



BRISTOL MUSIC TRUST RISK ASSESSMENT

Colston Hall

Date of Original Assessment : October 2019

Assessed by : Nick Craney

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

Next Review date (max 12 months)

Next review July 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	Person unlocking and locking the building must unlock/lock front and rear doors as soon as they get to the site. It should be agreed prior to the event who this person is	improbable	NSR	Staff information	NC	01-Jul-20	
Entering the building for rooms 1-4 and the hall	Covid General	Volunteers, visitors and staff	Serious	People entering and leaving the building should enter via the back door to reduce contact	improbable	low	Staff information	NC	01-Jul-20	
Entering the building for rooms 5-12	Covid General	Volunteers, visitors and staff	Serious	People should enter and leave the building via the front door to reduce contact	improbable	low	Staff information	NC	01-Jul-20	
Upon entry to the building	Covid -19 transmittal by touch	Volunteers, visitors and staff	Major	Hand sanitiser to be made available at both entry points	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	possible	med	signage	NC	01-Jul-20	
		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	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
		Volunteers, visitors and staff	Major	Personnel should take any mugs etc. home with them at the end of the day	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
		Volunteers, visitors and staff	Major	Welfare facilities are restricted to the use of the hot water boiler and people must remain 2m apart	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
		Volunteers, visitors and staff	Major	Staff are encouraged to wear gloves	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	

		Volunteers, visitors and staff	major	Surfaces to be wiped down before and after use	possible	Med	cleaning before and after each usage of building		01-Jul-20
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors and staff	Major	Personnel are reminded to stay 2m apart at all times	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20
		Volunteers, visitors and staff	Major	When passing others in the corridors Staff will be requestested to stay on the left side of any corridor and reminded of this by arrows	possible	med	one way system implemented	NC & Users	01-Jul-20
		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
		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	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20
		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
		Volunteers, visitors and staff	Major	When using the welfare space a one out one in policy should be adopted	possible	med	signage	NC & Users	01-Jul-20
		Volunteers, visitors and staff	Major	People must not make drinks for others	possible	med	signage	NC & Users	01-Jul-20
		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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Section 2 - ACTION PLAN

What is the Hazard You Need to Control ?	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)?
Covid -19	Signage on the premises and installation of sanitiser stations	NC	01-Jul	
Covid -19	One way circulation system in building indicated by signage			
	Kitchen/welfare facilities restricted usage signage put up			

	Toilet facilities one in one out			

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

Table 2

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

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Table 3

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

Low Risk	Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	The risk is no more than is to be encountered in normal every day life.