

**ULSTER ORCHESTRA SOCIETY RISK ASSESSMENT**

**VENUE:** Seymour House

**CARRIED OUT BY:** Auveen Sands

**DATE:** 2 October 2020

**Risk Rating:** Low; Medium; High

AUTHORISED BY:

Other than where specified below, responsibility for ensuring the control measures are carried out is with Head of Finance and Business Management)  
Actionable measures are shown in bold, for sign off, and display on the staff noticeboard.

Email Distribution list: Managing Director, Head of Finance and Business Management, Head of Artistic Planning and Operations, Director of Learning and Community Engagement, Director of Marketing and Communications
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**\*Covid-19 Responsible Person for Seymour House is Richard Wigley**

No.	Hazard	RISK	Who is at Risk?	Level	Planned Control Measures	Actioned (Head of Finance & Business Management )
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1.	Hand cleanliness	Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees, Visitors	H	<p>Guidance provided on hand cleanliness and use of hand sanitiser.</p> <p>Adequate level of hand washing, drying &amp; sanitising facilities provided - 1 contactless hand sanitising station per floor. Anti-bacterial sprays/wipes available for use.</p> <p>Posters displayed to explain hand-washing techniques.</p> <p>Managers to monitor and supervise to make sure people are following controls.</p> <p>Appointed person to ensure replenishment of handwashing/sanitising facilities.</p> <p>Staff to report to Manager if any associated problems, e.g. lack of facilities, sore/cracked skin etc.</p>	All complete
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2.	Social distancing	Getting or spreading coronavirus due to close proximity to others	Employees, Visitors	M	<p>Social distancing measures and signage in place in Seymour House: working in Pods, reduced numbers of people in rooms, face-to-face meetings restricted, online meetings encouraged, one-way system, communal kitchen out of use, toilets and lifts restricted to 1 person occupancy.</p> <p>Perspex screens between desks , enhanced cleaning regimes, regular hand washing and use of face coverings required. Daily temperature and symptom checks on arrival at office.</p> <p>Managers to monitor and supervise to make sure people are following social distancing measures, controls, hygiene procedures, washing hands, following one-way systems etc. Information, instruction and training provided where necessary; signage and posters etc.</p> <p>Employees to report near-miss situations, e.g. where controls are difficult to follow, or something has been missed</p>	All complete
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3.	Touchpoints, i.e. shared surfaces, equipment and workstations	Getting or spreading coronavirus by touching or handling shared surfaces, equipment and workstations	Employees, Visitors	H	<p>Increased cleaning regime in place in Seymour House; offices cleaned twice daily when staff are onsite, a staff rota in place to regularly disinfect touch points , e.g. handrails, door handles, shared equipment.</p> <p>Use of shared work equipment discouraged, and must be disinfected immediately afterwards by user. Clear desk and paper-free policy in place. Waste bags for each person to take home own waste. Individuals responsible for cleaning/disinfecting own work station and equipment, sprays/ wipes provided.</p> <p>Hot desking will not be permitted. Water coolers and kitchen facilities will not be available.</p> <p>Managers to monitor and supervise to make sure people are following controls, implementing the cleaning regimes. Provide information, instruction and training where necessary; provide guidelines on how cleaning products will be replenished.</p>	All complete
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4.	Staff wellbeing	Mental health and wellbeing affected through stress or anxiety about coronavirus, or isolation during furlough/homeworking; Musculoskeletal disorders as a result of using DSE at home.	Employees	L	<p>Regular WhatsApp updates as required, weekly staff meetings, regular all company meetings.</p> <p>Regular comms with people working at home/ furloughed.</p> <p>Health &amp; safety arrangements communicated, along with C19 Responsible persons, and/or what to do to raise concerns.</p> <p>One-page 'key points' documents distributed and signed by all. Regular updates/reminders, information and links to online wellbeing content, employee assistance programme etc.</p> <p>Information provided on working from home safely and effectively.</p> <p>Managers to consider occupational health referral if personal stress and anxiety issues are identified; encourage employees to use Medicash employee assistance programme etc.</p> <p>DSE risk self-assessments to be issued to anyone working at home on a regular long-term basis</p>	All complete except the issuing of DSE risk self-assessments for those working at home on a regular long-term basis
5.	Workplace Ventilation	Poor workplace ventilation leading to risks of coronavirus spreading	Employees, Visitors	L	<p>On the 1<sup>st</sup> and 2<sup>nd</sup> floor, Staff must keep windows and doors open to ensure circulation of fresh air and the air conditioning unit must be kept at reduced speed and on 24/7 (except fire doors).</p> <p>Guidance from Bel Air is to keep the air conditioning units in rehearsal and storage rooms turned off due to recirculation of air</p>	All complete

					<p>as there are no windows present in these ground floor rooms.</p> <p>Ventilation and air conditioning(HVAC) system checked and maintained in line with manufacturers' recommendations</p>	
6.	Vulnerable Workers	Increased risk of infection and complications for vulnerable workers	Employees	L	<p>All staff contacted to get understanding of personal circumstances and preferences re. working in the office/at home.</p> <p>Vulnerable staff will be allowed to continue working from home as long as necessary.</p>	All complete
7.	Asymptomatic carriers	Risk of infection from infected person not showing symptoms	Employees	L	<p>Daily temperature and symptom checks will be conducted upon arrival at office. Where temperature is higher than 37.7 celsius, a 10 minute cool down period will be observed before re-testing. Staff with raised temperature and/or any symptoms will not be allowed into the office and must be kept in the screened off isolation unit in the reception area until they can go home.</p> <p>Staff will be required to wear a face covering in the office, while moving around or in close proximity to colleagues. Masks will be provided with a 100% cotton, triple layer, adjustable face covering with disposable face masks available for visitors and emergencies. Additionally, Perspex masks will be made available for staff required to temperature/symptom test. Posters will be displayed showing the correct use of face coverings.</p>	All complete

8..	Traffic flow in building	Difficulty with social distancing leading to increased risk of infection	Employees	L	Directional signage will be placed around the office with a one-way flow system in place.	All complete
9.	Use of bathrooms	Difficulty with social distancing leading to increased risk of infection	Employees	L	All staff will be advised that one person can be in the bathroom at a time. A traffic cone system will be in place to indicate when the bathroom is in use and signage will be in place to ensure this is understood.  Staff will be advised to use good hand hygiene before entering and exiting the bathroom and to use hand towels rather than hand dryers.	All complete
10.	Office occupancy	Difficulty with social distancing leading to increased risk of infection	Employees	L	The admin team will operate in pods located on separate floors of the office, to avoid cross contamination.	All complete

11.	Office cleaning	Risk of infection through poor hygiene	Employees,	L	<p>Seymour House to be cleaned and disinfected twice each day that staff are in the office at 8.30am and 12.30pm.</p> <p>All touchpoints to be disinfected regularly throughout the day via staff rota, at 10.30am and 2.30pm. Calendar reminders will be put in place.</p> <p>Bins will be emptied regularly and will be wiped down with disinfectant spray.</p> <p>Bins provided in the bathrooms are open-topped and touch-free to avoid cross-contamination.</p> <p>Clear desk and paper-free policy in place.</p> <p>Individuals responsible for cleaning/disinfecting own work station and equipment, sprays and wipes provided.</p>	All complete
12.	Waste	Risk of infection through accumulation of waste	Employees,	L	Staff asked to bring home any rubbish they create during the working day. Rubbish bags will be provided.	All complete