

The Spring

DEPARTMENT RESPONSIBLE FOR RISK ASSESSMENT	<i>Operations Team</i>	ASSESSOR	<i>Richard W - Sam G</i>
LOCATION	<i>Covid 19 reopening</i>	DATE OF REVIEW	<i>20 07 2020</i>
DATE OF ASSESSMENT	<i>08 06 2020</i>	Risk Assessment Number	<i>v1</i>

LIKELIHOOD	LEVEL	DESCRIPTOR	DESCRIPTION	Likelihood
	5	Almost certain	Likely to occur on many occasions, a persistent issue	Will occur on a daily basis
	4	Likely	Will probably occur but is not a persistent issue	Will occur on a monthly basis
	3	Possible	May occur occasionally	Possibly on an annual basis
	2	Unlikely	Do not expect it to happen but it is possible	Unlikely to occur over a shorter timescale 1-2 years, possibly over longer time scale
	1	Rare	Doubtful if it will ever occur	Unlikely to occur even over a longer time scale

SEVERITY	LEVEL	DESCRIPTOR	DESCRIPTION	Likelihood
	5	Catastrophic	Death or permanent damage	HSE Investigation
	4	Major	Permanent injury or illness e.g. RIDDOR form	RIDDOR reportable, long term sickness, litigation expected/certain
	3	Moderate	Semi-permanent injury/damage/illness. Up to 6-12 months to resolve	RIDDOR reportable, long term sickness, high potential for complaint, litigation possible but not certain
	2	Minor	Short term injury/damage/illness. Resolved in 1 month	Unlikely to occur over a shorter timescale 1-2 years, possibly over longer time scale
	1	Insignificant	No injury or adverse outcome	Unlikely to occur even over a longer time scale

RISK SCORE/ ACTION TO BE TAKEN	LIKELIHOOD	SEVERITY					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
	1 - RARE	1	2	3	4	5	No immediate action
	2 - UNLIKELY	2	4	6	8	10	Action within 3-6 months
	3 - POSSIBLE	3	6	9	12	15	Urgent action
	4 - LIKELY	4	8	12	16	20	Urgent action
	5 - ALMOST CERTAIN	5	10	15	20	25	Urgent action

Use this matrix to calculate the risk factor. Red Risks must never be left un-remedied. If the risk is not controlled consider additional measures and recalculate

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LOCATION	<i>Commute, Access & Box Office</i>	DATE OF REVIEW	7/20/2020
DATE OF ASSESSMENT	6/8/2020	Risk Assessment Number	V1

Hazard	Risk	Persons Affected	Existing Control	Likelihood	Severity	Risk Rating	Risk Controlled	Additional Control	Likelihood	Severity	Risk Rating	Risk Controlled	Person responsible	Next review required by (dd/mm/yy)
Passing on CV19	Infected staff coming to work and passing it on to others	All Staff	Staff are already aware that they must report infections in their households and self isolate	3	4	12	N				0		Ops Team	Ongoing
Box Office social distancing	Overcrowding at box office, leading to potential transmission	All Staff	Currently plans are to only permit up to 7 staff plus 30 customers into the building	2	4	8	Y	If The Spring decides to increase numbers of staff and customers in the building then strategies will be developed to maintain social distancing	2	4	8	Y	Ops Team	Ongoing
Box Office social distancing	Infection being passed to box office staff from staff deliveries and visitors	All Staff	There is no shielding for box office staff so they are vulnerable	3	4	12	N	Perspex screening will be installed at Box Office to protect staff at the counter.	1	4	4	Y	Ops Team	Ongoing

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Box Office social distancing	Infection being passed on by staff approaching box office from the office	All Staff	None- staff can the box office and help themselves to keys etc	3	4	12	N	A new Key box will be installed in the back office for all non box office keys	2	4	8	Y	Ops Team	Ongoing
Box Office social distancing	Infection being passed on to box office staff or between staff from signing in daily	All Staff	Currently a shared signing in board	3	4	12	N	box office staff to sign people in daily	1	4	4	Y	Ops Team	Ongoing
Box Office social distancing	Infection being passed on between box office staff in different shifts	All Staff	No current control measures	3	4	12	N	Before and after their shift the keyboard, phone and other shared surfaces will be cleaned down by the staff member. box office staff can wear gloves, which will be disposed of at the end of each day	2	4	8	Y	Box Office Manager	After first 2 days of operation

