# Ilkley Playhouse Covid-19 Risk Assessment (Staff, Visitors and Contractors - Safe Working)

# *This risk assessment is for Ilkley Playhouse and there are 8 employees. Business and administration for theatre management.*

**Severity (S) Likelihood (L) Risk Factor (R) S + L= R**

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| 1 Negligible - all in a day's work | 1 Improbable | <4 Risk may need to be controlled LOW |
| 2 Minor - minor injury with short term effect | 2 Remote – unlikely | 4-6 Risk must be controlled MEDIUM |
| 3 Severe - major injury/disability (reportable) | 3 Possible - may or could well occur | 7-9 Hazard must be controlled HIGH |
| 4 Extreme – fatal | 4 Probable - expected to occur, several times | >9 Hazard must be avoided VERY HIGH |

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| **Hazard** | **Hazard Description** | **People at risk** | **Initial Assessment** | | | **Control Measures** | **Residual Risk** | | | **Action/Comments** |
| **S** | **L** | **R** | **S** | **L** | **R** |
| Passing of Covid 19 virus via air and surface transmission | Staff interactions with each other.  Proximity to each other.  Risk of contacting COVID-19 through airborne droplet infection | Staff members  Visitors  Contractors | 3 | 3 | M | Staff will complete a return-to-work process – only those who can safely return will be asked to do so.  Any staff member who feels unwell must stay at home: if they have symptoms of Covid-19 (or if they share a household with someone who has symptoms) they must follow current NHS advice.  If test positive, must isolate for 10 days.  Staff should wear washable face coverings or masks if in proximity to other members of staff.  Minimal numbers of employees in any one area with social distance maintained. | 2 | 1 | L | Consider signage – reminders to hand wash, wear masks, keep distance.  Risk has been managed to a current acceptable level providing control measures are observed |
| Passing of Covid via contact with objects  (E.g. doorhandles, keypads etc.) | Risk of contracting COVID-19 through cross-infection due to multiple people coming into contact with high-touch areas | Staff members  Visitors  Contractors | 3 | 3 | M | Daily cleaning in place before office opens.  Staff will be responsible for keeping their own work areas clean. If they work in a shared area, then they wipe down touch points with sanitiser before other staff use the area.  Regular disinfection for high-contact areas  (e.g., door handles, computer equipment, keypads, kettles, washroom fittings, telephone etc.)  Limited sharing of desk/office equipment. No hot-desking (assigned desks only)  Hand sanitiser supplied at business entry point, on desks and around building with signage to encourage its use.  Wipes provided for staff to wipe down their areas before and after use. Keypads, telephone, desks, etc.    When using shared office equipment (e.g., office printer/ shredder etc.), hand sanitizer to be used and equipment disinfected after use.  Where it is unavoidable for a member of staff to temporarily use a workstation, it should be disinfected after use using suitable disinfectant wipes. | 2 | 1 | L | Risk has been managed to a current acceptable level providing control measures are observed.  Workstation signs provided to encourage wipe downs. |
| Travelling to and from work | Commuting using public transport raises the risk of infection | Staff members | 3 | 3 | M | Employees are encouraged to avoid public transport where possible and use a personal vehicle or cycle or walk where appropriate. | 2 | 1 | L | If employees are unable to avoid public transport, consider allocating work that can be undertaken remotely. |
| Sharing  Washroom Facilities  Kitchens | Washroom/Kitchen facilities  are high contact areas frequented by most staff during the day.  Personal hygiene can also be a factor | Staff members  Visitors  Contractors | 3 | 3 | M | Hand sanitiser dispensers at all entrances  ‘Respect Social Distancing’ signage.  One person to use kitchen facilities at any one time.  Posters encouraging staff and visitors to use the sanitiser and wash their hands well with hot water and soap.  Supply of disinfectant wipes to wipe down facilities after every use.  Waiting area clearly marked out outside washrooms in corridor (two at a time to use).  All shared facilities are subject to a daily cleaning regime. | 2 | 1 | L | Risk has been managed to a current acceptable level providing control measures are observed |
| Contractors (any external company or person entering the premises to undertake works) | Potentially infected contractors could increase the risk of infection or contact could increase the risk of contractors becoming infected | Contractors  Staff members  Visitors | 3 | 3 | M | Only work deemed essential is to be undertaken by contractors whilst COVID-19 restrictions are in place (until guidance changes)  Contractors to include their COVID-19 controls in documentation submitted during vetting.  All Visitors and Contractors to use the QR code or sign in the Visitors Book on arrival and adhere to all Covid related signage. | 2 | 1 | L | Risk has been managed to a current acceptable level providing control measures are observed |
| Delivery processing | Potential for infection due to contact with delivery personnel or contaminated goods | Staff members  Visitors | 3 | 3 | M | Staff members engaging with delivery drivers to wear face masks and sanitise hands.  No delivery personnel are required to enter the premises.  Members of staff involved in processing mail/parcels should use gloves or wash and sanitise/ wash hands before and afterwards. | 2 | 1 | L | Risk has been managed to a current acceptable level providing control measures are observed |
| Visitors buying tickets or memberships | Potential for infection due to contact with visitors or contaminated items | Staff members  Visitors | 3 | 3 | M | Perspex screen in place for box office staff, and staff member to wear a face covering when talking to visitors.  Hand sanitiser for staff and visitors to use.  Respect social distancing signs in place.  Visitors advised to pay by contactless technology. If cash, the staff member to use sanitizer to handle the cash.  Staff members to wipe down and sanitise work areas when they leave. | 2 | 1 | L | Risk has been managed to a current acceptable level providing control measures are observed |
| Staff working from home | Working from home decreases the risk of infection from COVID-19 but can result in isolation, depression and other physical and mental health issues. | Staff members | 3 | 3 | M | All members of staff working from home are included in online meetings.  All are contacted regularly and to check on their welfare and physical and mental well-being. | 2 | 1 | L | Any employees requiring special consideration in the future will be risk assessed and control measures specific to their requirements put in place |
| Meetings  Training | Potential for contact with several other staff members in proximity. | Staff members  Visitors | 3 | 3 | M | Meetings to be undertaken remotely e.g., online, telephone or zoom where possible.  Where the above is not possible, the Green room is to be arranged to allow a minimum of 1m plus between participants.  Meeting rooms to be ventilated naturally (via open windows and doors).  Staff Training to be undertaken socially distanced or individually with the theatre manager. | 2 | 1 | L | Risk has been managed to a current acceptable level providing control measures are observed |

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| **Note: All PPE should be regarded as a last-defence measure. Masks should be kept clean, and in good condition, and gloves should be clean and changed regularly, depending on the policy for their use.** |

Completed by Justine Sowden, Theatre Manager

Dated: 01.04.2021

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| Version No | Created | By | Version No | Updated | By |
| 1 | 28.09.2020 | Justine Sowden |  |  |  |
| 2 | 01.04.2021 | Justine Sowden revised and updated |  |  |  |
| 3 | 19.04.2021 | Rosie Bond checked and approved |  |  |  |