



The Bridgewater Hall – Updated 05/05/22
Covid Secure Risk Assessment 003 – V11

Activity:	Coronavirus	RA Reference No	HSRA003
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Location:	The Bridgewater Hall	Assessed By:	Date of Assessment
		Armelle Rainjonneau	Updated 05/05/2022

Introduction

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. This risk assessment has been developed to outline the measures required to minimise the COVID-19 infection risks associated with reopening our entertainment venues to both our staff and customers. This assessment covers the risks associated with a number of different broad functions including event & productions teams, food and beverage teams, front of house teams include hosts, stewards and security staff, office staff, facility management teams including cleaners and technicians. The assessment includes the risks to those that visit our premises including customers, contractors and artists.

Background

In response to the most recent Government Announcement that England will move to revoke all Covid legislation with effect from April 2022 in response to the declining Covid infection rates. The risk assessment has been reviewed and amended in light of the new Government guidance.

ASM Global has developed a program entitled *Venue Shield* which outlines good practice methods to reduce the potential spread of the virus. These methods include cleaning and sanitisation, customer journey, employee guidance, the serving of food and beverage, what technology and products can be used and how we communicate any new procedures to employees, customers and contractors. Much of guidance within VenueShield still remains relevant as infection rates are increasing as we move out of Lockdown.

In developing this Risk Assessment, the following Working safely during Corona Virus issued by the UK Government has been considered:

1. Working Safely during Covid <https://www.gov.uk/guidance/working-safely-during-covid-19>
2. Government guidance on how Events and attractions should operate : <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>
3. Government Guidance for people who work in offices, factories or labs <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>
4. Guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways: <https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services>
5. Coronavirus: how to stay safe and help prevent the spread date 8/12/21 <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

The risk assessment will be reviewed and if necessary amended in light of any new or updated government guidance or before any event as part of the event planning process and in any case will be reviewed by the venue H&S Lead on a monthly basis.



Generic Covid-19 Risks Applicable to All Employees

Hazard	Consequences	Severity	Likelihood	Total Risk	Persons Affected	Control Measures	Residual Risk		
							Severity	Likelihood	Total Risk
Spread of Covid-19 Coronavirus	Symptoms can be mild, moderate, severe or fatal.	3	3	9	-Staff -Visitors to your premises -Contractors -Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions -Anyone else who physically comes in contact with you in relation to your business	<p>Command and Control</p> <p>Each venue has a Venue Shield team lead by a member of the Senior Leadership Team.</p> <p>General Preventative Measures</p> <p>Testing is no longer mandatory but employees who do continue to test and have a positive test result should not come into work and following the following government advice:</p> <p>If you have COVID-19, you can pass on the virus to other people for up to 10 days from when your infection starts. Many people will no longer be infectious to others after 5 days.</p> <ul style="list-style-type: none"> • try to stay at home and avoid contact with other people for 5 days • avoiding meeting people at higher risk from COVID-19 for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine <p>In other circumstances where an employee feels unwell and are unable to attend work they should follow the normal sickness report procedures.</p> <p>Full covid symptom can be found here Check the NHS website if you have symptoms</p> <p>We will enable employees to work from home whilst they have symptoms or are testing positive with COVID-19.</p>	3	2	6



Generic Covid-19 Risks Applicable to All Employees

Hazard	Consequences	ve	rit	ke	lih	tal	Ri	Persons Affected	Control Measures	Residual Risk
									<p>Air handling units that provide ventilation to ASM Global Premises will be assessed to ensure that 100% filtered fresh air is being provided to the work area. Recirculated air from ventilation equipment must be avoided.</p> <p>Air handling unit filtration must achieve 95% efficiency. For UK venues F8 filter type will be used. For European Venues EU8 filter type will be used.</p> <p>Prominent signage and posters will remind staff handwashing requirements at all entry points, high footfall areas and other higher risk areas such as toilets.</p> <p>Where possible, the building or parts of the building such as offices will be kept well ventilated.</p> <p>Hand Washing and Hand Sanitisation</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Hand sanitisation stations will be available across the site especially at entrances</p> <p>Cleaning</p> <p>Objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception areas will continue to have an enhanced cleaning regime using Venue Shield recommended cleaning products and methods.</p>	



