

## BRISTOL MUSIC TRUST RISK ASSESSMENT

Date of Original Assessment : July2020

Assessed by : Nick Craney

Risk Assessment title: Covid-19 Risk Assessment for the use of the Colston Hall site

Next Review date (max 12 months)

Next review October 2020

### Section 1 - Risk Assessment

What is the Task/Activity or workplace	What Hazards are present	Who is affected or exposed to hazards?	What is the Potential Severity of Harm Risk rating table 1 Major, Serious or Minor	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening	What is the Likelihood of harm occurring? High, Possible or Improbable	What is The risk rating using the matrix below	What Additional Precautions do You Need to Either Eliminate the Risks or to reduce the risk to at least Medium Risk Rating or ideally Low Risk Rating	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Security of the building	Covid General	Volunteers, visitors and staff	Minor	Building to be unlocked by cleaners prior to any staff access. This will be through the Pipe Lane entrance. The front doors will be opened and rear doors will remain for the use of the WD personnel	improbable	NSR	Staff information	NC	01-Jul-20	
Covid security	Covid General	Volunteers, visitors and staff	Minor	There will be a reception desk set up adjacent to the front doors which will be manned throughout the times when the doors are opened and Track and trace information will be taken from this point, temperatures will be taken and hand sanitisers and masks will be available from this point	improbable	NSR	Staff will be given training, face shields and masks	NC	01-Aug-20	
Entering the building	Covid General	Volunteers, visitors and staff	Serious	People entering and leaving the building should enter through the drum doors and leave via the doors in the café	improbable	low	Signage staff training	NC	01-Jul-20	
preparation of the building	Covid General	Volunteers, visitors and staff	Serious	The building will be properly cleaned daily and all areas will be disinfected between sessions with anti viral foggers	improbable	low	Fogger	HM staff	01-Aug-20	
Upon entry to the building	Covid -19 transmittal by touch	Volunteers, visitors and staff	Major	Hand sanitiser stations to be made available at entry points to meeting spaces	possible	med	Sanitiser station	NC	01-Jul-20	
General use of the premises	Covid-19 transmittal by touch	Volunteers, visitors and staff	Major	Signs will be placed around the building to remind people to wash hand s regularly and to ensure that people remember not to touch their faces	possible	med	signage	NC	01-Jul-20	

General use of the premises	Use of crockery/cutlery	Volunteers, visitors and staff	Major	Personnel are instructed not to use the shared plates, mugs etc. They should bring in mugs etc. from home and take them home afterwards any catering will be poured by staff wearing gloves and masks and will be served on disposable plates/cups with disposable cutlery	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	Use of welfare facilities by staff	Volunteers, visitors and staff	Major	Any staff wishing to use welfare facilities but hand sanitise and adhere to 2m or (where that is impossible) 1m+ regulations and a one out one in policy must be adopted	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	Disinfection of spaces	Volunteers, visitors and staff	major	Surfaces to be disinfected before and after use	possible	Med	cleaning before and after each usage of building disinfectant foggers to be used		01-Jul-20	
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors and staff	Major	All are reminded to stay 2m apart at all times	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	Moving people around the building	Volunteers, visitors and staff	Major	When passing others in the corridors everyone will be requested to stay on the left side of any corridor and reminded of this by arrows	possible	med	one way system implemented Signage, Covid 19 staff guidance	NC & Users	01-Jul-20	
General use of the premises	Moving staff around the building	Volunteers, visitors and staff	Major	Signs will remind people to stay 2m apart	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	Moving people in and out of the building	Volunteers, visitors and staff	Major	When approaching either exit point door to leave the building people must 'give way' to people coming in to the building staying 2m away from them 2m marks to be put on the front patio	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	Using the toilets	Volunteers, visitors and staff	Major	When using the toilets a one out, one in policy should be adopted	possible	med	signage	NC & Users	01-Jul-20	
General use of the premises		Volunteers, visitors and staff	Major	People must not make drinks for others	possible	med	signage	NC & Users	01-Jul-20	
General use of the premises		Volunteers, visitors and staff	Major	Face coverings should be worn wherever possible	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	

**NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.**

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**RISK RATING MATRIX**

**(Notes To Aid Completion Of The Risk Assessment Format)**

**Table 1**

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning

<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long-term disability/absence from work.	<b>High Likelihood</b>	Occurs repeatedly / event only to be expected
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absence from work (over three days)	<b>Possible</b>	Moderate chance/could occur sometimes
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work	<b>Improbable</b>	So unlikely that probability is close to zero

**Table 2**

Risk Rating - Degree of Injury by Likelihood/Probability			
	<b>High Likelihood</b>	<b>Possible</b>	<b>Improbable</b>
<b>Fatal/Major Injury</b>	<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>
<b>Serious Injury</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
<b>Minor Injury</b>	<b>Medium Risk</b>	<b>Low Risk</b>	<b>No Significant Risk</b>

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**Table 3**

<b>Action Required : Key To Ranking</b>	
<b>High or Very High Risk</b>	<b>STOP ACTIVITY!</b> Action <b>MUST</b> be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>Medium Risk</b>	Implement all additional precautions that are not unreasonably costly or troublesome.
<b>Low Risk</b>	Implement any additional precautions that are not unreasonably costly or troublesome.

<b>No Significant Risk</b>	The risk is no more than is to be encountered in normal every day life.
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