

**RISK ASSESSMENT**

Risk assessment no: COVID-19 13

Title: HOME COVID RA

Location: HOME

Assessment date: 06.04.22

Actions review date: TBC

Actions complete date: 06.04.22

Audit review date: TBC

Prepared by: D Bell

**Description:**

This RA is based on HOME building opening to agile and non-agile working staff and artists, full audience occupancy and some social distancing measures still in place following the guidelines given by the GOV and other information available at the time of writing. 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 in place at 60/40 ratio. In this risk assessment the term contamination has primarily been used when talking about the risk of spreading COVID.

HOME ask all audiences and visitors to ensure they are required to be of good health and are advised to have no symptoms before visiting our building. Compulsory face coverings for staff and strongly requested face coverings messaging for audiences and visitors 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 if provided 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

Compulsory 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.

Assessment team: D.Bell

Approved by:

Name: D Bell      Position: Building & Environmental Manager Date: 06.04.22

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	<b>4</b>	<b>5</b>	<b>N</b>	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 60/40 will remain in place where possible  Assessment of teams	<b>1</b>	<b>5</b>	<b>Y</b>
	<b>Opening</b>									
	Cleaning supervisors fall ill and cannot open the building	Further staff cannot gain entry	Not enough staff trained as keyholders	<b>5</b>	<b>2</b>	<b>N</b>	Five supervisors trained as key holders plus the BM, HOCC, CEO	<b>1</b>	<b>2</b>	<b>Y</b>
	<b>Cleaning</b>									
	Not enough cleaners to undertake the morning schedule due to illness	Building not cleaned to standard - Contamination	Not enough staff	<b>5</b>	<b>2</b>	<b>N</b>	Have additional trained zero-hour staff and a job-sharing rota as plan B.	<b>2</b>	<b>2</b>	<b>Y</b>
	Undertaking general cleaning duties	Contact dermatitis  Contamination	No PPE  No hygiene regime	<b>5</b>	<b>5</b>	<b>N</b>	-PPE to be supplied  -Wash hands posters in place  -Provision of soap, hot water  and hand sanitiser  -Updated job sheets	<b>1</b>	<b>5</b>	<b>Y</b>

	<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 pre opening	Contamination  Trapped and death by fire	Using a shared pen  Not social distancing	<u>3</u>	<u>5</u>	<u>N</u>	Have your own pen  Hand sanitiser provided  Keep social distance	<u>1</u>	<u>5</u>	<u>Y</u>
	Audience/ customers	Over occupancy  Contamination	People arriving without tickets or table bookings				Online and on site booking systems in place and fire occupancy will be adhered to			
	Moving around the building and between floors	Contamination	No people traffic flow system  Sharing of lift	<u>5</u>	<u>5</u>	<u>N</u>	Spaces cleaned on a morning  Use stairs keeping to the right -signage	<u>1</u>	<u>5</u>	<u>Y</u>

			Overcrowding  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			
	<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 Sanitise available in each cubicle for seat cleaning	<u>1</u>	<u>5</u>	<u>Y</u>
	Shower room	Contamination	Not cleaned  Legionella	<u>5</u>	<u>5</u>	<u>N</u>	Cleaned on a morning  Legionella testing undertaken prior to staff on site	<u>1</u>	<u>5</u>	<u>Y</u>

			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>
			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 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			
	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>
			Over crowding				<b>Three</b> persons at the counter at a time			

			Cross contamination during day				Consider lunching elsewhere during busier times  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			
			Lack of hygiene							
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	<u>4</u>	<u>5</u>	<u>N</u>	Box office to be manned	<u>1</u>	<u>5</u>	<u>Y</u>
			Aggressor outside on opening or locking				Panic alarm Preventative access strategy  Two staff members on opening and closing with social distancing measures in place			
			Security fire door breach				Staff trained to investigate Out of hours keyholder			
		Alarm sounds	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.			
		Intruder out of hours								
	<u>Workspaces</u>									
	Office	Contamination	Overcrowding	<u>5</u>	<u>5</u>	<u>N</u>	Reduced staff number	<u>1</u>	<u>5</u>	<u>Y</u>
							Wear a face covering unless sat at a desk when it will be optional			



			Desk sharing				Sanitise wipes for 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 where possible or in a well ventilated space such as the 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>	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>	Safety instructions provided on how to use the space and building for external users	<u>1</u>	<u>5</u>	<u>Y</u>

							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>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>	<u>1</u>	<u>5</u>	<u>Y</u>

							DR3- DR4- DR5- DR6-			
	Gallery	Contamination	No social distancing	<u>5</u>	<u>5</u>	<u>N</u>	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>	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 to remain behind counter and screen. Items do not require 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 customer and staff use Contactless card payment use is	<u>1</u>	<u>5</u>	<u>Y</u>

							encouraged Any shop staff member who is feeling unwell especially with COVID-19 symptoms must inform 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>	GHM maintenance will resume fire tests etc on a Monday following safety instructions  Maintenance Manager will undertake legionella etc weekly checks  Team and contractors to be provided with safety instructions to	<u>1</u>	<u>3</u>	<u>Y</u>

		Contamination					undertake role with social distancing			
			No social distancing							
<b>Action plan</b>										
<b>Ref No</b>	<b>Further action required</b>									
10										
	None at this time									