Generic Covid-19 Risks Applicable to All Employees

Hazard	Consequences	ve rit	ke lih	tal Ri	Persons Affected	Control Measures	Residual Risk		
						<p>Where staff share a workstation, such as shift workers, employees should clean and disinfect the area before using a workstation.</p> <p>Staff are encouraged to wash their hands for 20 seconds on a regular basis however disinfection wipes and hand sanitiser will be readily available throughout the premises.</p> <p>PPE and Face Masks</p> <p>Employees who already use PPE for their work activity to protect against non-COVID-19 risks, should continue to do so. The wearing of face coverings or masks is now personal choice of the individual. However we still encouraged all staff to wear face masks in enclosed and crowded spaces or working in a public facing department where they may come into contact with people they don't normally meet.</p> <p>First Aid Provision</p> <p>Covid Secure does not change the requirements to provide adequate work place first aid provision according to the needs assessment of the venue. First Aiders will be provided information related to resuscitation during Covid pandemic issued by the Resuscitation Council UK which can be found here: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p>			
Mental Illness	The coronavirus pandemic could have a significant impact on employees mental health including stress or anxiety relating to self-	3	3	9	All employees and members of their household	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <ul style="list-style-type: none"> ASM Global Mental Health and well-being guides for employees and Managers: 	2	1	2



Generic Covid-19 Risks Applicable to All Employees

Hazard	Consequences	ve rit	ke lih	tal Ri	Persons Affected	Control Measures	Residual Risk		
	isolating or concern about their safety when measures are eased					https://file.asmglobaleu.com/index.php/s/SPScqwtMWF2ggqD <ul style="list-style-type: none"> Mind https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 <p>Health Assured confidential support service is available for all staff and members of their household</p> <ul style="list-style-type: none"> https://healthassuredeap.co.uk/ Tel 0800 030 5182. 			
Covid-19 outbreaks in the workplace	Spread of Corona Virus to the workplace or wider community	3	3	9	Staff -Visitors to your premises -Contractors -Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions -Anyone else who physically comes in contact with you in relation to your business	<p>Symptoms of Covid-19</p> <p>If anyone test positive for Covid or becomes unwell with a new continuous cough or a high temperature a loss of, or change to, your sense of smell or taste they should contact their line manager and should not attend work. Full symptom can be found here Check the NHS website if you have symptoms</p> <p>Line managers will maintain in regular contact with staff members during this time.</p>	3	2	6



Covid-19 Risks for Higher Risk Employees

Hazard	Consequences	Severity	Likelihood	Total Risk	Persons Affected	Control Measures	Residual Risk		
							Severity	Likelihood	Total Risk
<p>Spread of Covid-19 Protecting people who are at higher risk</p>	<p>Clinically vulnerable individuals, are at higher risk of severe illness</p>	4	3	12	<p>Clinically vulnerable people include those aged 70 or over and those with some underlying health:</p> <ul style="list-style-type: none"> aged 70 or older (regardless of medical conditions) under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson's disease, motor neuron disease, multiple sclerosis (MS), or cerebral palsy diabetes a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) being seriously overweight (a body mass index (BMI) of 40 or above) pregnant women <p>Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here: :https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Most people who were identified as CEV are now well protected after receiving their primary and booster vaccination doses. For most people who were CEV, you are no longer at substantially greater risk than the general population, and you are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19), as well as any further advice you may have received from your doctor. There is no longer separate guidance for people previously identified as CEV,</p> <p>The shielding programme ended in England on 15 September 2021. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific guidance.</p> <p>Employees who have specific concerns will be encourage to seek support from their line manager and if necessary adjustments will be made or reduce concern or risk to any employee.</p>	3	2	6





RISK ASSESSMENT MATRIX

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable

Severity / Consequences Categories	
Severity	Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible / long term harm to the environment.
Significant	Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible / medium term harm to the environment.
Moderate	Major injury / ill – health effect such as breaking a major bone or temporary disablement requiring hospital treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short term harm to the environment.
Low	Minor injury / ill health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Negligible	First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

				SEVERITY / Consequences >>>				
				1	2	3	4	5
				Negligible	Low	Moderate	Significant	Catastrophic
LIKELIHOOD (Chance of Risk) >>>	5	Certain	>90%	5 (L)	10 (M)	15 (H)	20 (H)	25 (H)
	4	Likely	>50%<90%	4 (L)	8 (M)	12 (M)	16 (H)	20 (H)
	3	Possible	>10%<50%	3 (L)	6 (L)	9 (M)	12 (M)	15 (H)
	2	Remote	>1%<10%	2 (L)	4 (L)	6 (L)	8 (M)	10 (M)
	1	Unlikely	<1%	1 (L)	2 (L)	3 (L)	4 (M)	5 (M)

H	High – Stop operations and rectify immediately. Senior management decision required to accept or reject risk
M	Medium - Maintain current controls. Management to review and determine if further controls are required.
L	Low – No further controls are required.



