

RISK ASSESSMENT FORM RA1 (CF/01/01)



Portfolio	Theatr Clwyd		Activity (Brief Description)	COVID-19 – Return to Theatre Buildings		
Service	Theatr Clwyd		People at Risk	Employees & Building Users		
Location	Theatr Clwyd, Raikes Lane, Mold, CH7 1YA		Date	1 st March 2021	Review Date	Changes in procedure
Assessor	Andrew Roberts		Issue Number	20200529-02-COVID.1		
Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures			RISK RATING (with existing controls) High/Medium/ Low
	Employees with underlying health conditions	High	<p>Identify those employees who may be at risk i.e. those employee with underlying health conditions. The following guidance identifies “vulnerable” and “shielded” persons,</p> <p>https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html</p> <p>Managers to consider how those employees are able to provide critical services in a different way, not face to face- but please be aware that this could change and you will be required to keep up to date with government guidance. Managers to complete vulnerable employee risk assessment</p> <p>Always follow medical advice.</p> <p>Employees displaying symptoms of Covid-19 should follow current medical advice, not attend work and report their sickness to the relevant line manager.</p>			Medium
	Employee’s potential exposure to COVID-19 i.e. from other persons and surfaces.	High	<p>Eliminate potential staff exposure via the following methods:</p> <ul style="list-style-type: none"> • Staff instructed to stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. • Working from home or remotely where at all possible eliminates the risk of workplace exposure. 			Medium

- Ensure that Agile working processes and DSE risk assessments are followed
- Have a process in place for regularly contacting colleagues
- Priority is to eliminate/minimise potential exposure to COVID-19. Consideration should be made whether employees can work from home (as per government guidance).

Personal Protective Equipment

- All building users are to wear a face covering when in the building. The exception to this is:
 - a) You are exempt for medical reasons.
 - b) When working at your desk, or workstation, or you are alone in a space
 - c) In a face-to-face meeting, and only if all participants agree.
The meeting organiser should gain consent from all the attendees before anyone removes their face covering, and physical distancing must be in place at all times
 - d) To consume food or drink
- Please follow current Guidance on the subject
<https://gov.wales/coronavirus-and-personal-protective-equipment-ppe>
- Good hand hygiene should always be followed.
 - *Wash your hands regularly with soap and water. Where soap and water are not available use hand sanitiser gel (preferably with minimum 60% ethanol). <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>*
 - *Cover your mouth and nose with a tissue or a sleeve (not your hands) when you cough or sneeze*
 - *Put tissues in the bin straight away*
 - *Avoid touching your eyes, nose or mouth.*
 - *Clean and disinfect frequently touched objects and surfaces*
 - *Do not share items that can come into contact with your mouth e.g. bottles, cups.*
 - *Where using water dispensers, avoid direct contact with spout. Ensure an enhanced cleaning regime of equipment paying particular attention to knobs/buttons.*
- Hand gels and disinfectant wipes are available

	Employee's potential exposure to COVID-19 i.e. from other persons and surfaces.	High	<p><u>Coming to Work and Leaving Work</u></p> <ul style="list-style-type: none"> • Wherever possible employees should travel to work alone using their own transport. • Where public transport is the only option for employees, managers should support employees so peak times on public transport can be avoided. • Avoid using public transport during peak times • To maintain physical distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival. • Staggering arrival and departure times at work to reduce crowding into and out of the building. • Provide additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible. • Provide more storage for workers for clothes and bags. • Using markings and introducing one-way flow at entry and exit points. • Public Health Wales (PHW) or equivalent posters will be on display informing staff / visitors of physical distancing and cleanliness/hygiene protocols throughout the building. • Providing handwashing facilities, or hand sanitiser where possible, at entry and exit points and not using touch-based security devices such as keypads. 	Medium
			<p><u>Car Parking</u></p> <ul style="list-style-type: none"> • Whenever possible staff should leave one bay clear each side of their vehicle when parking. • Where the above is not possible ensure physical distancing is maintained on car park • Any touch points to be taken out of action 	Low
			<p><u>Entrances / Exits</u></p> <ul style="list-style-type: none"> • Public Health Wales (PHW) or equivalent posters will be on display informing staff / visitors of physical distancing and cleanliness/hygiene protocols throughout the building. • Where necessary, floor markings to be marked on floor outside entrance to help staff keep a 2 m distance when arriving at work • Introduced staggered start and finish times to reduce congestion and contact at all times • Staff are advised to use hand sanitisers/gels after use of door handles in and out of buildings (as well as within buildings). These will be available close to main entrances and exits but staff are also encouraged to bring and use their own personal supply of hand sanitiser/gel. 	Low

