

Providing a COVID-19 secure site - The Brewhouse

Working and operating safely during the gradual easing of COVID-19 restriction

Department(s): Brewhouse & Arts Team

Date of assessment: 23/07/2020 13:03

Location: The Brewhouse

Date of review: Never

Description of activity:				
COVID-19 - Returning to work.				
Hazard	At Risk	Describe the consequence		
Infectious Diseases	<ul style="list-style-type: none"> Cleaners All Staff 	<ul style="list-style-type: none"> Transmission and infection of COVID-19 virus. 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> All employees who can work from home should continue to do so and line managers/Managers should facilitate this where possible Departments with employees who are required to come back and/or who need to return to carry out their work MUST carry out a risk assessment in tandem with this general risk assessment to ensure that they have all the required health and safety measures in place. Teams, where practical, should be arranged into "cohorts", which may simply be departments or groups within department. These cohorts then avoid mixing with other cohorts as far as possible. Employees showing coronavirus symptoms (continuous dry cough and/or high temperature and/or loss or change to their sense of smell or taste) MUST NOT travel to work on site. Employees experiencing symptoms should contact HR and arrange a coronavirus test immediately. Employees experiencing symptoms or who share a household with someone self-isolating or who have been contacted through the test and trace service and advised to self-isolate should follow the PHE guidance. If an employee and/or a member of their household are self-isolating/have been advised by a medical practitioner or test and trace service to self-isolate, they MUST NOT travel to work on site. Employees who are experiencing coronavirus symptoms and/or who are self-isolating should inform their line manager/HR as soon as possible. installation of 'sneeze' screens at box office and cafe bar to reduce risk removal or rearrange tables and chairs in waiting areas, meeting rooms to avoid employees and visitors gathering in groups and to assist social distancing and aid with cleaning 		
Action	By Whom	By When	Assessor	Review Date
Employees returning to work must undergo a reinduction. This will vary in format and delivery depending on the	Chloe Brown	2020-08-03	Matthew Bancroft	2020-08-03

department, but all staff and visitors will receive information about risks from COVID-19 and guidance on the site controls and what they must do.				
Action	By Whom	By When	Assessor	Review Date
procurement of sneeze screens	Matthew Bancroft	2020-07-31	Matthew Bancroft	2020-07-31
Action	By Whom	By When	Assessor	Review Date
removal or rearranging of furniture	Matthew Bancroft	2020-08-03	Matthew Bancroft	2020-08-03
Legal Requirements	Initial Risk	Residual Risk		
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)		

Description of activity:				
COVID-19 - Vulnerable Employees.				
Hazard	At Risk		Describe the consequence	
Infectious Diseases	<ul style="list-style-type: none"> Contractor Cleaners Visitors Service Users All Staff Public 		<ul style="list-style-type: none"> Employees classified as "extremely critically vulnerable" and those in the "shielding" category. 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> Employees who are in the "shielding" category, i.e. their health is at greater risk from COVID-19 and have received written advice, must not be compelled to attend the workplace, and must be able to follow the advice of government and their medical practitioner(s) by continuing to work at home or taking leave. Family/carers/housemates of those shielding may also wish to isolate. This should be discussed with their line manager/HR and support given for this approach. 	
Action	By Whom	By When	Assessor	Review Date
individual risk assessments to be carried out for these members of staff if required by HR/Occupational health to enable them to return to work safely.	Chloe Brown	2020-07-27	Matthew Bancroft	2020-08-03
Legal Requirements	Initial Risk	Residual Risk		
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)		

Description of activity:				
COVID-19 - Unwell employee(s) experiencing COVID-19 symptoms.				
Hazard	At Risk	Describe the consequence		
Infectious Diseases	<ul style="list-style-type: none"> Contractor Cleaners Visitors Service Users All Staff Public 	<ul style="list-style-type: none"> Employees develop coronavirus symptoms (continuous dry cough and/or high temperature and/or loss or change to their sense of smell or taste) whilst at work. 		
Supporting Files (Viewable online only)		Current Control Measures		
		<ul style="list-style-type: none"> If employees develop coronavirus symptoms (continuous dry cough and/or high temperature and/or loss or change to their sense of smell or taste) at work, they must return home immediately by the most direct route and self-isolate for 7-days. Unwell employees should make their line manager aware (or the manager immediately responsible for them while on site) and then be escorted to the marked isolation area. Line Manager to arrange private transport home avoiding public transport, if appropriate. Line Manager will contact facilities management to request enhanced cleaning of the areas the symptomatic person has been working in, including welfare facilities (toilets/kitchens). Those in contact with the symptomatic person do not need to self-isolate unless they also experience symptoms. 		
Action	By Whom	By When	Assessor	Review Date
Creation of an isolation area - designated for unwell staff while they wait for transport. From which they can then exit the building.	Chloe Brown	2020-07-31	Matthew Bancroft	2020-07-31
Legal Requirements	Initial Risk	Residual Risk		
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)		

