

## RISK ASSESSMENT

Risk assessment no: COVID-19 6

Title: HOME use of spaces (excluding and Wardley who have provided their own)

Location: HOME

Assessment date: 21.05.20 – 14.09.20

Actions review date: 04.07.20/03.08.20/28.08.20/14.09.20

Actions complete date: 14.09.20

Audit review date: 02.09.20/04.09.20/18.09.20

Prepared by: D Bell Building and Environmental Manager

### Description:

This RA is based on HOME building opening to a reduced number of staff and customers during COVID-19 with social distancing measures in place. Following the guidelines given by GOV.UK and GM local authority and any other relevant guidance available at the time of writing/auditing. It follows a risk assessment where the building has been made legal and compliant after a period of being mothballed. This risk assessment supports the current generic and fire risk assessments in place, any references of amendments will be made in this document.

Space occupancies will be determined by 2 metres social distancing. There will be limited spaces for use in the building and the following must be a major consideration: Business critical staff should not be placed at risk – agile working to still be a priority wherever practicably possible. In this risk assessment the term contamination has primarily been used when talking about the risk of spreading COVID-19.

HOME must ensure all audiences and visitors are required to be of good health and are advised to have no symptoms before visiting our building. At the time of opening HOME requires customers to wear face coverings whilst seated in spaces eating and drinking and will comply with track and trace. HOME will put systems in place mitigating the risk of COVID-19.

All further actions required which are noted in section three will need to be completed prior to allowing staff and audiences into the building.

All staff to have read and signed the Safety Induction document which details the following:

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Social distancing guidelines - keep 2 metres apart and where not possible apply risk mitigation  
 Use PPE- HOME will provide but will become staff's responsibility  
 Wash hands regularly  
 Use sanitiser  
 Enhanced cleaning  
 Restriction of numbers in spaces

HOME will follow guidance from the UKCA and the UK Theatre Board as well as GOV.UK

Technical areas of working will follow this risk assessment and have additional bespoke risk assessments undertaken.

NB: Travel risk assessments for business are completed individually but currently there is a travel ban.

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Approved by: DL Bell

Name: Debbie Bell Position: Building and Environmental Manager Date:28.08.20

V.5	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
	<b>Fit for work</b>									
	Staffing of the building	COVID-19 Contamination	Coming to work feeling unwell  Not following isolation rules	4	5	N	Anyone who is feeling unwell especially with COVID-19 symptoms must ring their line manager  Anyone who has been in contact with someone who has had COVID-19 symptoms must ring their line manager  Agile working must remain in	1	5	Y

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							<p>place where possible</p> <p>Mental health must be a consideration for returning to the workplace during this period of uncertainty</p> <p>Assessment of teams</p> <p>Provide the latest commuting TFGM Info</p> <p>Review staff taxi journey policy</p> <p>Follow guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>			
	<b>Opening</b>									
	Cleaning supervisors fall ill and cannot open the building	Further staff cannot gain entry	Not enough staff trained as keyholders	<u>5</u>	<u>2</u>	<u>N</u>	Five supervisors trained as key holders plus the BM, HOCC, CEO	<u>1</u>	<u>2</u>	<u>Y</u>
	<b>Cleaning</b>									
	Not enough cleaners to undertake the morning schedule due to illness	Building not cleaned to standard - Contamination	Not enough staff	<u>5</u>	<u>2</u>	<u>N</u>	Have additional trained zero-hour staff and a job-sharing rota as plan B.	<u>2</u>	<u>2</u>	<u>Y</u>
	Undertaking general cleaning duties	Contact dermatitis Contamination	No PPE No hygiene regime Bottlenecks at cleaning cupboards	<u>5</u>	<u>5</u>	<u>N</u>	-PPE to be supplied -Wash hands posters in place -Provision of soap, hot water and hand sanitiser -Staggered times	<u>1</u>	<u>5</u>	<u>Y</u>

