

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



Revised version, Omicron variant response 30  
Nov 21

Date:	30 November 2021				
Assessors Name:	Simon Daykin	Reference Number:	House v 4.0	Review Date:	January 2022 or after Gov advice

Endorsed By:	Simon Daykin	Signature:		Position:	Director	Date:	30 November 2021
--------------	--------------	------------	--	-----------	----------	-------	------------------

Description of assessment	Coronavirus (COVID-19) - PHASE THREE REOPENING - MAIN AUDITORIUM
---------------------------	--

Location Details	Wells Malting auditorium and supporting areas for performance/screening
------------------	---

Identified Hazards	Identified risks and who may be affected	Risk Level before control measures S x L = R				Existing control measures (prior to lockdown)	Additional Control measures required (upon reopening and ongoing)	Action owner	Final Risk level S x L = R			
		S	L	R	R				S	L	R	R
<b>Infection control, cleaning and safety measures</b>												
As the business reopens, spreading Coronavirus and contracting COVID19 from contact with each other and members of the public	There is a direct threat to staff and public health and wellbeing from transmission of the COVID-19 coronavirus while at work.  <i>People can catch the virus from others who are infected in the following ways:</i>	5	3	15	H	<ul style="list-style-type: none"> <li>Sanitiser available for staff and in public areas</li> <li>Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li> <li>Contact with personnel suspected of having caught COVID-19 will be avoided.</li> <li>Increased cleaning regimes and sanitising on</li> </ul>	<ul style="list-style-type: none"> <li>Sanitiser stations installed in foyer/atrium area. These are touch free, foot operated with branded signage</li> <li>Hand washing (minimum 20 seconds) promoted as best infection control measure.</li> <li>Personal 100ml pump sanitisers to be issued to all staff and frontline volunteers</li> <li>Toilets limited to main ground floor block - upper level for staff and volunteers only</li> <li>All toilets will be cleaned and sanitised regularly by cleaning staff, at least prior to audience arrival.</li> </ul>	SS  SD  SS  SS	5	1	5	M

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



	<p>1. virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</p> <p>2. the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</p> <p>3. people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>				<p>public and staff toilet areas</p> <ul style="list-style-type: none"> <li>• Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>• Employees told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature and/or changes to taste and smell.</li> </ul>	<p>Surfaces, door handles, taps etc. will all be thoroughly cleaned with recommended sanitising substance.</p> <ul style="list-style-type: none"> <li>• SSP arrangements adjusted to cater for staff showing symptoms and isolating/ quarantining or if someone in their household is showing symptoms</li> <li>• Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</li> <li>• Sneeze screens to be installed at visitor information. These to be cleaned and thoroughly sanitised twice daily</li> <li>• Fluid resistant masks (FRMs) provided for all staff and stewarding volunteers</li> <li>• Duty manager to undertake checks in public service areas every 4 hours</li> <li>• All audiences required to wear face coverings, unless exempt. This policy to be adhered to closely. Staff and volunteers to be aware of hidden disability and agerelated issues (eg under 8s not included), and respect these. Policy of positive promotion.</li> <li>• All foyer areas to be well ventilated, with fresh air inlet to areas where staff and public spent time Note the fresh air intake within the auditorium, as part of building wide systems. Fresh air rather than circulation. <u>Note it is not possible to prop entry/exit doors into and from the auditorium for ventilation on account of other H&amp;S/RA requirements, nor is it needed.</u></li> <li>• All stewards to wear face coverings when dealing with public and checking tickets on entry. <u>Retain minimum 1m distance even if both steward and audience member have face coverings in place</u></li> </ul>	<p>SS</p> <p>SD/KF</p> <p>SD</p> <p>LW/KF</p> <p>SS</p> <p>DM</p> <p>DMS</p> <p>DM</p> <p>DM</p>			
--	--	--	--	--	--	--	--	--	--	--

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



Identified Hazards	Identified risks and who may be affected	Risk Level before control measures S x L = R				Existing control measures (prior to lockdown)	Additional Control measures required (upon reopening and ongoing)	Action owner	Final Risk level S x L = R			
		S	L	R	R				S	L	R	R
<b>Social distancing</b>												
<p>Close contact with those with COVID19 increases transmission, so advice to maintain distances over 2m to be followed</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2m, wherever possible.</p> <p><i>Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</i></p>	5	4	20	H	<ul style="list-style-type: none"> <li>Social distancing measures in place, and visitor management protocols to inform and encourage adherence to 2m policy.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing policy of 2m encouraged, throughout the building</li> <li>Signage to encourage and promote social distancing</li> <li>Balcony seating closed for the time being</li> <li>Avoiding physical contact (handshakes, hugs etc)</li> <li>Cleaning routines increased between events; 72 gaps between events where possible (although not possible during busy weekend periods)</li> </ul>	SD BL SD SS	5	2	10	H

