

Risk assessment covering the measures taken by The Place to avoid the spread of COVID-19 to staff, visitors, students and contractors. This assessment will be subject to constant review to keep in line with government guidance. If unsure of any of these measures please contact your academic tutor, line manager or Eleanor Farrow, Visitor Services Manager, at Eleanor.Farrow@Theplace.org.uk

The majority of the workforce will still work from home or are currently on furlough. The work activities outlined in this document are not possible to complete by working from home; and are not restricted by law under the applicable Coronavirus legislation. Careful consideration and planning has been taken to enable these activities to take place whilst observing social distancing. This document has been created in accordance with current Government guidance and best working practice. None of the individuals engaged in this activity fall within the “High Risk” Category (High Risk meaning those classed as clinically vulnerable).

This document has been created in accordance with current Government guidance and best working practice. None of the individuals engaged in this activity fall within the “High Risk” Category (High Risk meaning those classed as clinically vulnerable) This document will be superseded by any government announcement that could interrupt activities at any time such as Tier 3 and 4 or national lockdown.

The following activities will be allowed during phase 5:

Student return to studio work in pre-set groups. Use of some offices by reduced personnel. Limited capacity and staff segregation in allocated zones to be observed.

People responsible for overseeing the implementation of this risk assessment:

Eleanor Farrow (EF)

Marco Cifre (MC)

Roy Adkins (RA)

And Line Managers.

It is assumed that it is not possible to avoid the tasks listed, and as such remove the hazard. A risk factor has been included to assist with identification of higher risk activity, either being those occasions where the hazard is particularly high, or it is not possible to place reducing measures to lower the likelihood. The risk factor is a multiplication of hazard and likelihood. THE RISK FACTOR PROBABILITY IS BASED ON ASSESSMENT AFTER ANY INHERENT DESIGN SAFETY MEASURES

	1	2	3	4	5
OUTCOME OF HAZARD (H)	No action required	On Site First Aid Treatment	Reportable Injury	Permanent incapacitation	Deaths
PROBABILITY (P)	Virtually impossible	Unlikely	Possible	High	Very High

The scoring dictates what action is required. 1-4 means the task can continue, but should be monitored to see if any further reductions are possible or required. 5 can continue but only under further supervision and possible additional amendments. Scores above this level will require further reducing measures before the work can be carried out.

Area assessed	Hazard	Persons Affected	Risk Factor	Current reducing actions (included in current working practices or inherent in design of effect)	Additional reducing actions	Action to	Amended Risk Factor
Access and Egress	Infection and spread of COVID 19	Staff , students and visitors	3H x 3P	<ul style="list-style-type: none"> → Information and protocols will be shared and agreed with all staff and visitors attending the premises in advance. This will include the requirement to complete a temperature check on arrival. All personal data (eg contact numbers) to be deleted after 21 days as per GDPR Policy. → Digital questionnaire to be completed by everyone accessing the building, It will be required to be completed ahead of each visit. Questionnaire will cover symptoms, if anyone has come close to anyone with symptoms/positive and travel arrangements. → Staff will only be able to enter the premises once it's has been agreed by their line manager and visitor services and signed off by the Senior Leadership Team. → Staff to complete a personal risk assessment ahead of being granted access to the building. → Entry will be via the Flaxman Terrace entry only. 	<ul style="list-style-type: none"> → Entrance to the building is via a glass entrance which offers clear views to the inside/outside. → Information clearly on display at door to inform of need to keep capacity to two people in reception area. → Staff and students asked to social distance while waiting outside. → Staff and visitors reminded to wash their hands before they start any work. → Enhanced cleaning observed in the reception area and particularly around touch points such as door handles, hand rails, push doors, etc → Antibacterial gel provided on arrival. Hand washing facilities available. → Constant monitoring following duty managers inspection checklist. → CCTV available to aid monitoring of circulation routes. 	EF	3H x P1