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							-Updated job sheets			
	<b>Accessing the building</b>									
	Front door key fob access	Contamination  Intruder	Not social distancing  No awareness of who is following staff in or gaining access when a staff member leaves the building pre opening	<u>3</u>	<u>5</u>	<u>N</u>	Staff to be visually and verbally aware of each other when entering and leaving the building Have a one-way system on the internal automatic doors  All staff to have an awareness when entering and leaving the building Box office to be manned by a staff member for a visual awareness	<u>1</u>	<u>5</u>	<u>Y</u>
	Signing in and out for fire	Contamination  Trapped and death by fire	Using a shared pen  Not social distancing	<u>3</u>	<u>5</u>	<u>N</u>	Sanitiser  Keep social distance	<u>1</u>	<u>5</u>	<u>Y</u>
	Audience/ customers	Over occupancy  Contamination	People arriving without tickets or table bookings	<u>5</u>	<u>5</u>	<u>N</u>	Ticketing/table booking at host desk to manage numbers  Wardley catering franchise to have supporting risk assessment  Mandatory that details taken of all audience and customers and held for 21 days for test and trace	<u>1</u>	<u>5</u>	<u>Y</u>

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	Moving around the building and between floors	Contamination	No people traffic flow system  Sharing of lift  Overcrowding  Bottlenecks	<u>5</u>	<u>5</u>	<u>N</u>	Spaces cleaned on a morning  Enhanced cleaning 12-9pm  Use stairs keeping to the right -signage For those with mobility assistance /requirements signage re lift occupancy  General directional and social distance signage to be in place  Staff management of audiences  Enhanced cleaning	<u>1</u>	<u>5</u>	<u>Y</u>
<b>Welfare facilities</b>										
	Egress doors	Contamination	Pressing release door buttons	<u>5</u>	<u>5</u>	<u>N</u>	Replace push buttons with auto system	<u>1</u>	<u>5</u>	<u>Y</u>
	Air handling units (AHU's)	Contamination	Re circulating air	<u>5</u>	<u>5</u>	<u>N</u>	Ensure all AHU's are set in their controls for fresh air circulation only	<u>1</u>	<u>5</u>	<u>Y</u>
	Toilets	Contamination	Not cleaned  Legionella  Lack of hygiene	<u>5</u>	<u>5</u>	<u>N</u>	All toilets cleaned on a morning  Legionella testing undertaken prior to staff on site  Wash hands posters in place Provision of soap, hot water and hand sanitiser	<u>1</u>	<u>5</u>	<u>Y</u>

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							Enhanced cleaning 12-9pm  Lids on all toilets seats and signs for usage of  Wedge main toilet door open – public toilets and close off urinals			
	Shower room	Contamination	Not cleaned  Legionella  Lack of hygiene  Staff wanting to use space at the same time	<u>5</u>	<u>5</u>	<u>N</u>	Cleaned on a morning  Legionella testing undertaken prior to staff on site  Wash hands posters in place Provision of soap, hot water and hand sanitiser  Booking in artifax for use  Staggered start times	<u>1</u>	<u>5</u>	<u>Y</u>
	Office kitchen area	Contamination	Not cleaned  Legionella  Over crowding  Cross contamination during day	<u>5</u>	<u>5</u>	<u>N</u>	Cleaned on a morning  Legionella testing undertaken prior to staff on site  <b>One</b> person at the counter at a time  Staff to make their own drinks only Staff to fully clean down after use including fridge handle and milk bottle – anyone who does not	<u>1</u>	<u>5</u>	<u>Y</u>

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			Lack of hygiene				wish to do this will be requested not to use the area No sharing of food  Wash hands posters in place Provision of soap, hot water and hand sanitiser			
Green room	Contamination	Not cleaned	<u>5</u>	<u>5</u>	<u>N</u>	Cleaned on a morning	<u>1</u>	<u>5</u>	<u>Y</u>	
		Legionella				Legionella testing undertaken prior to staff on site				
		Over crowding				<b>One</b> person at the counter at a time				
		Cross contamination during day				No more than 3 people in the room at any time – rota system using Artifax				
		Lack of hygiene				Staff to make their own drinks only Staff to fully clean down after use including fridge/microwave handle and milk bottle – anyone who does not wish to do this will be requested not to use the area No sharing of food  Wash hands posters in place Provision of soap, hot water and hand sanitiser				