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Keypad operation	Staff using access control and passing CV19 via keypads	All Staff	Staff have access control pin codes for both offices	3	4	12	N	Doors will be wedged open whilst rooms are in use, key pads to be wiped clean after use	1	4	4	Y	Ops Team	Ongoing
Operating and opening doors	Risk of passing on CV19 by repeated touching of doors and handles	All Staff	Some doors are already propped open when they are not fire doors	2	4	8	Y	Where possible internal doors will be held open to allow free traffic without having to open doors. Where doors are fire rated they will be fitted with an automatic release mechanism in an emergency the duty manager will do a sweep of the building and release any doors	1	4	4	Y	Ops Team	Ongoing

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Deliveries	Deliveries of items from 3rd parties that could be contaminated	All Staff	Deliveries are currently left at the box office who notify recipients. Transmission via deliveries is considered low risk	2	3	6	Y	Although low risk The Spring will add to their policy that no personal deliveries will be permitted to The Spring, and that essential business orders should be placed in bulk where possible to minimise the frequency of deliveries and visitors	1	3	3	Y	Ops Team	Ongoing

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Visitors	Non Spring staff, visitors and contractors coming to Spring and increasing risk of infection being passed on	All Staff	Contractors are currently booked by the Ops team and box office notified to expect them. On arrival the Ops Team are contacted to meet and sign them in to the building	3	4	12	N	Only 1 contractor will be permitted to work in a workspace at any one time. Contractors will be emailed the Spring CV19 policy, on arrival will need to "sign" to say they will abide by it before being admitted.	2	4	8	Y	Ops Team	Ongoing
								Visitors will not be admitted unless a senior manager has been consulted and agreed. In this case the visitor will be sign the Spring covid 19 sign in sheet	2	4	8	Y	Ops Team	Ongoing

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DEPARTMENT RESPONSIBLE FOR RISK ASSESSMENT	<i>Operations Team</i>	ASSESSOR
LOCATION	<i>Museum & Mezzanine Gallery</i>	DATE OF REVIEW
DATE OF ASSESSMENT	6/8/2020	Risk Assessment Number

Hazard	Risk	Persons Affected	Existing Control	Likelihood	Severity	Risk Rating	Risk Control	Additional Control
Passing on CV19	Infected visitors coming into the museum and passing it on to others	All Staff	Visitors aware that they must report infections in their households and self isolate	3	4	12	N	Signs at entrance to reinforce social distancing and hygiene guidance. Collection of names for track and trace purposes

Museum social distancing	Overcrowding in the museum, leading to potential transmission	All	Currently plans are to only permit up to 5 visitors at anyone time into the museum.	2	4	8	Y	If The Spring decides to increase numbers of visitor numbers in the museum then strategies will be developed to maintain social distancing
50's Kitchen	Overcrowding in the 50's kitchen, leading to potential transmission	All	None	2	4	8	Y	Access to the 50's kitchen will be suspended..
Mezzanine Gallery social distancing	Overcrowding in the Mezzanine Gallery, leading to potential transmission	All	Currently plans are to only permit up to 2 family groups of 2 people at anyone time into the Exhibition space.	2	4	8	Y	Access to the Mezzanine Gallery will be controlled by the Duty Manager

Mezzanine Gallery social distancing	Overcrowding in the Mezzanine Gallery, leading to potential transmission	All	None	2	4	8	Y	Access to the Mezzanine Gallery will be controlled by the Duty Manager
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		0		Ops Team	Ongoing

2	4	8	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing

1	4	4	Y	Ops Team	Ongoing
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DEPARTMENT RESPONSIBLE	<i>Operations Team</i>	ASSESSOR
LOCATION	<i>Research Room</i>	DATE OF REVIEW
DATE OF ASSESSMENT	<i>6/8/2020</i>	Risk Assessment Number

