

**RISK ASSESSMENT**

Risk assessment no: COVID-19 6

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

Location: HOME

Assessment date: 21.05.20 – 16.08.21

Actions review date: 04.07.20/03.08.20/28.08.20/12.05.21/16.07.21/16.08.21

Actions complete date: 16.08.21

Audit review date:30.09.21

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 from 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 19<sup>th</sup> July 2021 track and trace is no longer mandatory but we still support this scheme. Social distancing and mandatory face coverings for staff are in place. Those who have been contacted by test and trace to follow guidance given by GOV.UK. HOME may put further systems in place mitigating the risk which currently includes the request of staff to participate in lateral flow testing and additional risk assessments for all events over 2m social distancing numbers.

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

Ventilation

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 non UK travel ban.

Assessment team: D.Bell

Approved by:

Name: D Bell      Position: Building & Environmental Manager Date:16.08.21

NO 6	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	<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

							Follow guidance on shielding and protecting people defined on medical grounds as extremely vulnerable			
	<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  -Updated job sheets	<u>1</u>	<u>5</u>	<u>Y</u>
	<b>Accessing the building</b>									
	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>

		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	<u>3</u>	<u>5</u>	<u>N</u>	Have your own pen	<u>1</u>	<u>5</u>	<u>Y</u>	
	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					When possible, 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	<u>5</u>	<u>5</u>	<u>N</u>	Spaces cleaned on a morning	<u>1</u>	<u>5</u>	<u>Y</u>	
		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				

							General directional and social distance signage to be in place			
							Staff management of audiences			
							Enhanced cleaning			
	<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	<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			

							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				<b>Three</b> 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			

			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>Three</b> 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				



			Lack of hygiene				Wash hands posters in place Provision of soap, hot water and hand sanitiser			
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  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>	

		Alarm sounds	Security fire door breach				with social distancing measures in place			
			Not checking all building secure and clear prior to lock up				Staff trained to investigate			
		Intruder out of hours					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.			
	<b>Workspaces</b>									
	Office	Contamination	Overcrowding	<u>5</u>	<u>5</u>	<u>N</u>	Reduced staff number only permitted and use desk booking system	<u>1</u>	<u>5</u>	<u>Y</u>
			Desk sharing				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			
	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				

							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>

							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>
	Shop Sale - Ground Floor Foyer	COVID-19 Transmission between customers and/or staff	Lack of social distancing between customers and staff	<u>4</u>	<u>5</u>	<u>N</u>	Shop itself remains closed and only used for storage. All sale stock items displayed on plinths, shelving and racks in the large well ventilated foyer space to allow for them to be spaced well apart and to create plenty of room for customers to move around the displays while staying distanced from each other Shop staff located behind counter and a plastic screen to create distance and a barrier between them and customers Customers pick up items themselves to take to the till. Staff 1 5  remain behind counter and screen. Items do not required to be touched by staff to process transaction as all items sold by generic price points. All interactions are of a short time period which reduces chances of transmission. Hand sanitizer located at shop service point for	<u>1</u>	<u>5</u>	<u>Y</u>

							customer and staff use Contactless card payment use is encouraged Any shop staff member who is feeling unwell especially with COVID-19 symptoms must in from manager and will be advised not to attend their shift.  Customers are advised not to visit HOME if they have any COVID symptoms			
	<b>Systems and Facilities support</b>									
	ICT support	Contamination  No support	Working at user's workspace  HOICT is sick support needed in the building	<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>
	Maintenance	Broken flushes Taps running on etc  Non compliance	No maintenance on site  No legal weekly testing	<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>

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