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	First aid	Death	No 1 <sup>st</sup> aid given No one to dial 999	<u>5</u>	<u>5</u>	<u>N</u>	Consideration to contamination must be given for 1 <sup>st</sup> aid needs and PPE worn Responsible trained staff on site and access to calling 999	<u>1</u>	<u>5</u>	<u>Y</u>
	Fire	Death	Fire spread as doors wedged open	<u>5</u>	<u>5</u>	<u>N</u>	Nominated persons to ensure fire doors not wedged open on evac and lock up	<u>1</u>	<u>5</u>	<u>Y</u>
		Contamination	No social distancing				Social distance fire evacuation training required			
	Security	Violent situation	Access gained during operational hours  Aggressor outside on opening or locking	<u>4</u>	<u>5</u>	<u>N</u>	Box office to be manned Panic alarm Preventative access strategy  Two staff members on opening and closing with social distancing measures in place	<u>1</u>	<u>5</u>	<u>Y</u>
		Alarm sounds	Security fire door breach				Staff trained to investigate Out of hours keyholder			
		Intruder out of hours	Not checking all building secure and clear prior to lock up				Locking up keyholders to be trained and ensure all staff out and building secure Keyholder and police attend out of hours alerting BM.			



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	Hire Vehicle use	Contamination	Overcrowding	<u>5</u>	<u>5</u>	<u>N</u>	Only two members of staff in a hire vehicle Wear masks Use sanitiser Don't use middle seat	<u>1</u>		
	<b><u>Workspaces</u></b>									
	Office	Contamination	Overcrowding	<u>5</u>	<u>5</u>	<u>N</u>	Reduced staff number only permitted 16  Workspaces to be 2m apart  Designated desks for the staff on site	<u>1</u>	<u>5</u>	<u>Y</u>
	CEO office	Contamination	Overcrowding	<u>5</u>	<u>5</u>	<u>N</u>	No group meetings in this space  Reduced staff <1 Critical staff to work separately	<u>1</u>	<u>5</u>	<u>Y</u>
		CEO and Exec both fall ill								
	Meetings	Contamination	No social distancing	<u>4</u>	<u>5</u>	<u>N</u>	Meetings to be digital for all but those permitted to work in the office  Large spaces to be used such as Weston room and Event space	<u>1</u>	<u>5</u>	<u>Y</u>
	Weston Room	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	Reduced Occupancy <13  Safety instructions provided on how to use the space and building for external users	<u>1</u>	<u>5</u>	<u>Y</u>
	Theatre 2	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	Reduced Occupancy	<u>1</u>	<u>5</u>	<u>Y</u>

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							<p>Safety instructions provided on how to use the space and building for external users</p> <p>Use the space for rehearsals</p>			
	Theatre 1	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	<p>Reduced occupancy</p> <p>Safety instructions provided on how to use the space and building for external users</p> <p>Bespoke get in/out risk assessments to be undertaken</p> <p>Following Theatre guidance for actors</p>	<u>1</u>	<u>5</u>	<u>Y</u>
	Cinemas	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	<p>Reduced Occupancy</p> <p>Safety instructions provided on how to use the spaces for staff and audiences</p> <p>Following UKCA guidance on Cinema usage during COVID-19</p> <p>Enhanced cleaning by Ushers</p> <p>Projectionists to undertake enhanced</p>	<u>1</u>	<u>5</u>	<u>Y</u>