Hazard	Risk	Persons Affected	Existing Control	likelihood	Severity	Risk Rating	Risk Control	Additional Control
Passing on CV19	Infected Heritage volunteers coming to work and passing it on to others	All Staff and Heritage volunteers	Heritage Volunteers are already aware that they must report infections in their households and self isolate	3	4	12	N	
Research Room social distancing	Overcrowding in the Research Room, leading to potential transmission	All Heritage Volunteers	Currently plans are to only permit up to 3 research volunteers at any one time. No members of the public will be allowed at the same time	2	4	8	Y	If The Spring decides to allow public then strategies will be developed to maintain social distancing

Research Room social distancing	Overcrowding in the Research Room, leading to potential transmission	All Heritage Volunteers	Computers to be moved further apart	2	4	8	Y	If The Spring decides to allow public then strategies will be developed to maintain social distancing
Research Room social distancing	Overcrowding in the Research Room, leading to potential transmission	All Heritage Volunteers	Currently plans are to only permit up to 3 research volunteers at any one time. No members of the public will be allowed at the same time	2	4	8	Y	If The Spring decides to allow public then strategies will be developed to maintain social distancing
Use of masks and face coverings	Masks giving false sense of security or creating greater risks	All	Currently no Heritage Volunteers have been using face coverings	1	4	4	Y	Masks and face shields will be available for volunteers who wish to use them.

Coughs, sneezes	Passing on virus from saliva and bodily fluids	All	Volunteers already aware of importance of good hygiene, regular hand washing, using's anti bac stations around the building and catching coughs or sneezes in tissue or crook of arm	2	4	8	Y	Signage and instructions widely displayed reminding staff and customers will emphasise importance of good hygiene
Moving around corridors	Lack of social distancing	All	None	3	4	12	N	distancing lines will be marked in all corridors.
Moving through doorways	Lack of social distancing	All	None	3	4	12	N	Encouraged to maintain safe distance when they encounter each other in doorways

Research Tables	Lack of social distancing	All	A maximum of 3 research volunteers at a time will be able to use the room	2	3	6	Y	Sessions will be planned to ensure volunteers are not working facing each other or within 2m of each other.
Desks	Contaminations from sharing work spaces	All	Currently the research tables are used on a hot desk basis.	3	4	12	N	Desks will be moved apart to permit social distancing. Tables will be wiped down after each session.
Office Stationery	Spread of virus from being passed on via shared stationery and tools	All	there is no limitation on sharing items	3	4	12	N	Volunteers will not be permitted to share stationery or equipment at all and will take their items home after each session.

Office equipment	Spread of virus from touching shared printers, keyboards, mice, laminators	All	None	3	4	12	N	Encouraged to wipe equipment down before use and wash use anti bacterial gel immediately after. Provide single use gloves by shared equipment so volunteers can choose to use them
Handling Collection Cellar	Spread of virus from touching items	All	None	3	4	12	N	Handling Collection will be out of bounds for the foreseeable future

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		0		Ops Team	Ongoing
2	4	8	Y	Ops Team	Ongoing

2	4	8	Y	Ops Team	Ongoing
2	4	8	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing

2	4	8	Y	Ops Team	Ongoing
2	4	8	Y	Ops Team	Ongoing
2	4	8	Y	Ops Team	Ongoing

2	3	6	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing

2	4	8	Y	Ops Team	Ongoing
2	4	8	Y	Ops Team	Ongoing

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DEPARTMENT RESPONSIBLE FOR RISK ASSESSMENT	<i>Operations Team</i>	ASSESSOR
LOCATION	<i>Kitchen & Bar</i>	DATE OF REVIEW
DATE OF ASSESSMENT	<i>6/8/2020</i>	Risk Assessment Number

Hazard	Risk	Persons Affected	Existing Control Measures	Likelihood	Severity	Risk Rating	Risk Controlled	Additional Control Measures (recalculate risk)
Passing on CV19	Infected staff coming to work and passing it on to others	All Staff	Staff are already aware that they must report infections in their households and self isolate	3	4	12	N	

Bar Area social distancing	Overcrowding behind the bar, leading to potential transmission	All Staff	Currently plans are to only permit 1 staff member in the bar area	2	4	8	Y	If The Spring decides to increase numbers of bar staff in the building then strategies will be developed to maintain social distancing
Kitchen social distancing	Overcrowding in the kitchen, leading to potential transmission	All Staff	Currently plans are to only permit up to 1 staff member in the kitchen at a time	2	4	8	Y	If The Spring decides to increase numbers of kitchen staff in the building then strategies will be developed to maintain social distancing