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



Identified Hazards	Identified risks and who may be affected	Risk Level before control measures S x L = R				Existing control measures (prior to lockdown)	Additional Control measures required (upon reopening and ongoing)	Action owner	Final Risk level S x L = R			
		S	L	R	R				S	L	R	R
<b>Staff and employee welfare, working arrangements</b>												
<p>Staff and volunteers to feel as safe as possible in their working environment.</p> <p>Staff working together in workplace premises inevitably raises the risk of virus transmission.</p> <p>Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>With operations resumed, contact with the public is inevitable. Staff and volunteers should be supported, inducted and trained for customer contact and social distancing procedures</p> <p>There is also a risk of confrontation and tension with members of the public in high stress situations (queues, delays in service, crowding, perceived non compliance and restricted toilet access).</p>	5	3	15	H	<ul style="list-style-type: none"> <li>Colleagues to be aware of symptoms and self isolate if they or anyone in their household shows symptoms</li> <li>Colleagues to inform us if they or members of their household are or plan to leave the country, and isolation practices relative to advice in that country will apply as practicable</li> <li>Programme for volunteer stewarding in place, but pre COVID</li> </ul>	<ul style="list-style-type: none"> <li>PPE and training into use available to all staff and volunteers. Own face coverings can be used; stocks held for all staff</li> <li>Staff to use designated staff-only toilets, and not those set aside for public use</li> <li>Regular assessments of the mental health and wellbeing of colleagues will be undertaken and support given as appropriate and necessary</li> <li>Training, orientation and induction for all colleagues, with regular refreshment</li> <li>Regular post event evaluation sessions with colleagues to address areas of concern and monitor the efficacy of control measures, PPE use, customer responses and behaviours, staff safety etc</li> <li>Daily end of day reports to guide further actions and highlight issues</li> <li>Duty logs of stewarding to be kept and checked</li> <li>Volunteers to keep organisation informed of any symptoms or isolation/screening without delay</li> </ul>	<p>SD</p> <p>SD</p> <p>SD</p> <p>SD/KF</p> <p>SD</p> <p>DM</p> <p>DM</p> <p>SD/KF</p>	5	1	5	M

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



Identified Hazards	Identified risks and who may be affected	Risk Level before control measures S x L = R				Existing control measures (prior to lockdown)	Additional Control measures required (upon reopening and ongoing)	Action owner	Final Risk level S x L = R			
		S	L	R	R				S	L	R	R
<b>Vulnerable and high risk groups</b>												
Some staff and volunteers may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> <li>- are 70 or older</li> <li>- are pregnant</li> <li>- have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe)</li> <li>- have heart disease, diabetes, chronic kidney disease or liver disease (such</li> </ul>	5	3	15	H		<ul style="list-style-type: none"> <li>• Staff and volunteers to work with management to assess their own levels of risk and act accordingly</li> <li>• Any volunteers in risk categories should similarly disclose such, and take an informed decision with us on their short term volunteering duties</li> <li>• We would not ordinarily allow those in the extremely vulnerable category to return to duties</li> <li>• We will aim to be non discriminatory in our decisions around resuming and continuing active work within our organisation, basing them upon disclosed information from the staff member/volunteer and our own risk assessment, the reasonable adjustments to working practice, prevailing legislation and good practice</li> </ul>	SD	5	2	5	H

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



	<p>as hepatitis) - are taking medicine that can affect the immune system (such as low doses of steroids) or - are very obese</p> <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"><li>- have had an organ transplant</li><li>- are having chemotherapy for cancer, including immunotherapy</li><li>- are having an intense course of radiotherapy for lung cancer</li><li>- have a severe lung condition (such as severe asthma or severe COPD)</li><li>- are taking medicine that makes them much more likely to get infections (such as high doses of</li></ul>										
--	--	--	--	--	--	--	--	--	--	--	--

