



COVID-19 - Prevention & Protection

SUMMARY

- **1m Physical Distancing where possible**
- **Handwashing and Hand Sanitiser in place**
- **Face Coverings**
- **Enhanced Cleaning**
- **Work from Home as Preferred Option, where possible**
- **Use of Vaccine Certification Scheme as required**
- **PPE provided for staff use, if required**
- **Test & Protect Reporting and Actioning Procedure**
- **Regular reviews of Risk Assessment**

Assessor name	Rowan Campbell, General Manager	Date	Initial Assessment Wednesday 7 th July 2020	Review Date	Reviewed 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	Reviewed 23.03.21 – RC 13.04.21 – RC 19.04.21 – RC 21.04.21 – RC 10.05.21 – RC 18.06.21 – RC 07.07.21 – RC 27.07.21 – RC	Reviewed 30.07.21 – RC 07.08.21 – RC 13.08.21 – RC 25.09.21 – RC 11.11.21 – RC 29.11.21 - RC	Reviewed
Work area	Summerhall, 1 Summerhall EH9 1PL			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 STAFF	Staff, Residents, Artists, Performers, Clients, Customers & Audiences	HIGH	<p>Risk Assessment shared with all staff regularly and then summarized in person before 1st shift.</p> <p>Risk Assessment also saved on Shared drive and www.summerhall.co.uk 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>Radios used for communication across Building, Courtyard and Bars</p> <p>Regular Lines of Communication with all staff via Unite Union Representatives and Open Door policy with General Manager</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 regularly reminded of the importance of social distancing both in the workplace and outside of it, both verbally and with signage.</p>
Spread of Covid-19 Coronavirus TESTING	Staff, Residents, Artists, Performers,	HIGH	Summerhall has a clear Covid-19 Reporting Procedure that sets our steps to be taken in the case of a positive diagnosis.	

	Clients, Customers & Audiences		<p>The staff use of Lateral Flow testing will be encouraged, at a minimum of 2/3 times weekly intervals, preferably daily.</p> <p>Audiences will be encouraged/asked to take lateral flow testing before attending Performance events.</p> <p>Event/Commercial Clients will be encouraged/asked to take lateral flow testing before attending.</p> <p>Clients who host their own audiences/customers will be contractually required to encourage/ask their audience/customers to do lateral flow testing before attending.</p> <p>Exception Staff, audiences, artists, clients etc should not be taking part in regular lateral Flow testing if they have had a positive test within the last 90 days.</p> <p>If a person has tested positive for coronavirus, they will have begun to develop antibodies. For up to 90 days following a positive test, old cells of the virus can still be present within the body so the LFT may pick up a positive result even though the person has fully recovered.</p> <p>Therefore, testing is not recommended until after the 90 days has passed.</p> <p>If they are tested and the test is positive, the result can be disregarded providing the individual has no symptoms of coronavirus and no isolation needs to take place. If the individual displays symptoms, they should isolate for 10 days from the onset of symptoms.</p> <p>The research regarding recovered patients reporting positive PCR tests is less clear and as such Summerhall will continue to observe a Positive PCR diagnosis as requiring staff/residents/clients to self isolate.</p>	
Spread of Covid-19 Coronavirus VACCINE PASSPORTS/ CERTIFICATION	Staff, Residents, Artists, Performers, Clients, Customers & Audiences	HIGH	<p>The Scottish Government's Vaccine Certification Update Scheme will come into force on Friday 1 October (from 5 am). Therefore, any events or settings that meet the criteria for certification will need to use certification from 5am on Friday 1 October 2021 onwards, until further notice.</p> <p>The Scottish government have indicated that it is for each venue to determine what measures to put in place, and whether certification should begin from the time the venue opens OR from the time the venue opens its dancefloor and provides music</p>	