Kitchen Ventilation	Over heating of kitchen space	All Staff	Currently we use fans to cool down the room	2	4	8	Y	Windows to be opened at all times, cooking to be kept to a minimum
Kitchen service	Delivery of prepared food to tables	Café Staff	Currently café staff operate a table service for prepared food	2	4	8	Y	Prepared food will be placed on trays by kitchen staff and positioned on the work surface by the kitchen door. The bar staff member will deliver the tray to the table wearing gloves and a face shield.
Cash Handling	Risk of transmission by handling cash	Café Staff	Currently cash and card payments are accepted	2	4	8	Y	Payment will be card only for the foreseeable future

Customer queing	Risk of transmission from close contact with customer	Café Staff	Currently ques form at the bar	2	4	8	Y	Socially distanced que markers placed on floor. Screens erected on bar counter to add a layer of protection
Social Distancing in café	Risk of transmission from close contact with other customers	Café Customers	Currently customers allowed to rearrange tables and chairs	2	4	8	Y	Tables and chairs layed out to promote social distancing. Signs t in place to advice no moving of tables or chairs.

Track and Trace		All	Currently customers allowed to enter building without leaving details	2	4	8	Y	Posyters displaying a text number for customers to leave name and contact number, to be held for 21 days in accordance with current Track & Trace guidelines
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		0		Ops Team	Ongoing

2	4	8	Y	Ops Team	Ongoing
2	4	8	Y	Ops Team	Ongoing

1	4	4	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing

1	4	4	Y	Ops Team	Ongoing
1	4	4	Y	Ops Team	Ongoing

1	4	4	Y	Ops Team	Ongoing
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The Spring

DEPARTMENT RESPONSIBLE FOR RISK	Operations Team	ASSESSOR	Richard W - Sam G
LOCATION	Offices and Corridors	DATE OF REVIEW	7/20/2020
DATE OF ASSESSMENT	6/8/2020	Risk Assessment Number	V1

Hazard	Risk	Persons Affected	Existing Control	Likelihood	Severity	Risk Rating	Risk Controlled	Additional Control Measures	Likelihood	Severity	Risk Rating	Risk Controlled	Person responsible	Next review required by (dd/mm/yy)
Use of masks and face coverings	Masks giving false sense of security or creating greater risks	All	Currently no staff have been using face coverings	1	4	4	Y	Masks and face shields will be available for staff who wish to use them or staff carrying out certain roles requiring face to face contact with others	1	4	4	Y	Ops Team	Ongoing
Coughs, sneezes	Passing on virus from saliva and bodily fluids	All	Staff already aware of importance of good hygiene, regular hand washing, using anti bac stations around the theatre and catching coughs or sneezes in tissue or crook of arm	2	4	8	Y	Signage and instructions widely displayed reminding staff and customers will emphasise importance of good hygiene	2	4	8	Y	Ops Team	Ongoing
Moving around corridors	Lack of social distancing	All	None	3	4	12	N	distancing lines will be marked in all corridors.	2	4	8	Y	Ops Team	Ongoing

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Desks	Lack of social distancing	All	Only those who cant work from home and are essential workers will be permitted in to work	2	3	6	Y	Rotas will be planned to ensure staff coming in to work are not working facing each other or within 2m of each other. If they are adjacent screening will be installed.	2	3	6	Y	Ops Team	Ongoing
Desks	Contaminations from sharing work spaces	All	There are a number of hot desks on a part time shift pattern with daytime changeovers	3	4	12	N	Hot desking will not be permitted under any circumstances. Separate procedures will be followed for box office as previously detailed	1	4	4	Y	Ops Team	Ongoing
Office Stationery	Spread of virus from being passed on via shared stationery and tools	All	there is no limitation on sharing items	3	4	12	N	Staff will not be permitted to share stationery or equipment at all and will be encouraged to mark their items with their name or initials	1	4	4	Y	Ops Team	Ongoing

