

# BIRMINGHAM TOWN HALL CORONAVIRUS RISK ASSESSMENT



<b>Risk Assessment of</b> Birmingham Town Hall during the COVID-19 Pandemic		<b>Date of Assessment</b> September 2020
<b>Who Might be Affected?</b> Staff, clients, customers and contractors		<b>Next Review:</b> Ongoing as part of updated Government guidance. The latest review follows Step 4 of the Government Roadmap.
		<b>Name of Assessor</b> Stephanie Brown (Southalls), and Michelle Walker (B:MUSIC LTD)
		<b>NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.</b>
<b>What are the Hazards?</b>	<b>How could people be Harmed?</b>	<b>Control Measures to be Applied</b>

What are the Hazards?	How could people be Harmed?	Control Measures
<p><b>Coronavirus (Covid-19)</b></p> <p><b>Availability of employees due to self isolation - vulnerable people.</b></p>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p><b>Government Advice:</b></p> <ul style="list-style-type: none"> <li>● Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice.</li> <li>● Staff have been advised by management regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of tissue and frequent hand washing.</li> <li>● Where contractors are to come to site to carry out statutory examinations, maintenance and repairs, this must be prearranged, contractors must confirm they are fit to work and not symptomatic.</li> <li>● Where visitors (i.e. enforcement officers, auditors) attend the venue, they must confirm they are not symptomatic.</li> <li>● Personal information should be held in accordance with Data Protection legislation.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
-----------------------	-----------------------------	------------------

<p><b>Coronavirus (Covid-19) - Performing Arts</b></p>	<p>Most people are at risk from infection (staff, children, visitors, contractors etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p><b>Operating Professionals and Amateur Performers</b></p> <p>Professionals operating under the performing arts guidance must maintain social distancing in the performing arts environment wherever possible. If social distancing cannot be followed in relation to a professional activity, the organisation (B:MUSIC LTD) will consider whether this activity should continue. If the activities must continue then the following mitigation measures will be followed:</p> <ul style="list-style-type: none"> <li>○ Increasing the frequency of hand washing and surface cleaning.</li> <li>○ Keeping the activity time involved as short as possible.</li> <li>○ Using back-to-back or side-to-side positioning (rather than face-to-face) whenever possible</li> </ul> <p><b>Personal Hygiene when working on clients sites:</b></p> <ul style="list-style-type: none"> <li>● Managers to ensure that adequate welfare facilities are available on sites.</li> <li>● All workers have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis.</li> <li>● Reusable PPE will be thoroughly cleaned after use and not shared between workers</li> <li>● Single use PPE will be disposed of so that it cannot be reused</li> <li>● Workers are informed to clean and disinfect their equipment with the use of check sheets at the beginning and end of each shift / job.</li> <li>● Staff are to be encouraged to wear face coverings in public areas of the premises where they could have contact with members of the public.</li> <li>● Discourage staff from using other workers' phones, work tools and equipment, cups and drinking / eating vessels when possible. If necessary, clean and disinfect them before and after use.</li> </ul> <p><b>Site Meetings:</b></p> <ul style="list-style-type: none"> <li>● Rooms should be well ventilated / windows opened to allow fresh air circulation</li> </ul>
--	--	---