			<ul style="list-style-type: none"> Where possible and <u>without contravening fire protective measures</u>, doors to be kept open to avoid touch contact 	
			<p><u>Public Areas</u></p> <ul style="list-style-type: none"> Public Health Wales (PHW) or equivalent posters will be on displayed in reception areas informing staff / visitors of physical distancing and cleanliness/hygiene protocols throughout the building. Hand wipes/sanitiser will be on offer in public areas. Where staff are public facing, protective screens to be installed. Queue management - 2m spacing markings on the floor and if necessary outside the entrance. Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Managing occupancy levels to enable physical distancing. Avoiding use of hot desks and spaces and, where not possible, cleaning and sanitising workstations between different occupants including shared equipment. 	Medium
			<p><u>Stairs, Lifts & Corridors</u></p> <ul style="list-style-type: none"> Strict 2m physical distancing should be observed when using stairs. In some cases, building managers may designate some stairs as either “up” or “down”. Where this is the case they will be clearly signed and all staff should abide by this requirement. Where stairs are not designated “up” or “down” then staff should wait if any person is using the stairs in the opposite direction (i.e. coming down when you need to go up or vice versa) for that person to complete their use of the stairs. Staff must not undertake non-essential trips within building. Staff will be encouraged to use telephones, email, skype etc. to communicate with colleagues Cleaning of touch points on stairs e.g. handrails to be increased Staff will be encouraged to use stairs wherever possible Lifts should be occupied by one person at a time Hand Sanitiser will be provided within the lift Staff must wash hands after using lift Where corridors are wide enough to maintain a 2m distance, staff should keep left when passing others using the corridor. Where corridors are too 	Medium

			<p>narrow to maintain a 2 m distance, then staff should wait if any person is using the corridor in the opposite direction for that person to complete their use of the corridor. In some cases, building managers may designate some corridors as one-way. Where this is the case they will be clearly signed and all staff should abide by this requirement.</p>	
			<p><u>Workstations & Desks</u></p> <ul style="list-style-type: none"> • For people who work in one place, workstations should allow them to maintain physical distancing wherever possible. • Workstations/desks (including keyboards, mice, phones etc) should be cleaned by the member of staff using it prior to commencing any work, and at the end of the working day. Cleaning materials will be provided in each office. In order to maintain the highest level of cleanliness, a <u>clear desk policy</u> should be enforced to ensure no documents or other unnecessary paraphernalia is left on the workstation/desk surface at the end of the working day. • If possible (i.e. if there are sufficient workstations/desks for each individual member of staff), managers should allocate each member of staff with an individual workstation/desk, and <u>clearly label</u> this, and the associated chair, with the member of staff's name. No other staff member should use a labelled workstation or chair designated for a particular staff member. • Where all staff in a team have a dedicated workstation/desk, it is the responsibility of the manager of that team to schedule staff attendance at the workplace to ensure that the alternate workstation/desk requirement detailed above is strictly adhered to. This may mean introducing a rota system or staggered hours. • Where the number of staff in a team is greater than the number of workstations/desks, supervisors/managers will need to consider the most appropriate way of managing this situation and maintaining physical distancing. This may be a mixture of dedicated (and clearly labelled) workstations/desks and chairs for members of staff who regularly attend the office, and shared workstations/desks for staff who attend less regularly. Where desks are shared, the most straightforward way of managing this would be to assign one workstation/desk to no more than two people, and label both the workstation/desk and chair with the name of the two allocated individuals. In this situation, the attendance of the two individuals who share a workstation/desk will need to be managed so that they do not attend the workplace at the same time. For such shared workstations/desks, the requirement for members of staff occupying the desk to clean at the outset and end of the working day as detailed above should be <u>very strictly</u> adhered to. 	<p>Medium</p>


			<ul style="list-style-type: none"> • In order to maintain physical distancing, there should always be at least one empty workstation/desk between occupied workstations/desks. Equally, where desks are arranged in “banks” the workstation/desk directly opposite an occupied workstation/desk should not be occupied (diagonally opposite is allowed). • Review layouts and processes to allow people to work further apart from each other. • Using floor tape or paint to mark areas to help workers keep to a 2m distance. • Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. • Only where it is not possible to move workstations further apart, using screens to separate people from each other. • Wherever possible “corridors” between workstations/desks should be at least 2 metres wide to enable the required physical distancing when individuals are walking past workstations/desks. • All dedicated hot-desking areas will be closed and not available for agile working. These can be reallocated as dedicated desks for staff members through arrangement with managers, but where this is the case the workstation/desk should be clearly labeled this with the member of staff’s name. • Staff must not undertake non-essential trips within building. Staff will be encouraged to use telephones, email, skype etc. to communicate with colleagues 	
			<p><u>Printers</u></p> <ul style="list-style-type: none"> • Printers should be cleaned prior to use, and then again at the end of use. 	Medium
			<p><u>Toilets</u></p> <ul style="list-style-type: none"> • Toilets should only be occupied by one person at a time. • Use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing • Signs and posters to be displayed to build awareness of good handwashing technique • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. • Enhance the cleaning regimes for toilet facilities, particularly door handles, taps, locks and the toilet flush • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	Medium