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Office equipment	Spread of virus from touching shared printers, franking machines, laminators	All		3	4	12	N	Staff will be encouraged to avoid using shared equipment wherever possible, and if they have to use them then to wipe them down before use and wash their hands or use anti bacterial gel immediately after. Provide single use gloves by shared equipment so staff can choose to use them if they are doing a larger project	2	4	8	Y	Ops Team	Ongoing
Toilets	Front of House toilets have facilities close together preventing social distancing	All Users		3	4	12	N	The FOH toilets will have restricted use, we will also use the museum and assessable toilets for public and back of house facilities for staff	1	4	4	Y	Ops Team	Ongoing

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Kitchen	Use of shared equipment, passing on of virus left on items	All	Limitations are only their availability	3	4	12	N	Microwave, toasters will not be available for staff personal use. All fridges for storage of pre prepared food to have regular cleaning of door handles.	2	4	8	Y	Ops Team	Ongoing
	Shared cutlery, crockery and mugs- transition of virus	All		3	4	12	N	Staff will be invited to bring in their own items but these must be stored at their desk or workstation so they cannot be accidentally used by others	1	3	3	Y	Ops Team	Ongoing
	Preparation of staff food leading to excessive contamination of worktops and facilities	All users		3	4	12	N	Spring is not allowing staff into the kitchen to minimise risk of contamination. Staff can only bring in pre made food in secure containers that does not need further preparation	1	4	4		Ops Team	Ongoing

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Accessing areas of the building	Social distancing issues in corridors	All		3	4	12	N	Automatic door hold opens and manual door holds will be in use where possible so there is no need to touch door handles or struggle whilst holding items	1	4	4	Y	Ops Team	Ongoing
Smoking	Crowding in smoking areas	All smokers	Being outside the risks of transmission are reduced	2	4	8	Y	Staff to be reminded of social distancing whilst using the smoking areas	1	4	4	Y	Ops Team	Ongoing
Locker area	Small space with only single door access, increasing risk of contamination	All		3	4	12	N	Only 1 staff allowed in the space at any one time	1	4	4	Y	Ops Team	Ongoing

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Meetings	Face to face meetings leading to risk of passing on CV19	All		3	4	12	N	Staff will be instructed to prioritise phone, email and zoom/teams meetings even with other members in the office. If face to face meetings are needed staff will be instructed to ensure a 2m clearance between them and others.	1	4	4	Y	Ops Team	Ongoing
	Garden room use-over crowding and leaving surfaces contaminated	All	Cleaning kits are available in meeting rooms with instructions to clean the surfaces at the end of each meeting	2	4	8	Y	If using the Garden room there will be a policy of only 4 people in a meeting each maintaining safe distances from each other- and staff will be instructed to clean the tables and facilities thoroughly using the cleaning kits provided.	1	4	4	Y	Ops Team	Ongoing

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Air flow	Lack of fresh air flow, or reduced air change due to low occupancy leading to increased risk of CV transmission	All	Windows are opened at 9am in the summer.	1	4	4	Y	All office and meeting room windows opened every morning to allow plenty of fresh air flow	1	4	4	Y	Ops Team	Ongoing

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DEPARTMENT RESPONSIBLE FOR RISK	<i>Operations Team</i>	ASSESSOR	Richard W - Sam G
LOCATION	<i>Cleaners & Outside Contractors</i>	DATE OF REVIEW	7/20/2020
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Outside contractors	Contractors visiting site, not following Spring policies and causing infection spread	All	Existing contractor management policy, contractors must sign in and the staff member connected to the contractor meets and inducts them. Existing policies have no control of CV19 included	3	4	12	N	Any scheduled contractors will be sent the Spring's Covid 19 policy in advance. On arrival they will sign in and confirm they have read and will follow the Spring's policy.	2	4	8	Y	Ops Team	Ongoing

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	Contractors having to work in proximity to their own staff or not being able to follow all Spring procedures in their work area due to the nature of their works-contamination of areas and danger to staff	All	None	3	4	12	N	Contractors will be responsible for their work area and for developing their own risk assessments and control measures. The Spring will close off their work area for the duration of the works. When works are completed the areas will be cleaned before being reopened.	2	4	8	Y	Ops Team	Ongoing