Reception	Infection and spread of COVID 19	Staff , students and visitors	3H x 3P	<ul style="list-style-type: none"> → Reception has a perspex protection screen installed to aid separation of reception and staff/visitors. → Maximum capacity within Reception to be set to a maximum two visitors or one household plus two members of reception staff. → Reception staff to have assigned their own DSE (Display Screen Equipment). No Hot Desking allowed. 	<ul style="list-style-type: none"> → PPE available to reception staff. Type 1 mask (BFE 95%) and nitrile gloves. → Reception staff to be trained in the correct way to put on PPE. → Enhanced cleaning observed in the reception area and particularly around touch points and the Display Screen Equipment (DSE) in between shifts. See Covid- 19 Cleaning Policy and Schedule. 	EF	3H x 1P
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<p>Movement within the building- Corridors</p>	<p>Infection and spread of COVID 19</p>	<p>Staff , students and visitors</p>	<p>3H x 3P</p>	<ul style="list-style-type: none"> → One-way system established to travel in the building aided by contrasting signage. → Access and egress to building to be staggered to minimise people at reception and movement in the corridors. → Enhanced signage “wash your hands” throughout the premises → The use of mask covering nose, mouth and chin will be mandatory while using common travel routes and facilities within the building, e.g. corridors, toilets, kitchen areas, etc. Exemptions will be made to individuals with conditions which could be exacerbated with the use of masks. Personal risk assessments will aid the management of these individuals. 	<ul style="list-style-type: none"> → Good level of housekeeping at all times → Enhanced level of cleaning particularly frequently touched points such as door handles and toilets as per policy. → Staff and visitors to have assigned toilets, one toilet per person where possible; and inducted in the temporary one way system when using the building. → Some corridor doors may be propped open to reduce contact with surfaces while traveling within the building, this is to be done while observing good fire compartmentalisation at all times. All offices and other unused facilities to be locked and electric items powered down by authorised personnel. Propped open Doors to be closed again at end of activity. → All electrics within areas that are not in use to be powered down by authorised personnel where practicable. Access to those areas to be restricted. → Constant monitoring following inspection checklist. See Duty Manager checklist. → Corridors are for traveling only. Any conversations need to happen within designated office /studios that can provide social distancing or outside the building. → CCTV available to monitor areas. 	<p>EF</p>	<p>3H x 1P</p>
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Use of Lifts	Infection and spread of COVID 19	Staff , students and visitors	3H x 2P	<ul style="list-style-type: none"> → Enhanced level of cleaning particularly frequently touched points such as buttons and handrails if present. 	<ul style="list-style-type: none"> → Lift use will be limited, e.g. to transport items across floors, to individuals with access needs. All other users should use the stairs where possible. → Lift capacity set to one person at a time. Exemption will be made to those individuals that have access needs and require a companion/support. → The use of mask covering nose and mouth will be mandatory while using the lift. 	EF	3H x 1P
Toilets	Infection and spread of COVID 19	Staff , students and visitors	3H x 3P	<ul style="list-style-type: none"> → Covid-19 Cleaning Policy. → Enhanced level of cleaning, particularly frequently touched points such as: toilet flush, toilet seat, toilet locks and handles, taps, paper towel and soap dispensers and door handles on access/entry. → Signs and posters to bring awareness of good hand hygiene and technique. 	<ul style="list-style-type: none"> → Social distance markings where queues may occur. → Hand sanitiser dispenser available near entrance. → Paper towels available in favour of air drying. → Clear and up to date cleaning schedule and frequency with records for the users to see. → Keep areas well ventilated where possible → Ensure that there are adequate hands-free waste disposal units → Cleaning materials for surfaces should be provided (e.g. antibacterial wipes for baby change areas) 	EF, RA	3H x 1P

Deliveries/ Post	Infection and spread of COVID 19	Staff , students and visitors	3H x 2P	<p>→ Delivery/Post Policy</p>	<ul style="list-style-type: none"> → All deliveries to be contactless as far as possible. → Any large deliveries should be planned in advance. → Delivery drivers and the Place staff will always maintain social distance during the process. → Staff who handle deliveries to ensure good hand hygiene is practiced before and after handling deliveries. → Post to be managed centrally by the Visitor Services Team 	EF	3H x 1P
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Person experiencing COVID-19 symptoms	Infection and spread of COVID 19	Staff , students and visitors	3H x 3P	<ul style="list-style-type: none"> → Covid-19 Reporting Symptoms Policy. → If an employee/artist/student/hirer develops Covid-19 symptoms at The Place, they must return home immediately by the most direct route and self-isolate for 10 days. → If an employee/artist/student/hirer develops symptoms they should not attend The Place and self-isolate for 10 days. → Person should attend a testing facility or apply for a test online and communicate results ASAP. → The Place’s nominated Covid-19 Officer will inform Public Health England if there is more than one case of COVID-19 associated with the building, and will follow the PHE outbreak management process as advised 	<ul style="list-style-type: none"> → Employees should make the Duty Manager and line managers aware and communicate any test results. → Artists should inform Duty manager and artist development team. → Students should inform Duty manager and school office → Hirers should inform the Duty Manager → Duty Manager to arrange private transport home, to avoid public transport if appropriate. → Unwell employees should be taken to the Isolation space – Meeting Room, Flaxman Terrace- until transport has arrived/arranged. → Everyone who has been in the same zone with the symptomatic person will be contacted and instructed to self-isolate for 14 days, or until the symptomatic person has received a negative COVID-19 test result → Duty Manager to request enhanced cleaning in the area/zone where the symptomatic person has been working from including office, studio and welfare facilities. 	EF	3H x 1P
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Vulnerable People	Infection and spread of COVID 19	Staff and students	3H x 3P	<ul style="list-style-type: none"> → Any employees which fall within the government's 'shielding' category (health is at greater risk from COVID-19) who have received written advice to shield, must not be compelled to return to work in the building, and must be able to follow the advice of the government and their medical advisors. → Personal Risk Assessment will aid identification of these individuals. 	<ul style="list-style-type: none"> → Family/carers/housemates of those shielding may also wish to isolate. This should be discussed with their line manager/HR and taken into consideration. → Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone or video conference to ensure they are well and to prevent them from feeling isolated 	Line Managers	3H x 1P
Maintenance	Infection and spread of COVID 19	Staff , students and visitors	3H x 2P	<ul style="list-style-type: none"> → Maintenance in corridors and reception to be scheduled outside access times. → Coordinate maintenance and use of spaces to avoid clashes. 	<ul style="list-style-type: none"> → Social distancing to be observed at all times. → Staff to use personal or assigned tools only. → Staff encouraged to increase the level of Handwashing. → Non personal tools to be wiped clean at end of day. 	RA	3H x 1P