		<p>for dancing, based on a range of factors including the venue's hours of operation and nature of business.</p> <p>The scheme will apply in the following higher risk settings:</p> <ol style="list-style-type: none">1. late night venues with music, alcohol and dancing2. live events: indoors unseated 500+ in the audience3. live events: outdoors unseated 4,000+ in the audience4. all live events: 10,000+ in the audience <p>Only the first 2 categories currently apply to Summerhall and so this risk assessment will only assess these 2 categories</p> <p>Late night venues with music, alcohol and dancing (previously known as Nightclubs)</p> <p>This applies to any setting which meets ALL of the following criteria:</p> <ul style="list-style-type: none">• is open at any time between midnight and 0500• serves alcohol after midnight• has a dance floor or other designated space for dancing; and• provides live or recorded music, for dancing <p>Live events: indoors unseated 500+ in the audience</p> <p>Due to the nature of our venue and size of our spaces , this is definition is unlikely to apply to a single music concert or theatre performance. However it will apply to any event at Summerhall with over 500 unseated audience members/customers, whether that be across single or multiple spaces, in a single day. The following list of events included, is not exhaustive;</p> <ul style="list-style-type: none">• Christmas Market• Music Festival (for example, the Great Eastern)• Alcohol Festival (for example Juniper or Rum Fest)• Trade Fairs also open to the public for leisure purposes <p>Exemptions and exceptions</p> <p>The following people will be exempt:</p> <ul style="list-style-type: none">• under 18s• participants in vaccine trials• people who cannot be vaccinated for medical reasons• people working or performing in the venues <p>The following events will be exempt, even if they breach the 500 capacity limit or midnight cut off:</p> <ul style="list-style-type: none">• communal religious worship	
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- funerals, marriage ceremonies, civil partnership registrations, or a reception or gathering which relates to a funeral, marriage ceremony or civil partnership registration
- mass participation events such as a marathon, triathlon or charity walk
- events designated by the Scottish Ministers as a flagship event according to criteria, and in a list, published by the Scottish Ministers
- cinema showings
- drive-in events
- organised pickets
- public or street markets
- illuminated trails
- work or business conferences (not including any peripheral reception or function outside the core hours of the conference, whether or not alcohol is served)
- business or trade events which are not open to the public for leisure purposes
- un-ticketed events held at an outdoor public place with no fixed entry points

When will Summerhall require Vaccine Certification

- Any unseated music or performance event that exceeds 500 attendees
- Any unseated music or performance has an end time after midnight
- Any multi space, mixed seating layout event that exceeds 500 attendees or has the potential to do so.

When will Summerhall NOT require Vaccine Certification

- Any seated music or performance event regardless of number of attendees or end time
- Any unseated music or performance event, with less than 500 attendees
- Any music or performance event that has less than 500 attendees and has an end time before midnight
- Any multi space, mixed seating layout event with less than 500 potential attendees.
- Cinema Screenings
- Funerals, Wakes, Marriage Ceremonies or associated Reception/Gathering
- Business or Trade Events not open to the public
- Work or Business Conferences

Summerhall will, where appropriate, request all audiences and customers demonstrate their vaccine status in one of 3 ways;

- Scannable QR code on paper certificate

			<ul style="list-style-type: none"> - Scannable QR code on NHS App - Visual Check of paper certificate without QR code, if ID backed up by current UK driver license or passport <p>https://www.gov.scot/publications/coronavirus-covid-19-vaccine-certification-update-23-september-2021/?fbclid=IwAR2eHuSdJymSGD4fu7eH3AsmLhSgTzGWCNcU3n4nIhPpG0zqprdNmIUqVWU</p>	
Spread of Covid-19 Coronavirus COVID DIAGNOSIS	Staff, Residents, Artists, Performers, Clients, Customers & Audiences	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>Summary Nobody should attend Summerhall if they feel unwell.</p> <ul style="list-style-type: none"> • Normal sickness procedure applies to get in touch with Line Manager. • If a staff member develops symptoms on shift, they should go home and take a Lateral Flow test • If the LF test reports as positive, they should then book a PCR test as soon as possible. • If a staff member has a positive PCR diagnosis, staff who could be deemed as ‘close contact’ will be asked to take a lateral flow test and be vigilant for the onset of any symptoms. • No Resident should come to Summerhall if they feel unwell. • If a Resident shares their positive PCR 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 take a test. • If positive, the steps above will apply. • Customers/Clients are asked to not visit Summerhall if they feel unwell. • 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. • If positive, the steps above will apply. <p>Full details of the COVID-19 reporting procedure can be found on the shared drive.</p>	