What are the Hazards?	How could people be Harmed?	Control Measures
<p><b>Coronavirus (Covid-19) - First Aid</b></p> <p><b>Coronavirus (Covid-19) - Fire Safety</b></p>	<p>Concerns of first aiders administering first aid.</p>	<p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>● In the unlikely event of cardiac arrest, do not perform rescue breaths on the casualty <a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a> <ul style="list-style-type: none"> <li>○ Do not place your face close to the casualty to hear for breathing. Watch the chest</li> <li>○ If possible, lay a towel or similar over the nose and mouth.</li> <li>○ Ensure that CPR is performed using chest compressions and if possible an defibrillator if available and trained to do so.</li> </ul> </li> </ul> <p><b>Fire Safety:</b></p> <ul style="list-style-type: none"> <li>● Stewards are trained in the Birmingham Town Hall’s evacuation procedures and are positioned at all fire doors during performances.</li> <li>● Hand sanitiser will be provided on the main fire exit doors and / or at fire assembly points and employees encouraged to use hand sanitiser when re-entering the building.</li> <li>● Usual in house testing of the fire alarm / emergency lighting will continue.</li> <li>● Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
<p><b>Spread of aerosols</b></p> <p><b>Risk of transmission between staff and customers</b></p> <p><b>Purchase and consumption of food and drink</b></p> <p><b>Transmission between people moving around building during performances</b></p>	<p>Possible increased risk of Coronavirus transmission through aerosols.</p> <p>Preparation, handling, purchase and consumption of food</p>	<ul style="list-style-type: none"> <li>● Increasing ventilation as far as possible and whenever possible, through both the use of mechanical systems and the opening of doors.</li> <li>● Specialist advice has been sought from our air conditioning provider (CBRE).</li> </ul> <p><b>Arriving and Leaving The Premise</b></p> <ul style="list-style-type: none"> <li>● Hand washing facilities (or hand sanitisers) available at entry and exit points.</li> <li>● Security points such as keypads or passes at entry and exit points are to be cleaned regularly to reduce the risk of transmission.</li> <li>● It will be communicated to staff about any changes to entry and exit points that may affect pedestrian parking and access to disabled parking.</li> </ul> <p><b>Cloakrooms</b></p> <ul style="list-style-type: none"> <li>● If cloakrooms are in use disposable gloves and sanitizing spray are available to stewards, to reduce direct contact with customer belongings.</li> <li>● The audience is suggested to limit the items they bring to the venue.</li> </ul> <p><b>Managing Food and Drink Purchases including food and drink Consumption</b></p> <ul style="list-style-type: none"> <li>● Drinks will be available for guests to purchase from the bar.</li> <li>● Contactless payment is encouraged</li> <li>● Staff are encouraged to wear face masks</li> <li>● The option to buy via the website is available as well in person at the bar.</li> </ul> <p><b>Entrance, Exits and Managing the Flow of People</b></p> <ul style="list-style-type: none"> <li>● Visitors will be encouraged to use hand sanitisers or hand washing facilities as they enter the venue.</li> <li>● To limit guest contact with performers and staff no visitors will be permitted backstage. Guests are not permitted to take photographs with performers.</li> </ul> <p><b>Seating Arrangements and Use of Common Areas</b></p> <ul style="list-style-type: none"> <li>● Allocated seating will be provided through ticketing</li> <li>● Audience members are encouraged not to bring in a large amount of bags or coats to the auditoria.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
<b>Face Coverings</b>	Risk of virus transmission is increased in enclosed spaces without face coverings	<ul style="list-style-type: none"> <li>The auditoria is cleaned frequently following a cleaning schedule. Sufficient time is allowed in between performances to undertake cleaning before and after performances.</li> </ul> <p><b>Managing the use of Toilet Facilities</b></p> <ul style="list-style-type: none"> <li>Toilets are kept open to promote good personal hygiene.</li> <li>Facilities will be kept well ventilated where possible. Due to the layout of the toilets in Birmingham Town Hall the entrance/exit doors will be kept closed to maintain privacy.</li> <li>Increased cleaning schedule is in place with particular attention on touch points such as surfaces.</li> </ul> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>Face coverings are encouraged to be worn by members of the public and staff members throughout Birmingham Town Hall.</li> </ul>
<b>Coronavirus (COVID-19) -</b>	Risk of virus transmission between workers and performers during rehearsals, performances and their	<p><b>Changing Rooms and Showers</b></p> <p>An enhanced cleaning schedule is used to regularly clean facilities throughout the day and at the end of the day.</p> <ul style="list-style-type: none"> <li>Hand sanitisers are available at frequently used touchpoints.</li> </ul> <p><b>Stage Management</b></p> <ul style="list-style-type: none"> <li>Only essential workers are allowed on stage, and a restricted amount of staff are allowed backstage.</li> <li>Customers or visitors are not allowed backstage or near the stage door.</li> </ul>
<b>Lateral Flow Testing</b>	Risk of the transmission of the virus between staff, visitors, workers and performers during related activities.	<ul style="list-style-type: none"> <li>All visitors, staff , including artists and contractors are required to take a Lateral Flow Test (LFT). The LFT must be negative 24 hours before attending the premises.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
-----------------------	-----------------------------	------------------

**Please contact Stephanie Brown at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.**