

Safety Risk Assessment Form

This form must be distributed to all persons named in the Owner column, where possible both as a hard copy and electronically


Reference:	COVID – 19 Bristol Old Vic										
Date:	17/07/2020	Assessor(s):	David Harraway (Production & Operations Director, PD)				Department/Area:			Operations	
Activity <i>Describe the activity and the ways in which it could pose a risk</i>	Hazards <i>e.g. personal injury, electric shock, people or objects falling from height, crushing</i>	Persons at risk	Risk before control measures			Controls <i>Describe controls used to reduce risk to a tolerable or preferably acceptable rating</i>	Residual Risk after control measures			Additional controls? <i>e.g. monitor and review, suggestions for future activities</i>	Owner <i>Person responsible for the controls</i>
			Severity	Likelihood	SxL	Severity	Likelihood	SxL			
Staff accessing building: Touching surfaces, not socially distancing	Transference of virus	Staff	4	3	12	<ul style="list-style-type: none"> - All staff instructed to work from home where possible - Arrival times staggered to aid social distancing - Staff clear to use either entrances as access - Clear instruction to wash hands upon arrival at work - Hand sanitizer points are included at both main entrances to the building - Staff clearly informed on areas of work - Access to individual areas limited to essential staff and managers - Lift access limited to one person per journey - Signage for staff included in all non-public facing areas 	4	1	4	Monitor fortnightly	PD
Staff moving around building: Touching surfaces, not socially distancing	Transference of virus	Staff	4	3	12	<ul style="list-style-type: none"> - Staff required to remain in work area where possible - Instructions on social distancing are given in all areas of staff movement - Staircases demarked as up and down 	4	1	4	Monitor fortnightly	PD, OM

						<ul style="list-style-type: none"> - Staircase passing etiquette in force for when necessary, only pass on landings and please turn away - Dwelling within corridors and staircases is forbidden - Lift access limited to one person per journey - Use of Teams, Zoom is encouraged for communication and meetings 					
Office use Touching surfaces, not socially distancing	Transference of virus	Staff	4	3	12	<ul style="list-style-type: none"> - Clear instructions are posted in all office spaces, Please see General Safety Instructions - Sitting face to face is to be avoided - Sanitser available for use on surfaces - Sanitising surface wipes available in all office areas 	4	2	8	Monitor monthly	PD, OM
Use of Bathroom Touching surfaces.	Transference of virus	All	4	3	12	<ul style="list-style-type: none"> - Clear signage limiting usage with reference to social distancing - Hands should be washed before and after use of bathroom - Sanitser available for use on surfaces - Where applicable, extract fan to be left on post use to change air in closet 	4	1	4	Monitor fortnightly	PD, OM
Use of BOH Kitchen Touching surfaces, not socially distancing	Transference of virus	All	4	3	12	<ul style="list-style-type: none"> - Only one person may use the Kitchen at any time - People MUST use just a personal mug, this is to be their mug and should be washed by themselves after use - Any food must be stored in sealed containers - Any spillages must be cleaned at the earliest possible time 	4	2	8	Monitor fortnightly	PD, OM
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Working on stage and in workshops	Transference of virus	All	4	3	12	<ul style="list-style-type: none"> - Social distancing to be observed at all times - Where possible individuals should work alone and remain in their workstations - Face coverings to be worn at all practicable where social distancing of 2m might be challenged - Social distancing of 1m absolute minimum - Hand sanitiser to be available at disinfecting station - Disinfecting wipes to be available at disinfecting station - Please see activity specific method statements 	4	2	8	Monitor fortnightly	PD
Touching surfaces, not socially distancing											
Use of Green room	Transference of virus	All	4	3	12	<ul style="list-style-type: none"> - Social distancing to be observed at all times - 2 people max in greenroom - Masks should be worn - No meetings to take place in green room - Where possible breaks should be taken out doors - Visitors must only be admitted as an exceptional circumstance - All visitors MUST be taken through this assessment - All visitors MUST be shown the General Safety Instructions 	4	2	8	Monitor monthly	PD
Touching surfaces, not socially distancing											
Food contamination (Low Risk)											

Risk Scoring Key	Severity		Likelihood	
	Fatality	5	Certain or imminent	5
	Major injury, disabling illness, major damage	4	Very likely	4
	Lost time injury, illness, damage	3	May happen	3
	Minor injury, minor damage	2	Unlikely	2
	Delay only	1	Very unlikely	1

Risk Rating Categories	10 to 25	Unacceptable	Do not proceed; seek immediate guidance from the safety team
	6 to 9	Tolerable	Proceed with caution but seek to reduce risk further if possible
	1 to 5	Acceptable	Proceed

Order of Control Measures	Most effective	Eliminate	Ask yourself if the activity needs to be carried out
		Substitute	Ask yourself if the same effect can be achieved with something less risky
		Reduce	Ask yourself if you can use less of something, or limit the time etc
		Isolate	Make sure that the risk is contained to the smallest possible area
		Enclose	Make sure that no-one can get to the hazard
		Other Engineering Controls	Emergency stop buttons, automated controls etc
		Safe System of Work	Carry out the work according to a specific step by step programme with training
		Training/Communication	Safety team can advise
		PPE	Use of ear defenders, hard hat, toetectors etc
	Least effective	Discipline and Enforcement	Telling people to be careful