<p>Spread of Covid-19 Coronavirus TRANSMISSION BY HAND</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & Audiences</p>	<p>HIGH</p>	<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>Additional Hand sanitising stations situated across site, particular attention given to entrances/exits and queueing routes</p> <p>Audiences reminded by staff to sanitise hands on entry.</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>
<p>Spread of Covid-19 Coronavirus CLEANING</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & Audiences</p>	<p>HIGH</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>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> <p>https://www.daybreakscotland.com/coronavirus-deep-cleaning-services/</p> <p>In addition to the monthly EnSure protocol</p> <ul style="list-style-type: none"> - Hospitality staff will be responsible for frequent cleaning and disinfecting of bar and café counters, customer tables and seating etc - Event Staff will be responsible for frequent cleaning and disinfecting of front and back of house within the performance area including customer tables and seating etc - Production Staff will be responsible for frequent cleaning and disinfecting of stage and back stage areas including stage, equipment, greenrooms etc - Office staff will be responsible for the frequent cleaning and disinfecting of Workshop and Workspaces including their own desk. - Any publicly open internal spaces, corridors and stairwells will be cleaned daily by DayBreak <p>All toilets will be cleaned daily by Daybreak and staff will do hourly checks to remedy any issues. This will be recorded.</p>	<p>Rigorous checks will be carried out by Line Managers to ensure that the necessary procedures are being followed.</p> <p>Appropriate cleaning supplies and equipment provided to enable staff to keep high standards of hygiene and cleanliness</p>