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	Multiple contractors or trades trying to work simultaneously in the same workspace, spreading the virus between them	Contractors	Works are normally planned to ensure there is no conflict between trades, however they may need to cross over between each others workspaces	3	4	12	N	The facilities and technical departments will plan works so that only one contractor is in a building or work space at any time and ensure that they do not have to cross or be in another's work space at any time during the works	1	4	4	Y	Ops Team	Ongoing
	Routine periodic contractors arriving unannounced and unmanaged	Contractors	Currently routine contractor work is largely un managed-although box office radio the duty manager to meet the contractor before admitting them to the building	2	4	8	Y	Operations Team to look at schedule of routine works and send them the new policies, coordinate works around other contractors and ensure there is no overlap or issues	1	4	4	Y	Ops Team	Ongoing

The Spring

DEPARTMENT RESPONSIBLE FOR RISK	<i>Operations Team</i>	ASSESSOR	Richard W - Sam G
LOCATION	<i>Cleaners & Outside Contractors</i>	DATE OF REVIEW	7/20/2020
DATE OF ASSESSMENT	6/8/2020	Risk Assessment Number	V1

Hazard	Risk	Persons Affected	Existing Control	Likelihood	Severity	Risk Rating	Risk Controlled	Additional Control	Likelihood	Severity	Risk Rating	Risk Controlled	Person responsible	Next review required by (dd/mm/yy)
Cleaning contractors	Routine cleaning contractors not following Spring procedures and policies	Equity and staff	There is regular communication between Equity and theatre management. Currently they are not working on site so will be briefed before starting work with us again	2	4	8	Y	Operations Team to ascertain they have shared our policy with their onsite staff, and also check that their staff will be suitably equipped with PPE and materials as suitable to effectively clean the building	1	4	4	Y	Ops Team	Ongoing
	Cleaning staff coming in to work when ill or displaying symptoms- or having infection in their household	Equity cleaners and staff	Equity staff currently sign in as normal	2	4	8	Y	Equity staff will be required to keep their own records and assert they are safe to work. A copy to be available to Spring staff	2	4	8	Y	Ops Team	Ongoing

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Routine cleaning	Routine cleaning not frequent enough to prevent spread of infection	ALL	Spring staff had already started 4 hourly cleans of frequently touched items prior to lock down	1	4	4	Y	Equity staff will be requested to do their routine daily clean but in addition Spring Staff will clean all frequently used surfaces and handles, push plates and shared facilities every 2 hours	1	4	4	Y	Ops Team	Ongoing
Cleaners PPE	Cleaners not using the correct PPE or re using single use items	ALL	Equity cleaning instructions show clear guidance on use of disposable items for cleaning	1	4	4	Y				0		Ops Team	Ongoing

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Cleaning following contractor works	Normal CV 19 cleaning protocol being used once a contractor has finished working in their workspace-insufficient cleaning	All	Spring staff member managing the contractors works to make sure that a deep clean is ordered from Equity and the area not open to general staff until it is completed.	2	4	8	Y	Spring staff to ensure that a deep clean consists of all surfaces being thoroughly cleaned with detergents, all debris put into rubbish bags with the cleaning materials, tied and disposed in the waste bin			0		Ops Team	Ongoing
Cleaning following confirmed case of Covid 19	Incorrect or insufficient cleaning of a workspace following confirmation of a staff member having CV 19	ALL	Government guidance-Staff already instructed to wear gloves, aprons, face visor or mask. Aprons, gloves and mask to be bagged for disposal along with the other cleaning materials, and then put in general waste	2	4	8	Y	Member of operations team to manage the process of cleaning carefully and ensure that Equity follow all the government protocols correctly.			0		Ops Team	Ongoing

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	Incorrect use of cleaning materials leading to contamination not being sufficiently cleaned	All	Equity method statements already shows disposable cloths and cleaning items to be used	1	4	4		Member of operations team to manage the process of cleaning carefully and ensure that Equity follow all the government protocols correctly.			0		Ops Team	Ongoing
	Incorrect cleaning solutions being used leading to contamination not being sufficiently cleaned	All		1	4	4					0		Ops Team	Ongoing