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



	<p>steroids) - have a serious heart condition and are pregnant</p> <p>The following PHE advice applies: - Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements - they are advised to self-isolate and not leave home for any reason for at least 12 weeks - Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible - they can go to work if they cannot work from home - People in both categories are advised by the government to be particularly stringent in complying with</p>										
--	---	--	--	--	--	--	--	--	--	--	--

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



	<p>social distancing requirements.</p> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19.</p> <p>There is some evidence that those from BAME backgrounds are harder hit by COVID-19.</p>											
--	--	--	--	--	--	--	--	--	--	--	--	--



# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



Identified Hazards	Identified risks and who may be affected	Risk Level before control measures S x L = R				Existing control measures (prior to lockdown)	Additional Control measures required (upon reopening and ongoing)	Action owner	Final Risk level S x L = R			
		S	L	R	R				S	L	R	R
<b>Cases of suspected infection on-site</b>												
People becoming unwell while on-site or an obviously symptomatic person using our facilities	Increased risk of infection	5	3	15	H	<p>If anyone becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough, high temperature and/or changes to taste and smell senses) they should be sent home and advised to follow government advice to self-isolate.</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>- All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</li> <li>- Public areas where a symptomatic individual has passed through and spent minimal time and which are not visibly</li> </ul>	<ul style="list-style-type: none"> <li>Control measures should be extended to instances where a symptomatic member of the public is clearly observed</li> <li>In this instance, the premises should be closed to allow cleaning measures to be undertaken, and must not reopen until satisfied that cleaning and sanitisation has been completed</li> </ul>	SD  SD/SS	5	1	5	M

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



					contaminated with body fluids, can be cleaned thoroughly as normal - Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at recommended sanitisation levels - Cleaning staff must wear appropriate PPE - Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste						
--	--	--	--	--	--	--	--	--	--	--	--

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



Identified Hazards	Identified risks and who may be affected	Risk Level before control measures S x L = R				Existing control measures (prior to lockdown)	Additional Control measures required (upon reopening and ongoing)	Action owner	Final Risk level S x L = R			
		S	L	R	R				S	L	R	R
		<b>Information and communications</b>										
<p>Lack of staff awareness of steps to manage and control risks</p> <p>Lack of public awareness of the protective measures in the premises</p> <p>Hazards associated with conflicting, unclear and 'fake' information in circulation</p>	<p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and "fake news" and myths. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.</p> <p>Additionally, recent evidence locally suggests that lockdown rules are being stretched as they are being released. Local opposition to</p>	5	3	15	H		<ul style="list-style-type: none"> <li>Staff and volunteers to receive regular updates and details on any official announcements that affect procedures and protocols</li> <li>Staff and volunteers to make colleagues aware formally of any know misinformation and contradictory statements</li> <li>Website updated with this risk assessment and our updated responses</li> </ul>	SD/BL  SD  BL	5	1	5	M

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



	<p>visitors is also a factor.</p> <p>There is also a risk with over-explaining and over-signing in the premises, leading public to become 'blind' to advice.</p>											
--	--	--	--	--	--	--	--	--	--	--	--	--

# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

LIKELIHOOD	
5	Almost Certain - Very High Risk
4	Probable - High Risk
3	50/50 - Medium Risk
2	Improbable - Low Risk
1	Almost impossible - Low Risk

SEVERITY	
5	Fatality - Very High Risk
4	Severe incapacity - High Risk
3	Absent 3 weeks - Medium Risk
2	Absent less than 1 day - Low Risk
1	Insignificant - Low Risk

1-4 LOW	5-9 MEDIUM	10-15 HIGH	16-25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately - the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

# Risk Assessment



NOTE: Please see guidance notes towards the end of the document.

## Additional comments:

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:		Signature:		Date:	
------------------	--	------------	--	-------	--

Assessor 2 name:		Signature:		Date:	
------------------	--	------------	--	-------	--







# Risk Assessment

NOTE: Please see guidance notes towards the end of the document.



## Risk Assessment Issue Control

Version no	Date issued	Purpose	Review/re-issue	Sign off
1.0	18 June 20	First draft - internal review	23 June 20	SD
1.1	24 June 20	Consultation	29 June 20	SD
2.0	30 June 20	Final draft for sign off	Review w/c 6 July	SD
3.0	10 May 2021	Revision/update on reopening	Mid June 21 after further guidance	SD
4.0	30 November 2021	Revision/update in response to Omicron variant	January 2022 or after Gov advice	SD