			<p><u>Common Areas</u></p> <ul style="list-style-type: none"> • A distance of 2 metres should be maintained between staff at all times • Stagger break times to reduce pressure on break rooms or canteens • Staff encouraged to use safe outside areas for breaks • Where possible create additional space by using other parts of building that have been freed up by remote working • The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with physical distancing measures • Where kitchen rooms/areas are provided, they should only be used by one person at a time. • Staff should use one dedicated cup/mug that is personal to them for any drinks, and should not prepare drinks or other refreshments for other members of staff or visitors. Any cups, mugs, crockery, cutlery used should be immediately washed up and put away after use. <u>Do not</u> leave any crockery or cutlery in the sink or on the draining board. • All shared cutlery and crockery to be removed from kitchen areas • Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by staff when entering and leaving the area • Staff to wash hands before and after eating • Staff encouraged to bring their own food to work • All rubbish should be put straight in the bin and not left for someone else to clear up • Tables should be cleaned between each use • Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves • Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions • Encourage staff to remain on-site and, when not possible, maintaining physical distancing while off-site • Regulate use of locker rooms, changing areas and other facility areas to reduce concurrent usage • Encourage staff to store personal items and clothing in personal storage spaces, for example, lockers and during shifts. 	Medium
			<p><u>Tasks that require working within 2 metres</u></p> <ul style="list-style-type: none"> • Always consider if the task can be performed differently without having to breach the 2m physical distancing rule 	Medium

			<ul style="list-style-type: none"> • Where it is necessary to work within the 2 m physical distancing rule face coverings or an appropriate form of RPE should be worn when carrying out the tasks • Workers are to limit face to face working and work facing away from each other when possible • Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins • Consider introducing an enhanced authorisation process for activities where less than 2m distance may be required • Consider additional supervision to monitor distancing • All equipment to be thoroughly cleaned prior and after using it. • Increased ventilation will be provided within enclosed spaces • Where respiratory protective equipment (RPE) needs to be worn, face fit testing (FFT) must be in place. This equipment is reserved to protect workers from other hazardous substances rather than COVID19 • Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination • Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places • Single use PPE should be disposed of so that it cannot be reused • Break down the load where possible so that one person can comfortably carry • Assess your route so you can maintain 2m physical distance whilst moving the load • Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible • Workers deemed clinically vulnerable should never work within 2m of persons 	
	Employee's potential exposure to COVID-19 i.e. from other persons and surfaces.	High	<p><u>Meetings and Meeting Rooms</u></p> <ul style="list-style-type: none"> • Use remote working tools to avoid in-person meetings • Only absolutely necessary participants should attend meetings and should maintain 2m physical distancing throughout • Meeting room tables should be cleaned by a member of staff involved in the meeting prior to commencing the meeting, and then again at the end of the meeting. Cleaning materials will be provided in each meeting room. No documents or other paraphernalia should be left on the table/in the room at the end of the meeting. The meeting organiser should be responsible for ensuring the room is prepared for the meeting 	Medium

			<ul style="list-style-type: none"> • Avoid transmission during meetings, for example avoiding sharing pens and other objects • Hand sanitiser to be provided in all meeting rooms • Where possible meetings should be held outdoors maintaining 2m physical distancing or in well-ventilated rooms whenever possible • For areas where regular meetings take place, use floor signage to help maintain physical distancing 	
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All employees should be provided a copy of this risk assessment to ensure they are aware of the controls applying to FCC Employees (and others)

Assessor(s) Signature(s)		Managers Name: Andrew Roberts
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Other relevant Risk Assessments:	
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RISK RANKING MATRIX (RISK RANKING = SEVERITY X LIKELIHOOD)

<p>High (3) Death, Major injury or work related illness, permanent harm or disability</p>	Severity	3	6	9
<p>Medium (2) Injuries or work related illness where people are unable to undertake their normal work for more than 3 days; semi-permanent harm or injury</p>		2	4	6
<p>Low (1) All other minor injuries – first aid treatment with no permanent harm – minor cuts and bruises</p>		1	2	3
		Likelihood		
		<p style="text-align: center;">Low (1) Where harm is unlikely to occur under normal circumstances. Low expectation of occurrence.</p> <p style="text-align: center;">- And –</p> <p style="text-align: center;">there is full compliance with relevant health and safety legislation</p>	<p style="text-align: center;">Medium (2) Where harm is likely to occur in time. - Or - Exposure to the hazard exists intermittently or hazardous event occurs occasionally - And / Or – not fully compliant with relevant health and safety legislation</p>	<p style="text-align: center;">High (3) Where the hazard is likely to occur imminently or in the very short term. - Or - Exposure is permanent or occurs frequently. - Or - Much evidence of previous harm - And / Or – Major non-compliances with relevant health and safety legislation</p>
OUTCOME / REQUIRED ACTION (Severity x Likelihood “score”)				
		<p>HIGH (6-9)</p> <p>Immediate action is required to control the risk before any further activity.</p>	<p>MEDIUM (3-4)</p> <p>Work may proceed if additional control measures are implemented within strict timescales. These measures must be proportionate to the potential consequences.</p>	<p>LOW (1-2)</p> <p>Work can proceed – no significant action is required other than monitoring that things do not change and that existing measures are being monitored and maintained.</p>

IT IS IMPERTAIVE THAT YOU FOLLOW THE UP TO DATE INFORMATION PROVIDED BY PUBLIC HEALTH WALES AND UK GOVERNEMENT WEBSITE:

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>