			<ul style="list-style-type: none"> - Entrances, exits, high touch points etc. will all be on the list of areas to clean regularly for the Summerhall daily cleaners - Performance area will be treated using EnSure cleaning protocol in advance of 1st rehearsal/performance and then at regular intervals throughout Performance Period. <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>	
Spread of Covid-19 Coronavirus SOCIAL DISTANCING	Staff, Residents, Artists, Performers, Clients, Customers & Audiences	HIGH	<p>From Monday 9th August, all social distancing rules will be removed from law, however Summerhall would like all customers and staff to 'try' to observe 1m distancing wherever possible, so we will keep all of our hospitality tables distanced.</p> <p>We will return to full capacity events and gigs from 1st September.</p> <p>E-Ticketing will be used to remove the requirement to collect, print or handle tickets.</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>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>One Way Systems in all Public Areas.</p> <p>Advisory signage will be put in visible locations for Customers & Staff (Facecoverings, Social distancing measures, Hygiene measures etc.)</p>
Spread of Covid-19 Coronavirus PPE	Staff, Residents, Artists, Performers, Clients, Customers & Audiences		<p>Scottish Law 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>Summerhall will ask all staff, residents and visitors to wear a face covering whilst moving around indoors. Unless exempted for medical reasons. The only exception to this indoor requirement is that whilst seated at a table in our café or bar, or whilst eating or drinking vertically, face coverings may be removed.</p> <p>This rule will include staff, residents, security, customers, and delivery drivers.</p> <p>Summerhall will not insist that staff wear face coverings whilst seated inside a private office or workshops.</p>	<p>Disposable Masks, & Gloves and individual/personal Face Shields will be available for all staff if they choose to use them.</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>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 the indoor premises (toilet, exit, reception 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 own Risk Assessment</p> <p>Performance Audiences will be required to wear face coverings when moving around indoor premises (toilet, exit etc). Face coverings are not required when moving around the outdoor areas of the site or while seated in an indoor performance area. .</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>Spread of Covid-19 Coronavirus</p> <p>SYMPTOMS AND MENTAL HEALTH</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & 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>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 & 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>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</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>Regular communication of mental health information and open-door policy for those who need additional support.</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>Spread of Covid-19 Coronavirus SECURITY</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & 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>From 8pm – 6am, during evening gigs and additionally from 12noon on Fridays and Saturdays, there will be a minimum of 1 SIA badged Security on duty, in constant radio contact with the Hospitality and Event teams.</p> <p>Anybody who refuses to obey instructions will be asked to leave the premises by the Security Team, F& B Manager or General Manager.</p> <p>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 TRACK AND TRACE</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & 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 or whilst queuing for a Performance, using the QR code to link to the Scot Government Check In Scheme.</p> <p>https://www.mygov.scot/help-qr-check-in/</p> <ul style="list-style-type: none"> - QR code on Tables to record all hospitality customer details that will enable contact tracing if any future outbreaks are identified. - QR codes in queuing routes and at performance space to record all audience details that will enable contact tracing if any future outbreaks are identified - QR code at Reception to record all Summerhall client details that will enable contact tracing if any future outbreaks are identified. - QR code at Reception to record all Exhibition or Gallery visitor details that will enable contact tracing if any future outbreaks are identified. - QR code at Reception to record all Resident visitor details that will enable contact tracing if any future outbreaks are identified. <p>This applies to all clients and customers of Residents as they travel through Summerhall communal spaces, other than those on a booked/ticketed visit (for example Pickering Gin Tours/Black Axe or LockedIn)</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>HUMAN INTERACTION</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & Audiences</p>	<p>HIGH</p>	<p>Staff should maintain Physical distancing of 1m Distancing wherever possible, 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 1m separation wherever possible</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 indoors, when not in a private tenanted or Summerhall staff office or staff room area. Unless exempted for medical reasons.</p> <p>Any Event Client must supply a full Risk Assessment showing their plans to host their event safely, ensuring visitor & Summerhall staff safety.</p> <p>Any Performer must supply a full Risk Assessment showing their plan to ensure visitor & Summerhall staff safety during their performance and or rehearsal.</p> <p>Any Music Booker or Agent must supply a full Risk Assessment showing their plan to ensure visitor & Summerhall staff safety during their performance.</p> <p>E-Ticketing will be used to remove the requirement to collect, print or handle tickets.</p>	
<p>Spread of Covid-19 Coronavirus</p> <p>HOSPITALITY</p>	<p>Staff, Residents, Customers & Audiences</p>	<p>HIGH</p>	<p>Summerhall currently operates 1 outdoor Hospitality spaces, known as the Courtyard Beer Garden and 2 indoor Hospitality spaces, known as the Royal Dick Pub and the Gallery Bar. All 3 are laid out at 1m distancing but we will also allow people to stand and move between tables</p>	

			<p>QR code on Tables to record all hospitality customer details will enable contact tracing if any future outbreaks are identified.</p> <p>Summerhall will ask all customers to wear a face covering whilst moving around indoors unless exempted for medical reasons.</p> <p>Bookings are no longer a requirement for Hospitality and as such Summerhall will honour existing advance bookings and be open to walk up customers across all 3 spaces.</p> <p>Customers will no longer be required to be seated at a table and bar orders can now be made at the physical bar, in person. We will also offer customers the option to buy via an app using an App if they prefer to not to enter the indoor bar.</p> <p>Cash will not be accepted.</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>VISUAL ARTS & EXHIBITION SPACES</p>	<p>Staff, Residents, Customers & 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 1m Physical Distancing maintained where possible.</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 & Summerhall staff safety.</p> <p>There will no longer be any capacity restrictions within exhibition spaces.</p>	
<p>Spread of Covid-19 Coronavirus</p> <p>LIVE PERFORMANCE AND MUSIC</p>	<p>Artists and Entourage, Staff & Audiences</p>	<p>HIGH</p>	<p>For all Outdoor and Indoor Performances mitigations will be as follows;</p> <p>All external live performance clients must supply a full Risk Assessment showing their plan, ensuring visitor & Summerhall staff safety.</p> <p>Artists and their entourage are to wear face coverings at all times other than when performing, sound checking or in private dressing room spaces.</p>	