Description of activity:		
COVID-19 - Employees on public transport.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> Contractor Cleaners Visitors All Staff 	<ul style="list-style-type: none"> Use of public transport services.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> If practical, employees should be encouraged to travel avoiding the public transport networks, e.g. come in by cycle, on foot, in a car. Those planning to run or cycle into work should bring a different set of clothes to change into. Line managers/Manager should arrange working hours so that employees can travel outside of peak times on transport networks. Where practical, employees should maintain social distancing on public transport. Managers have overall responsibility for including travel arrangements as part of their individual risk assessment before staff return to site.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:

COVID-19 - Employees entering and exiting building.

Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • Visitors • All Staff • Public 	<ul style="list-style-type: none"> • Access and Egress of the building without maintaining physical distancing.

Supporting Files (Viewable online only) **Current Control Measures**

	<ul style="list-style-type: none"> • Only authorised staff who have been given explicit permission by their line manager (and submitted a work approval form) to attend the Brewhouse will be allowed entry. Individuals attempting to enter the building without permission will be turned away by the front desk. • Staff should enter through the main FOH entrance. If there are several people waiting to enter, they should queue at a social distance (2m/6ft) using the floor markings as a guide. • FOH staff will be present but will remain behind a counter. They will ask each person entering the building to check their temperature in the thermal camera. If FOH are not satisfied with your temperature check, you will be asked to wait in the isolation area. Another check will be made after a short interval of about 10 mins. If satisfactory, individuals are allowed to proceed into work. If not, individuals will be asked to return home by the most direct means and make contact with their line manager/HR. • A hand sanitiser station will be stationed at the entrance. • From the FOH, staff must then follow the one way system to the main toilets and wash their hands for at least 20 seconds using soap and water before proceeding further into the building. Follow the one-way route and maintain a 2m distance as far as practical. • Staff must then proceed directly to their designated work areas, as agreed in advance with their line manager. • All Staff should avoid exiting and re-entering the building during the day, as far as practical.
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Action	By Whom	By When	Assessor	Review Date
Procurement and set up of thermal camera and testing isolation area.	Matthew Bancroft	2020-08-07	Matthew Bancroft	2020-08-07
Action	By Whom	By When	Assessor	Review Date

Procurement and positioning of hand sanitiser stations.	Chloe Brown	2020-07-31	Matthew Bancroft	2020-07-31
Action	By Whom	By When	Assessor	Review Date
Establishing of one way system through the building. Procurement of supporting materials (signage, etc)	Matthew Bancroft	2020-07-31	Matthew Bancroft	2020-07-31
Legal Requirements	Initial Risk	Residual Risk		
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)		

