

RISK ASSESSMENT

Risk assessment no: COVID-19 6

Title: HOME use of spaces (excluding T1 and Wardley)

Location: HOME

Assessment date: 21.05.20 – 16.07.21

Actions review date: 04.07.20/03.08.20/28.08.20/12.05.21/16.07.21

Actions complete date: 16.07.21

Audit review date:16.08.21

Prepared by: D Bell

Description:

This RA is based on HOME building opening to a limited number of staff and audience members during COVID-19 with some social distancing measures still in place following the guidelines given by the GOV and other information available at the time of writing. 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.

Currently the space occupancies are in the booking system. 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, with a phased return to working in the office by September 2021. 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. As of the 19th July 2021 track and trace is mandatory. Social distancing and mandatory facecoverings for staff are in place. HOME may put further systems in place mitigating the risk which currently includes the request of staff to participate in lateral flow testing.

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 have been Safety Inducted which details the following:

Social distancing guidelines - keep 2 metres apart and where not possible apply risk mitigation

Mandatory face coverings - HOME will provide

Wash hands regularly

Use sanitiser

Enhanced cleaning

HOME will follow guidance from the UKCA and the UK Theatre Board

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.

Assessment team: D.Bell

Approved by:

Name: D Bell Position: Building & Environmental Manager Date:16.07.21

| NO 6 | TASK | HAZARD (HARM) | CAUSE | LIKELIHOOD | SEVERITY | ACCEPT Y/N | CONTROLS | LIKELIHOOD | SEVERITY | ACCEPT Y/N |
|------|--------------------------|---------------------------|--|------------|----------|---------------|--|------------|----------|---------------|
| | Fit for work | | | | | | | | | |
| | Staffing of the building | COVID-19 Contamination | Coming to work feeling unwell Not following isolation rules | 4 | 5 | N | <p>Anyone who is feeling unwell especially with COVID-19 symptoms must ring their line manager</p> <p>Anyone who has been in contact with someone who has had COVID-19 symptoms must ring their line manager</p> <p>Agile working must remain in place where possible – phased return for those whose role enables this</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> | 1 | 5 | Y |

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| | | | | | | | Follow guidance on shielding and protecting people defined on medical grounds as extremely vulnerable | | | |
| | Opening | | | | | | | | | |
| | 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> |
| | Cleaning | | | | | | | | | |
| | 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 -Updated job sheets | <u>1</u> | <u>5</u> | <u>Y</u> |
| | Accessing the building | | | | | | | | | |
| | Front door key fob access | Contamination | Not social distancing | <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 | <u>1</u> | <u>5</u> | <u>Y</u> |

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| | | Intruder | No awareness of who is following staff in or gaining access when a staff member leaves the building pre opening | | | | member for a visual awareness | | | |
| Signing in and out for fire pre opening | Contamination | Using a shared pen | 3 | 5 | N | Have your own pen | 1 | 5 | Y | |
| | Trapped and death by fire | Not social distancing | | | | Keep social distance | | | | |
| Audience/ customers | Over occupancy | People arriving without tickets or table bookings | | | | Wardley catering franchise to have supporting risk assessment | | | | |
| | Contamination | | | | | Details taken of all audience and customers and held for 21 days for track and trace | | | | |
| Moving around the building and between floors | Contamination | No people traffic flow system | 5 | 5 | N | Spaces cleaned on a morning | 1 | 5 | Y | |
| | | Sharing of lift | | | | Enhanced cleaning 12-9pm | | | | |
| | | Overcrowding | | | | Use stairs keeping to the right -signage | | | | |
| | | Bottlenecks | | | | For those with mobility assistance /requirements signage re lift occupancy | | | | |

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| | | | | | | | General directional and social distance signage to be in place | | | |
| | | | | | | | Staff management of audiences | | | |
| | | | | | | | Enhanced cleaning | | | |
| | Welfare facilities | | | | | | | | | |
| | 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 | <u>5</u> | <u>5</u> | <u>N</u> | All toilets cleaned on a morning | <u>1</u> | <u>5</u> | <u>Y</u> |
| | | | Legionella | | | | Legionella testing undertaken prior to staff on site | | | |
| | | | Lack of hygiene | | | | Wash hands posters in place Provision of soap, hot water and hand sanitiser | | | |
| | | | | | | | Enhanced cleaning 12-9pm | | | |
| | | | | | | | Lids on all toilets seats and signs for usage of | | | |