			<p>Indoor Performers do not have to wear masks while performing or during soundchecks, but will be required to keep a 1m distance between themselves and audience members and staff at all times while performing unmasked. Outdoor performers are not required to wear masks unless in the indoor dressing room or backstage areas</p> <p>Performers will be encouraged not to share vocal microphones or stands, instruments or backline.</p> <p>Microphones, stands and other equipment supplied by Summerhall and high contact areas of the stage and dressing rooms such as doorknobs and stage handrails will be sanitized with antibacterial/antiviral wipes and sprays between each performance.</p> <p>Where performers are performing across multiple days, they will be assigned vocal microphones for their sole use, marked with their names, to reduce cross contamination. These will also be sanitized between each performance.</p> <p>E-Ticketing will be used to remove the requirement to collect, print or handle tickets.</p> <p>Indoor Audiences will be required to wear face coverings at all times, with these exceptions</p> <ul style="list-style-type: none"> - When drinking, either an alcoholic or non alcoholic drink - When dancing - When seated during performance <p>Audiences will be required to wear facemasks when moving around the space, visiting the toilet or bar for example. This will be encouraged with signage and staff explanation at points of entry.</p>	
Spread of Covid-19 Coronavirus EVENTS	Staff, Residents, Customers & Audiences	HIGH	<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 1m Physical Distancing maintained where possible.</p> <p>Face coverings will also be required in all indoor 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 & Summerhall staff safety.</p> <p>There will no longer be any capacity restrictions on event spaces.</p>	

<p>Spread of Covid-19 Coronavirus WEDDINGS</p>	<p>Staff, Residents, Customers & 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 1m Physical Distancing maintained where possible.</p> <p>There will no longer be any capacity restrictions on Weddings or Receptions. Wedding Guests will be required to wear face coverings at all times, with these exceptions</p> <ul style="list-style-type: none"> - When eating or drinking, either an alcoholic or non alcoholic drink - When dancing 	
<p>Spread of Covid-19 Coronavirus BACKGROUND MUSIC IN HOSPITALITY SETTING</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & Audiences</p>	<p>MED</p>	<p>A Background Music Sound Assessment was completed by the F & 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>There are no longer any requirements to monitor sound levels within hospitality spaces, however Summerhall will encourage staff to keep the sound level to 4 or 5 when the bar is occupied to reduced the requirement to use raised voices.</p>	<p>Staff will be trained and regularly reminded no to increase volume above this marking.</p>
<p>Spread of Covid-19 Coronavirus ALL STAFF - OFFICE - HOSPITALITY - EVENT STAFF</p>	<p>Staff, Residents, Artists, Performers, Clients, Customers & Audiences</p>	<p>HIGH</p>	<p>All Staff Office spaces will be redesigned to ensure 2m Physical Distance is maintained wherever possible.</p> <p>Each office-based staff member will have their own table/chair and this will not be shared with another staff member to ensure no cross contamination.</p> <p>Due to the finite number of radios, staff may have to share units. All radios should be cleaned with an antiviral wipe before and after each use.</p> <p>Summerhall will supply a variety of PPE that staff can wear if they choose to, they can also supply their own facecoverings.</p> <p>Staff can choose to work partially remotely but due to the nature of our business, in person attendance at the office will often be required.</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 1m 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>Staff will be responsible for cleaning of their workspace and supplies will be provided.</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>Spread of Covid-19 Coronavirus RESIDENT SPACES AND ACCESS</p>	<p>Staff, Residents, Artists, Performers, Clients & Customers</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 our Track and trace database.</p> <p>All staff, residents, customers and client will be asked to wear a mask when moving around indoors, 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> <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>Checks will be carried out by Lettings manager and maintenance team to ensure that the necessary procedures are being followed.</p>	
<p>Summerhall will regularly review this Risk Assessment and update according to current Legislation and Guidance.</p> <p>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.</p> <p>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.</p>				

Risk ratings	Examples	Action required
Low	<p>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.</p>	<p>No priority action required, reasonable actions to reduce risk further should still be carried out. Monitor on an ongoing basis.</p>
Medium	<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>
High	<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>