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							cleaning in their spaces			
Event space	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	Reduced occupancy  Safety instructions provided on how to use the space and building for external users	<u>1</u>	<u>5</u>	<u>Y</u>	
Dressing rooms	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	Occupancy capacity of 1 per room	<u>1</u>	<u>5</u>	<u>Y</u>	
Gallery	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	Reduced occupancy  Safety instructions on how to use the space and building for external users  Bespoke changeover risk assessments to be completed	<u>1</u>	<u>5</u>	<u>Y</u>	
<b><u>Systems and Facilities support</u></b>										
ICT support	Contamination	Working at user's workspace	<u>3</u>	<u>5</u>	<u>N</u>	All support must be remote but if not possible sanitising and PPE should be used and the user should remove themselves from the workstation	<u>1</u>	<u>5</u>	<u>Y</u>	
	No support	Manager is sick support needed in the building				Support person to be provided with guidance notes to cover periods of absence				
Maintenance	Broken flushes Taps running on etc	No maintenance on site	<u>2</u>	<u>3</u>	<u>N</u>	HFL maintenance will resume fire tests etc on a	<u>1</u>	<u>3</u>	<u>Y</u>	

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		Non compliance	No legal weekly testing				Monday following safety instructions			
		Contamination	No social distancing				HFL will undertake legionella etc weekly checks			
							Contractors to be provided with safety instructions to undertake role with social distancing and COVID-19 assessed			

Action plan				
Ref No 6	Further action required	Action by whom	Action by when	Done
	PPE to be purchased	DB	ordered	17.08.20
	PPE to be provided to staff – and becomes their responsibility	DB/JM/SP	w/c 24th	29.08.20
	Cleaning spray and paper towels to be provided in office kitchen and green room areas	DB	24.08.20	28.08.20
	Cleaning rotas to be prepared and staggered start times and job sheets	DB		16.05.20
	Enhanced cleaning rotas and job sheets	DB		18.05.20
	Signage for toilets on closing lids	DB	w/c 17 <sup>th</sup> aug	17.08.20
	Ensure wash hands posters are in place	JM	w/c 17 <sup>th</sup> aug	17.08.20
	Provide returning to the building staff with notes on feeling unwell, self-isolation in advance	CF/DB	ongoing	On inductions
	Agile working and mental health to be part of reviewing process prior to returning staff to the building	CF/DB	w/c 24 <sup>th</sup> Aug	24.08.20
	Train FOH staff on managing social distancing queues	JM	Docs 17 <sup>th</sup> Aug	25/26.08.2020
	Signs for areas where there is a restriction in numbers back of house	JM/DB/SP	Docs 17 <sup>th</sup> Aug	28.08.20
	Social distancing signage and directional signage in place -FOH/BOH	JM/DB/SP/KHD	w/c 17 <sup>th</sup> aug	28.08.20

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	Set internal front doors on opening to a one-way system – signage	JM	Procedure doc w/c 17th aug	28.08.20
	Rota one member of staff to work at ground floor box office – reception, deliveries	JM	DB 10th DB/JM 17th JM 24th	24.08.20
	Fire doors wedged open – each area to have an allocated team member to ensure closed on a fire evac and on locking up	DB/JM/SP	w/c 17th aug	28.08.20
	Social distancing fire evacuation training required	DB/JM	w/c 24th aug	25.26.08 2020
	Move printers for social distancing	JDK	w/c 07.09.20	
	Office plan of desk availability and occupancy	DB/SP		19.05.20
	Weston room, T2, and event space plan of space occupancy	DB/SP		19.05.20
	Named responsible first aiders	DB/JM	w/c 10th aug	27.08.20
	Provide safety instructions to visitors using spaces	JM/KHD		24.08.20
	Audiences on booking must be advised of being good health to attend the building	JM/KHD		24.08.20
	Changing places added to Artifax	JDK	w/c 07.09.20	
	Taxi policy with social distancing	JM	w/c 10th aug	27.08.20
	Travel risk assessment update for COVID-19	DB		27.07.20
	Office booking system	DB/JDK	02.09.20	02.09.20