Record of Amendments

Version	Date	Author	Amendments
2.0	1/10/20	G Simpson	Pages 38-46- FOH Operations Section added
2.0	1/10/20	G Simpson	Page 8 & 9 control measures added for meeting rooms
2.0	1/10/20	G Simpson	Page 14 – Self Isolation control measures added
2.0	1/10/20	G Simpson & Bruce Hutton	Page 27 – 37 Includes additional control measure for food safety and requirement to record customer details in restaurants and display track and trace poster
BWH V 2.0	10/11/20	Armelle Rainjonneau	Full document - customised to The Bridgewater Hall facilities, activities and resources
BWH V 3.0	26/4/21	G Simpson/ Freyja Handy	Page 11 ASM Global Employee Testing Policy
BWH V 3.0	26/4/21	G Simpson	Page 12 Update on Business Travel Car Sharing
BWH V 3.1	26/4/21	G Simpson	Page 4 Update to require staff to complete health declaration form every 7 days and links to documents updated
BWH V 4	26.5.21	G Simpson	Updated to include employee lateral flow testing Page 5 & 24-26 Updated to include contractor and visitor lateral flow test page 5 & 24-26 Updated to include advice on Test and Trace, QR code, Information collection requirements page 42-43 (Customised to BWH facilities, activities & resources)
BWH V 5	15.7.21	G Simpson & Bruce Hutton	Full review and amended of all section in light of step 4 guidelines
	16.07.21	Armelle Rainjonneau	Full document - customised to The Bridgewater Hall facilities, activities and resources
BWH V 5.1	22.07.21	G.S / Armelle Rainjonneau	Page 4 Requirement for employee training removed and employee guidance link inserted Page 19 redundant link to contractor policy for testing renewed Page 19-23 reference to requirement for covid training removed
5.2	2/8/21	G Simpson	Page 31 and 33 Customer Covid Pass/Test requirements
5.3	4/8/21	Bruce Hutton/ Gary Simpson	Page 32 – Clarification that Individuals under 18 should not be required to demonstrate COVID status in settings where the NHS COVID Pass is used. Page 26 – Removed: The provision of customer self-service buffet food, cutlery and condiments will be prohibited to reduce the risk of transmission until further notice. Inserted: The provision of customer self-service hot/cold/finger buffets, a hand sanitiser will be provided for customers to sanitise their hands. Clear signage for customers must be provided at all hot/cold/finger buffet areas notifying the customer to sanitise their hands before helping themselves to food. Example: new signage image for hot/cold/finger buffet areas buffet areas Utensils and service equipment at self-service hot/cold/finger buffets must be changed regularly and replaced with clean and sanitised utensils and service equipment. This must be monitored and actioned by management accordingly. Protective screens will be used at the carvery section of buffets between the customer and the chef carving only.
BWH V5.3	09/08/21	Armelle Rainjonneau	Full document - customised to The Bridgewater Hall facilities, activities and resources
BWH V6	18/09/21	Armelle Rainjonneau	Page 4/5, 17, 19, 28/29 - Remove the requirement to fill in the Health Declaration forms for Staff and Contractor/Visitor, but replaced with a VenueShield tick box on all sign in/out log books confirming their compliance with the ASM Global Colleague and Contractor/Visitor Guidance and Covid-19 Testing Policy.
BWH V7	9/12/21	Gary Simpson	Winter Plan B Update Page 3 point 5 Insert reference to new Guidance Page 31, 32, 33 Insert Covid Pass Requirements Page 33 – Customer Face Coverings Page 2 – Background Government updates
BWH V8	10.12.21	Armelle Rainjonneau	Revocation of Plan B Page 2 - Reference made to new guidance Page 4 - Removal of reference to deep cleaning Page 4, 5 & 30- Lift guidance amended Page 4 & 18 - Remove requirement for self-declaration form for employees Page 6 - Social distancing requirements amended Page 9 - Link to testing policy updated Page 11 - Guidance on workplace outbreak link updated Page 13 & 14 - Advice for Clinically vulnerable update Page 16 – Requirement to double bag waste removed Page 26 - Removal of reference to customer Covid testing on site Page 29 - Updated face coverings guidance Page 29 & 30 - Remove requirement for Covid Pass checks
	24/2/22	Gary Simpson	
	25/01.22	Armelle Rainjonneau	
BWH V9	01/03/22	Gary Simpson Armelle Rainjonneau	All Risk Assessment scores re-assessed Page 2 - Reference made to new guidance Page 3 - Removal of requirement to test Page 3 - Reference to role guidance removed Page 4 - Social distancing guidance amended Page 5 - Cleaning guidance amended Page 5 - Meeting rooms guidance removed Page 6 - Face mask guidance amended Page 6 - Testing policy removed Page 6 - Section on business travel removed Page 6 - Section on site visitors removed Page 7 - Covid-19 outbreaks on workplace amended Page 7 - Guidance for Clinically Vulnerable employees amended Page 13-29 from V8 - All Role & Event specific requirements deleted
BWH V10	01/04/22	Armelle Rainjonneau	Page 3 - Removal of requirement to test
BWH V11	05/05/22	Armelle Rainjonneau	Page 3 - Removal of Command and Control Page 3 - General preventative measures amended Page 4/5 - Sanitisation and cleaning amended Page 3 & 7 - Scores amended