Description of activity:		
COVID-19 in communal spaces - travelling through the building.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> Contractor Cleaners Visitors All Staff 	<ul style="list-style-type: none"> Travel in open areas of the building.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> How to travel in open areas of the building to be communicated to Staff before attending site and will also be indicated by on site signage. Staff must follow the marked one-way systems where they are in operation. Those with mobility needs can use the lift in either direction. Whenever practical, staff should use the stairs and avoid the lift, which should be left as a priority for those with mobility needs and for moving large goods. If the lift is used, the occupancy should be limited to one person. Where it would not interfere with fire compartmentation, doors will be left open. However, doors must not be wedged open. Staff should maintain physical distancing at all times where practical.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:		
COVID-19 - welfare facilities (toilets, kitchens, showers, dressing rooms).		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> Cleaners All Staff 	<ul style="list-style-type: none"> Transmission through shared areas, surfaces.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> Whilst the occupancy level on site is still low with only a small designated number of people, in order to limit travel around the building and provide an efficient cleaning regime, certain facilities will be marked for use. Not all toilets will be open for use in order to ensure that the ones in use are cleaned regularly. Toilets will be marked with an occupancy level. Staff wait at least 2 metres away from the upstairs toilet if it is occupied until it becomes vacant. Staff should wash their hands for at least 20 seconds with soap and water after using the facilities. Hand dryers and paper towels both provided for drying hands after washing. In order to maintain social distancing, only one member of staff at a time should use the staff room/kitchen. Dressing rooms are currently not in use and will remain locked.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:		
COVID-19 - Rest area and meal breaks.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • Visitors • All Staff 	<ul style="list-style-type: none"> • Touching of shared equipment/surfaces. • Not maintaining social distancing.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Enough food and drink for the working day should be brought in by individual members of staff (if they do not intend to go out for food), although water will be available from the staff room and the water station in the arts office. • Staff should wash their hands for 20 seconds with soap and water before and after eating. A hand sanitiser station will also be available in the staff kitchen. • All food should be eaten in the bar bistro which will be the designated rest area. • Bar bistro tables will be laid out to maintain physical distancing. Cleaning regime in place to manage use of tables. • Teams/cohorts to eat separately and limit close contact with other teams. • Staggered mealtimes should be agreed between teams, if necessary, to maintain social distancing. • Rubbish to be placed in the appropriate bins provided in the bar bistro or taken away and disposed of when the employees return home. • Rest area to have signage re social distancing and hygiene.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> • Workplace (Health, Safety and Welfare) Regulations 1992 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:		
COVID-19 - Office spaces and work areas.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • Visitors • All Staff 	<ul style="list-style-type: none"> • Touching of shared equipment/surfaces. • Inadequate social distancing.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Hot desking prohibited. • Staff should maintain social distancing by sitting 2m apart at designated desks/workstations. • When this is not practical, staff should be set up working side-by-side or back-to-back, not face-to-face. • If any face-to-face contact cannot be avoided, it should be kept to 15 minutes or under. • Small meetings of 2 or 3 people can take place in the meeting room, larger meeting of up to 6 people can take place in the auditorium while the seats are retracted, to allow social distancing. • As far as reasonably practicable, teams should be in contact with their team only (also referred to as "cohorting"). Cohorts should avoid mixing wherever practical. Utilise telephone, email and Zoom in place of in-person contact. • Producing paper should be avoided; e-documents and e-materials are preferable. • Staff should maintain a tidy work area to aid with cleaning. • When returning from eating and at the end of the day, staff should wipe down their workstation and equipment with the cleaning materials provided and dispose of the rubbish in the bins provided. • Specific bins provided for used tissues, wipes, etc. • Regular cleaning and disinfecting for regularly touched items and surfaces. • Office signage re social distancing and hygiene. • Hand sanitiser will be available in the office for those who wish to use it to maintain hygiene.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> • Workplace (Health, Safety and Welfare) Regulations 1992 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:		
COVID-19 - Cleaning and Building Maintenance.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • All Staff 	<ul style="list-style-type: none"> • Touching of shared equipment/surfaces.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Certain rooms will remain locked and not available for use to assist with the increased demand for cleaning required in in use areas. • All Staff will be responsible for cleaning and wiping down of their work area after they have finished their work. Cleaning materials will be provided. • Any contractors attending the site to carry out planned regulatory inspections and/or maintenance must present COVID-19 secure method statements and risk assessment prior to being issued with an authorisation to enter. • Any visiting contractors should be made aware of the buildings COVID secure procedures and what is expected of them prior to their scheduled visit. • Where reasonably practicable, contractor visits should be scheduled when there are the fewest members of Staff in the building.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> • Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:		
COVID-19 - Theatre Operations.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • All Staff 	<ul style="list-style-type: none"> • Inadequate space to maintain physical distancing
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • All events, performances and rehearsals in the theatre auditorium are suspended until such time that the requirement for social distancing within the auditorium can be mitigated. • Any work that needs to be carried out in the theatre should only be done by the Brewhouse technical staff, who are to be considered a Cohort. • Technical staff should avoid work in other teams areas. • Technical staff should not share tools during a task. All tools should be wiped down both before and after they are used by the person using them. • Communal equipment, e.g. the Genie, should be planned to only be used by the same individual that working day. All communal equipment should be wiped down before and after use. This must be included in the pre-use and after use checklist for work equipment. • Technical staff should wear a face covering when working in confined spaces or when manual handling procedures require lifting with a partner.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> • Management of Health and Safety at Work Regulations 1999 • Manual Handling Operations Regulations 1992 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:				
COVID-19 - Emergency Response(s).				
Hazard	At Risk		Describe the consequence	
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • Visitors • All Staff • Public 		<ul style="list-style-type: none"> • Inadequate space to maintain physical distancing 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • First aid kits have additional gloves, masks, aprons and eye protection. • In the event of a fire, Staff must follow the usual evacuation procedure. In an emergency, where there is a threat to life, e.g. fire or external threat, evacuation procedures take precedence over COVID-19 social distancing measures. When at the evacuation point, Staff to maintain social distancing by remaining 2m apart. 	
Action	By Whom	By When	Assessor	Review Date
Purchase of additional first aid equipment.	Matthew Bancroft	2020-07-31	Matthew Bancroft	2020-07-31
Legal Requirements	Initial Risk		Residual Risk	
<ul style="list-style-type: none"> • Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)		Low (D)::High (B) 2 (3)	