Evacuation	Ability to Evacuate the building in a safe way.	Staff , students and visitors	3H x 2P	<ul style="list-style-type: none"> → Normal evacuation procedures to be observed. → Fire Marshall to wear PPE, including face mask and gloves. 	<ul style="list-style-type: none"> → Covid-19 evaluation policy written → Fire Marshalls to encourage social distancing while they are at the meeting point. → Dukes Road's side of building made inaccessible. → Fire Marshall to be trained in the correct way to put on PPE. → CCTV available to monitor areas. → Regular drills 	EF	3H x 1P
External contractors	Infection and spread of COVID 19	Staff , students and visitors	3H x 3P	<ul style="list-style-type: none"> → Share contingency plans and risk assessments between contractors and The Place. → Works in corridors and reception to be scheduled outside access times. → Coordinate works within separate zones to avoid clashes. 	<ul style="list-style-type: none"> → Keep freelancers and contractors informed of any developments or changes to policy. → Clean plan in place. 	RA, MC	3H x 1P

First Aid	Infection and spread of COVID 19, Ability to provide First Aid	Staff , students and visitors	3H x 4P	<ul style="list-style-type: none"> → First Aider on site, in charge of the first aid arrangements and able to call emergency services if required. → First Aiders to be trained in the correct way to put on PPE. 	<ul style="list-style-type: none"> → First Aid to be administered at a distance if possible. → If contact is unavoidable, full set of PPE to be used: disposable gloves, plastic apron, mask and eye protection such as goggles or visor to be used. See Covid-19 First Aid Policy. → Correct disposal of PPE to be observed. → Biological Cleaning policy in place. → See Covid-19 First Aid Policy for more detail 	EF	3H x 1P
Cleaning	Infection and spread of COVID 19,	Staff , students and visitors	4Hx 3P	<ul style="list-style-type: none"> → Cleaning contractor has their own Risk Assessment. Available upon request. → Enhanced cleaning regime observed in all areas and particularly around touch points (such as door handles) and the DSE 	<ul style="list-style-type: none"> → All facilities, offices in use and studios to be cleaned every day the building is open prior to opening. → Allow adequate cleaning time in schedule between different user groups. → Cleaning staff briefed and updated with daily list of areas to be cleaned. → Cleaning to be scheduled outside normal working hours or zone use when possible. 	EF, RA	3H x 1P