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| | | | | | | | Sanitise available in each cubicle for seat cleaning | | | |
| | | | | | | | Wedge main toilet door open – public toilets and close off urinals | | | |
| | Shower 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 | | | |
| | | | Lack of hygiene | | | | Wash hands posters in place Provision of soap, hot water and hand sanitiser | | | |
| | | | Staff wanting to use space at the same time | | | | Booking in artifax for use | | | |
| | | | | | | | Staggered start times | | | |
| | Office kitchen area | 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 | | | | Three persons at the counter at a time | | | |
| | | | Cross contamination during day | | | | Staff to make their own drinks only | | | |
| | | | | | | | Staff to fully clean down after use including fridge handle and milk bottle – anyone who does not | | | |

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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 | | | | Three persons at the counter at a time | | | | |
| | | Cross contamination during day | | | | No more than 6 people in the room at any time | | | | |
| | | | | | | 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 | | | | |

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|-----------|----------------------------|---|-----------------|----------|----------|--|--|----------|----------|--|
| | | | Lack of hygiene | | | | Wash hands posters in place Provision of soap, hot water and hand sanitiser | | | |
| First aid | Death | No 1 st aid given No one to dial 999 | <u>5</u> | <u>5</u> | <u>N</u> | Consideration to contamination must be given for 1 st 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 Contamination | Fire spread as doors wedged open No social distancing | <u>5</u> | <u>5</u> | <u>N</u> | Nominated persons to ensure fire doors not wedged open on evac and lock up Social distance fire evacuation training required | <u>1</u> | <u>5</u> | <u>Y</u> | |
| 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 | <u>1</u> | <u>5</u> | <u>Y</u> | |

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| | | Alarm sounds | Security fire door breach Not checking all building secure and clear prior to lock up | | | | with social distancing measures in place Staff trained to investigate Out of hours keyholder Locking up keyholders to be trained and ensure all staff out and building secure Keyholder and police attend out of hours alerting BM. | | | |
| | Workspaces | | | | | | | | | |
| | Office | Contamination | Overcrowding Desk sharing | <u>5</u> | <u>5</u> | <u>N</u> | Reduced staff number only permitted and use desk booking system Workspaces to be 2m apart Wear a facecovering when less than 2m Designated desks for the staff on site Sanitise wipes fro pre and post work station cleaning | <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 | <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 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 Safety instructions provided on how to use the space and building for external users Use the space for rehearsals | <u>1</u> | <u>5</u> | <u>Y</u> | |
| Theatre 1 | 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 Bespoke get in/out risk assessments to be undertaken | | | | |

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| | | | | | | | Following Theatre guidance for actors | | | |
| | Cinemas | Contamination | No social distancing | <u>5</u> | <u>5</u> | <u>N</u> | <p>Reduced Occupancy</p> <p>Cinema 1-</p> <p>Cinema 2-</p> <p>Marina -</p> <p>Cinema 3 -</p> <p>Cinema 4 -</p> <p>Cinema 5 -</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 Customer services team</p> <p>Projectionists to undertake enhanced cleaning in their spaces</p> | <u>1</u> | <u>5</u> | <u>Y</u> |
| | Event space | 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> | <u>1</u> | <u>5</u> | <u>Y</u> |
| | Dressing rooms | Contamination | No social distancing | <u>5</u> | <u>5</u> | <u>N</u> | <p>Occupancy capacity</p> <p>DR1-</p> <p>DR2-</p> <p>DR3-</p> | <u>1</u> | <u>5</u> | <u>Y</u> |

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| | | | | | | | DR4- DR5- DR6- | | | |
| | 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> |
| | Systems and Facilities support | | | | | | | | | |
| | 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 face coverings should be used and the user should remove themselves from the workstation deputy to be provided with guidance notes to cover periods of absence | <u>1</u> | <u>5</u> | <u>Y</u> |
| | | No support | HOICT is sick support needed in the building | | | | | | | |
| | 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 Monday following safety instructions Maintenance Manager will undertake legionella etc weekly checks | <u>1</u> | <u>3</u> | <u>Y</u> |
| | | Non compliance | No legal weekly testing | | | | | | | |

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| | | Contamination | No social distancing | | | | Team and contractors to be provided with safety instructions to undertake role with social distancing | | | |
| Action plan | | | | | | | | | | |
| Ref No 6 | Further action required | | | | | | | | | |
| | None at this time | | | | | | | | | |