Description of activity:		
COVID-19 - Customers, Visitors and Contractors.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • Visitors • All Staff • Public 	<ul style="list-style-type: none"> • Touching of shared equipment/surfaces.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • All customers, visitors and contractors wishing to enter the building will be subject to the same procedures as Staff. All Visitors should be made aware of these requirements on or before their arrival. • Where possible, all visits should be arranged in advance with a member of Staff. Visits should be scheduled to reduce/remove overlap with other visitors or staff. • All relevant Brewhouse COVID-19 restrictions and procedures are communicated to the public via existing communication channels. • Visits by remote connection should be encouraged where possible. • All visitors are signed in by the FOH desk to avoid usage of shared pen or signing in sheet. • A record of all Visitors should be maintained and kept for a minimum of 21 days in order to assist with NHS Test, Track and Trace if required.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> • Lifting Operations and Lifting Equipment Regulations 1998 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:		
COVID-19 - Inbound and Outbound Goods.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> Contractor Cleaners All Staff 	<ul style="list-style-type: none"> Touching of shared equipment/surfaces.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> The Service corridor should be made available for all deliveries and pick-ups where practical. Staff should not enter the service corridor during a delivery/pick up. Where deliveries or pick ups are required from the Box Office. Items should be left on the lower counter. All Staff should try and minimise the amount of deliveries they receive. For example, regularly used consumable items could be ordered in larger quantities than normal. Delivery drivers should be allowed access to on site welfare facilities, subject to the in place site entry procedures. Where Bulkier loads require more than one person to lift as per manual handling procedures, the same pair of Staff (Cohort) should be used.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)

Description of activity:		
COVID-19 - General Working.		
Hazard	At Risk	Describe the consequence
Infectious Diseases	<ul style="list-style-type: none"> • Contractor • Cleaners • Visitors • All Staff • Public 	<ul style="list-style-type: none"> • Transmission of and infection by COVID-19 virus.
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Teams working on site have carried out their own COVID-19 risk assessment of their activities in addition to the general site assessment in line with the "5 steps to working safely" and industry-specific guidance as detailed by the government. • Social distancing (2m) should be maintained as far as it is practical. • A one-way system is in operation to maintain social distancing when moving around the building. • Signage and floor markings are placed in high traffic areas as a reminder. • Additional cleaning of hard and regularly touched surfaces, e.g. hand rails, door handles. • Reactive cleaning for suspected COVID-19 Cases. • Staff wash their hands for at least 20 seconds (or use hand sanitiser if soap and water are not available) regularly during the day, particularly: <ul style="list-style-type: none"> o before and after travelling on public transport, o on arriving at worko before and after eating, o before and after using shared equipment, e.g. desks. • Hand sanitiser stations will be placed at strategic points in the building, including entrances to the building, work areas and Staff rest/meal areas. • Ongoing requirement to risk assess our normal work activities and control the significant risks connected to them.
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> • Management of Health and Safety at Work Regulations 1999 	High (B)::High (B) 2 (6)	Low (D)::High (B) 2 (3)