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	Inability to clean items satisfactorily due to their composition or amount of soiling	All	Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of in bags and placed in the general waste bin	2	4	8					0		Ops Team	Ongoing
	Staff walking into areas of contamination before deep cleaning has taken place	Staff	Currently there is no prevention for people walking into a cleaning area	3	4	12	N	Any areas or work spaces that it is known a Covid 19 suspected positive person has been in will be immediately barriered off from use and signage put up notifying staff of the risk until the area has been deep cleaned	1	4	4	Y	Ops Team	Ongoing

The Spring

DEPARTMENT RESPONSIBLE FOR RISK	<i>Operations Team</i>	ASSESSOR	Richard W - Sam
LOCATION	<i>Theatre & Back Stage Areas</i>	DATE OF REVIEW	7/20/2020
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Hazard	Risk	Persons Affected	Existing Control	Likelihood	Severity	Risk Rating	Risk Controlled	Additional Control	Likelihood	Severity	Risk Rating	Risk Controlled	Person responsible	Next review required by (dd/mm/yy)
Back Stage cross over & Plant rooms	Areas with limited access social distancing for staff	Ops team	Access controlled areas where only Ops Team staff can access	3	4	12	N	Only single working permitted in plant rooms or areas where 2m social distancing is not possible	1	4	4	Y	Ops Team	Ongoing
	Hard surfaces contaminated by previous shift and new shift picking up the virus	Ops team	Access controlled areas where only building services staff can access	3	4	12	N	Operations Team to wear gloves wherever possible. Where not surfaces to be wiped down with cleaning materials	1	4	4	Y	Ops Team	Ongoing

The Spring

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	Processes requiring staff to work together closely	Ops team	None	3	4	12	N	A separate risk assessment to be developed for each instance to include- minimising frequency and duration of time spent working closer than 2 metres, use of gloves, masks, coveralls and goggles where appropriate, and considering if the task is non essential in which case it should be deferred until vaccines or treatments are available	2	4	8	Y	Ops Team	Ongoing

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Contractors	Op's Team coming in to contact with outside contractors	Ops team	None	3	4	12	N	Staff to ensure that incoming contractors have the Spring's Covid secure policy, remain at safe working distances, do not share tools or materials and practice good hygiene at all times	2	4	8	Y	Ops Team	Ongoing
Communication devices	use of shared Radio's and comms systems	Ops team	Staff generally use equipment dedicated to their use, but not always	2	4	8	Y	Radio comms - headsets, ear pieces and remote mics are NOT to be used. Handsets to be wiped clean after each shift	1	4	4	Y	Ops Team	Ongoing

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Shared surfaces	Shared surfaces such as handrails, lighting bars etc in restricted areas that will not be part of routine cleaning	Ops team		3	4	12	N	Ops Team to take responsibility for wiping down shared surfaces in access controlled or restricted areas after each work process using the Spring cleaning kits provided and to use gloves whenever practicable	1	4	4	Y	Ops Team	Ongoing
Shared PPE	Use of shared PPE like hard hats, goggles, gloves, harnesses, ear defenders	Ops team	Staff have their own PPE and equipment,	2	4	8	Y	Where additional PPE is required by staff said equipment should be cleaned if required and then marled with the users name. This equipment shall be dedicated to their use only	2	4	8	Y	Ops Team	Ongoing

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Narrow corridors and stair cases	Narrow stair cases and corridors lead to bottle necks where staff encounter each other and cannot pass safely	Ops team	One ways systems already in place for the ground floor	3	4	12	N	One way systems to be created for access to the Tech box.	2	4	8	Y	Ops Team	Ongoing
Work in control box	Confined control box area- lack of social distancing	Ops team	unusual to have multiple persons working in the control box whilst in dark period	2	4	8	Y	Only one person permitted to work in the control box at any one time	1	4	4	Y	Ops Team	Ongoing

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Heavy lifting and manual handling	Manual handling requiring 2 persons in close proximity	Ops team	The Spring has a number of options for lifting machinery that can be employed like sack trolleys, and dollies	2	4	8	Y	Staff to be encouraged to use lifting equipment wherever possible so only a single person is required. Where team lifting is required staff should wear gloves and masks and try not to face each other wherever possible. Wash hands after the process	2	4	8	Y	Ops Team	Ongoing