Suspected or confirmed case of COVID 19 at The Place.	Infection and spread of COVID 19	Staff , students and visitors	3H x 4P	<ul style="list-style-type: none"> → Protocols and Guidelines of operating in the building sent in advance to all staff and visitors. This will include procedures and guidelines of what to do if you suspect you may have COVID 19. → Cleaning policy for areas which may be contaminated. → COVID-19 is a notifiable disease. Any person presenting with symptoms is obliged to contact 111 and follow NHS guidance around Test & Trace. 	<ul style="list-style-type: none"> → Nominated Covid-19 Officer identified (Director of Operations) → Staff will contact their line manager and Covid-19 Officer if they suspect and/or confirmed via test if they have COVID 19. → Visitors will contact The Place if they suspect and/or confirmed via test if they have COVID 19. → The Place to contact any visitors or staff that may have been in contact with the suspected/ confirmed infected person. → Report to the local Public Health Officer. → Report to the Health & Safety Executive as part of RIDDOR as necessary. 	EF	3H x 2P
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Travel	Infection and spread of COVID 19	Staff and students	3H x 3P	<ul style="list-style-type: none"> → Where practical, employees should be encouraged to travel avoiding the public transport networks, e.g. come in by cycle, on foot.. → Those planning to run or cycle into work should bring a different set of clothes to change into. 	<ul style="list-style-type: none"> → For those who will use public transport, Mask covering PPE will be made available to employees who don't have their own ones. → Line managers to discuss travel arrangements as part of the personal risk assessment ahead of returning to work. → Cycle parking available at Flaxman Terrace entrance. → Line managers should arrange working hours so that employees can travel outside of peak times on transport networks. Where practical, employees should maintain social distancing on public transport. → All staff students to adhere to quarantine guidance if traveling from a high-risk area either nationally or internationally. 	Line managers.	3H x 1P
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Communication	Lack of awareness/unified response. Infection and spread of COVID 19	Staff , students and visitors	3H x 2P	<ul style="list-style-type: none"> → Covid-19 communication plan in place, including weekly update in News of the Week and FAQs on staff pages of website → Any important information will be delivered in a multiple formats to allow the best possible understanding. 	<ul style="list-style-type: none"> → All returning staff to receive up to date information and building protocols ahead of arrival. → The latest government advice to be displayed in the welfare areas and in suitable places around the building. → Regular internal communications to be issued and if possible to do while social distancing, toolbox talks “induction”, and safety briefings will be carried out. → Ensure managers are briefed and kept up to date → Keep staff informed – key messages include: the need for unwell staff to stay at home, frequent handwashing and for social distancing. → Phased opening team to monitor official advice carefully and update all policies and procedures as required. → Risk Register created and monitored by Directors 	Directors and line managers	3H x 1P
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Adherence to Government Guidance and building protocols.	Infection and spread of COVID 19	Staff , students and visitors	3H x 2P		<ul style="list-style-type: none"> → All staff to be briefed ahead of any return of activity and plans should be put in place to have a unified approach. → Line managers responsible for supervising activities within their department. → Line managers to report any shortfall and near misses to H&S Officer & Covid-19 Officer. 	Line managers	3H x 1P
Mental Health	Appearance or Deterioration of Mental Health	Staff , students and visitors	2H x 3P	<ul style="list-style-type: none"> → All staff to complete a personal Risk Assessment. → Returning to the building survey completed to assess and then address staff concerns. 	<ul style="list-style-type: none"> → Managers should stay in touch with furloughed, vulnerable and extremely vulnerable staff who are staying at home by phone or video conference to ensure they are well and to prevent them from feeling isolated. → Workforce to be made aware of current internal support available to them. → Relevant mental health and wellbeing information to be published in the email of the week or to Line Managers group via Teams. → Line managers to look out for signs of poor mental health and provide support where required. → Mental Health First Aiders available, list published internally. 	Line Managers.	2H x 1P

Activity where social distancing guidelines cannot be followed in full	Infection and spread of COVID 19	Staff	3H x 4P	<p>→ Managers in conjunction with the H&S officer, must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate and sufficient mitigation methods should be put into place.</p>	<p>→ Increased hand washing.</p> <p>→ Increased environmental cleaning</p> <p>→ Keeping the activity time involved as short as possible</p> <p>→ Reducing the number of people each person has contact with by using "fixed teams.</p> <p>→ Use of face masks or other PPE if appropriate.</p> <p>→ Condition the layout to avoid face to face in favour of back to back and side to side work.</p> <p>→</p>	Line Managers with aid from MC	3H x 2P
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Additional documentation available that complements this Risk Assessment and constitutes The Place's Safe Working System during Covid-19:

Policies which act as an addition to existing ones:

- Covid-19 Cleaning Policy
- Covid-19 First Aid Policy
- Covid-19 Evacuation Policy
- Covid-19 Report Symptoms Policy

Additional checklists and procedures:

- Covid-19 Personal Risk Assessment.
- Duty Managers checklist.
- Cleaners daily plan.

Cleaning contractors' documents:

- RAM 036 Body Fluids During Covid-19
- RAM 037 External Rubbish Removal During Covid-19
- RAM 038 Emptying Internal Rubbish Bins During Covid-19
- RAM 040 Virus Decontamination Deep Clean Manual Covid-19 not Detected

Security contractors documents:

- CV19 01 General Policy
- CV19 02 Risk Assessment.