

Firkin Crane 2020 Covid-19 adjusted Risk Assessment for the Building

Hazard	Risk	Rating	Those at risk	Controls	Person Responsible
Working at Height	Injury, death	Med	Crew, contractors	Each work at height is assessed and appropriate precautions taken, Relevant training and safety equipment given	All employees and contractors
Manual handling	Injury, cuts	High	Employees, crew and contractors	Relevant training, lifting equipment is used when necessary	All employees and contractors
Slip, Trip and Falls	Injury	Med	Employees, crew and contractors Members of the Public	Relevant training in reporting and solving problem. Wet floor policy	All employees and contractors
Working alone	Injury	low		Each task is assessed on suitability for lone work with relevant training given.	All employees and contractors
Fire	Injury, death	Low	Employees, crew and contractors Members of the Public	Fire equipment regularly inspected. Electrical equipment regularly maintained and inspected. Emergency evacuations are practised. Emergency exits inspected and cleaned.	FOH manager Technical Manager Duty Technician
Attack by members of the public	Injury, Death	Low	Employees, crew and contractors Members of the Public	Employees receive relevant training and will call the Guards to handle the situation	FOH manager Technical Manager Duty Technician
Crowd Issues	Panic, crushing	High	Members of the Public	Emergency exits inspected before event. Ushers are present both upstairs and downstairs when patrons are present. Evacuation training given.	FOH manager Technical Manager

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Minor injuries	Cuts, bruises, sprains, minor burns.	Low	Employees, crew and contractors Members of the Public	First aid given by trained first aider	FOH manager Technical Manager Duty Technician
Ushers	Lack of control over audience	Low	Employees, crew and contractors Members of the Public	All ushers must have proper training and an event induction meeting to detail their responsibilities.	FOH manager Technical Manager Duty Technician
PPE	Injury to head, hands, feet, eyes, ears and respiratory tracts	High	Employees, crew and contractors	All crew and contractors must wear PPE for tasks and work that require them. An onsite assessment will be made and such order for PPE given. This includes Gloves, hats, Hi-Vis and ear protection	Technical Manager Duty Technician
Power tools	Electric shock, vibration injury	High	Employees, crew and contractors	Tools well maintained and traing given on the tool needed. Safety gaurds are not be removed	Caretakers, contractors and tech crew
Access to stage	Trips, falls	Med	Employees, crew and contractors	Access only allowed by stairs to stage only.	Caretakers, contractors and tech crew
Display screen equipment (DSE)	Poor work station set up. Prolonged use of DSE can lead to neck, back, wrist and shoulder strain. Eye strain.	Low	Admin staff, tech crew.	Work tasks are assessed so staff do not spend a lot of time at their DSE. An assessment of work stations are carried out. Breaks are adhered to.	Management
Maintenance	Cuts, bruises, minor injuries.	Med	Tech crew	Small tasks can be carried out by tech crew. Other tasks such as plumbing, electrical maintenance to be carried out by service professionals.	Caretakers, contractors and tech crew

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Office equipment	Bumps, slips, falls minor cuts.	Med	Admin staff, tech crew.	Furniture doors, drawers kept closed. Power sockets not overloaded. Adequate lighting, heating provided. Shelves, bookcases not overloaded.	Admin staff, tech crew.
Low light environment. Mainly used during performances for theatre set up.	Slips, trips and falls.	High	Employees, crew and contractors Members of the Public	As much light is used as possible. Unnecessary movement by staff kept to a minimum during no light or low light periods. FOH staff provided with training and torches.	Tech crew, FOH staff
Passenger lift.	Misuse and inadequate maintenance of equipment.	Low	Staff, members of public	Regular maintenance of lift and supervision when members of the public need to use it, mainly for transportation of elderly or mobility problems. Lift is not overloaded. Lift is not used for the transportation of equipment.	FOH staff, caretakers and tech crew
Security of venue.	Theft, violence toward staff.	Low	Staff, members of public	CCTV in all public areas on record 24/7. Procedures in place for cash handling and transit. Burglar alarm in use at close of business.	FOH staff, caretakers and tech crew

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<p>Spread of Covid 19</p>	<p>Staff exposure of Covid-19 through inhalation or through contact with a contaminated item resulting in contracting the virus and cross contamination or spread</p>	<p>Med</p>	<p>All staff, user groups, students</p>	<p>All staff must complete the COVID-19 induction and receive a copy of the COVID-19 Guidelines.</p> <p>All User groups must provide evidence to Firkin Crane that they have completed a COVID-19 induction.</p> <p>All professional programme participants must provide evidence to Firkin Crane that they have completed a COVID-19 induction.</p> <p>Hygiene Practices</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Cleaning stations provided in all studios, General office area, Foyer/reception, kitchen corridor. • Ozone room sterilization treatment completed in the event of suspected or confirmed cases. • Ozone room sterilization treatment completed in the studios to be used overnight or morning before opening. • Stringent hand washing and cough/sneeze hygiene practices briefed to staff. • Paper towels/ hand dryers in place for drying of hands • Staff reminded to wash their hands 	

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				<p>regularly in warm soapy water for 20 to 30 seconds</p> <ul style="list-style-type: none"> • Posters displayed throughout regarding correct hand washing technique • 70% alcohol sanitizers dispensers in any area where washing facilities not readily available • COVID-19 Government Information Posters displayed throughout the premises • Hygiene packs provided to Office staff – staff are reminded to regularly sanitise their desk area • Disinfecting standing mat at entrance to building <p>Social distancing</p> <ul style="list-style-type: none"> • Staff reminded to maintain a distance of 2 meters from each other at all times – where this is not possible the introduction of PPE should be considered such as a mask or visor, this should be documented in a risk assessment. Contact H&S for better advice. • Homeworking arrangements are in place and where teams are required to work onsite their shift patten is split to avoid working closely together • Perspex screen in place at reception desk to prevent contact • Video conferencing (Teams) to be used as much as possible instead of 	
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				<p>face to face meetings</p> <ul style="list-style-type: none"> • Chairs spaced 2m apart in meeting rooms, training rooms, canteens and visitor areas • Office layout is reviewed to assist in implementing social distancing • Distancing posters and floor markings are installed throughout the site • Managers to continually emphasize importance of distancing and address unsafe practices • One-way system for entrance and exit of site in place <p>PPE</p> <ul style="list-style-type: none"> • Firkin Crane will keep abreast of Government guidelines regarding PPE Cleaning. Various versions of PPE available to staff, visors and masks. • All staff and visitors must wear Face Coverings on entering, leaving and moving about the building. • Schedule is in place for frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate viricidal cleaning products, risk assessment and methods. 	
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