.</li> <li>- If positive, the steps above will apply.</li> <li>- Customers/Clients have been asked to not visit Summerhall if they feel unwell.</li> <li>- If a customer/client reports a positive diagnosis, this will be shared with the staff team who were working on the specified date and anyone who has been in close proximity with the Customer/Client will be asked to go home and take a test.</li> <li>- If positive, the steps above will apply.</li> </ul> <p>Full details of the COVID-19 reporting procedure can be found on the shared drive.</p>	
Spread of Covid-19 Coronavirus <b>RESIDENT SPACES AND ACCESS</b>	Staff, Residents, Artists, Performers, Clients & Customers		<p>All visitors to Summerhall (other than staff and residents) will be asked to 'Check In' to Summerhall at Reception, using the QR code to link to our Track and trace database.</p> <p>All staff, residents, customers and client will be asked to wear a mask when moving around Summerhall site, both indoors and in the courtyard spaces, when not in a private tenanted or Summerhall staff office or staff room area, which are governed by different Workplace regulations. Unless exempted for medical reasons.</p> <p>All resident public areas (including objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, touch pads/ light switches etc.) will be cleaned regularly by Daybreak using their ZONO Touch Cleaning protocol. This system is specifically designed to disinfect and then neutralize any bacteria or virus that is deposited on a touched service.</p>	Checks will be carried out by Lettings manager and maintenance team to ensure that the necessary procedures are being followed.

			<p>It is a Residents responsibility to ensure their own space is clean and sanitized, fit for safe use.</p> <p>Residents should complete their own Risk Assessment with regards to COVID-19 protocols within their Let Space. Summerhall cannot monitor this or ensure compliance.</p> <p>Residents visitors are not permitted to wait at reception and should proceed straight to the Resident Space. If required, Residents should meet their visitors at a prearranged time.</p> <p>Clear demarcation of courtyard, showing 2m walkways through relevant spaces.</p> <p>Clear demarcation of B Block Stairway with 2m distancing for guidance due to staircase width. Passing places marked at each floor on the staircase to allow space to pass, priority is given to people ascending the stairs.</p> <p>Residents to ensure Physical Distancing within their rented space where necessary.</p>	

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**Summerhall will constantly review this Risk Assessment and update according to current Legislation and Guidance.**

**All Clients/Artists will be asked to provide Covid Specific Risk Assessment for their exhibition event/gig/performance/rehearsal/meeting etc. Summerhall has created a a template document to ensure all clients consider their own risk.**

**Summerhall maintains the right to refuse to host any event, at any stage if COVID-19specific prevention protocols are not observed, or it is believed that an event would endanger staff, residents or the public.**

Risk ratings	Examples	Action required
Low	Potential very rare minor injury requiring no medical treatment, basic first aid or low priority professional medical attention to one or a small number of exposed persons. No appreciable long-term consequences either of incidents or ongoing exposure.	No priority action required, reasonable actions to reduce risk further should still be carried out. Monitor on an ongoing basis.

<p>Medium</p>	<p>Potential very rare major injury to one or a small number of exposed persons. Reasonably foreseeable incidents would require immediate professional medical attention.</p> <p>Reasonably likely occurrence of minor injury requiring no medical treatment, basic first aid or low priority professional medical attention to one or a small number of exposed persons.</p> <p>Long term health problems affecting a small proportion of people after prolonged or ongoing risk exposure.</p>	<p>Reasonable risk reduction measures should be identified and put into practice as soon as possible. Risks should be closely monitored, and existing control measures checked on a regular basis.</p>
<p>High</p>	<p>Potential fatality to one or a small number of exposed persons, or more.</p> <p>Potential major injury to a larger number of exposed persons. Reasonably foreseeable incidents would require immediate professional medical attention.</p> <p>Long term health problems affecting a large number of people after prolonged or ongoing risk exposure.</p>	<p>Immediate action required to minimize risk, relevant activities should immediately cease and not go ahead until effective controls are in place.</p>