



the BottleYardSTUDIOS

Risk Assessment for The Bottle Yard Studios
Assessed by: Bristol City Council Safety Health & Wellbeing Team
Approved on: 10.06.20
Review dates: Monthly or when Government guidance changes

This risk assessment provides a consistent way of managing the risks associated with the COVID-19 virus infection. The assessment is applicable to all areas of The Bottle Yard Studios that are operating during the COVID-19 pandemic.

COVID-19 is predominantly transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

The assessment provides risk controls that are in line with guidance provided by UK Government and Public Health England which include [social distancing](#), [handwashing and other hygiene measures](#), and [cleaning](#) of surfaces. This risk assessment applies to all BCC staff, TBYS tenants, clients, visitors and contractors occupying our premises. The responsible manager for the Bottle Yard Studios is responsible for ensuring that the risk assessment and the relevant controls have been put in place and that staff, tenants, clients, contractors and visitors have been adequately informed of what they need to do to keep themselves safe.

Tenants and production clients occupying space at The Bottle Yard Studios may use this risk assessment, accompanying action plan and Site Operating Procedures documents to form the basis of their own COVID-19 specific risk assessment. TBYS documents alone will not be accepted as a permissible risk assessment, which must be issued to TBYS COVID-19 Supervisor prior to being permitted to work onsite.

Bristol City Council's corporate health and safety team will undertake proactive monitoring to ensure compliance and provide the necessary assurance to the Corporate Leadership Team.

SECTION 1- Identifying Hazards and Existing Precautions

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (<i>Risk Rating Matrix Table 1</i>)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (<i>Risk Rating Matrix Table 1</i>)?	What is The Risk Rating (<i>See Note Below & Risk Rating Matrix Table 2</i>)
Buildings	Buildings and systems e.g. heating & water systems not functioning safely after period of closure	Staff, visitors	serious	<p>Government guidelines</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>City Hall and Temple Street have maintained all relevant proactive maintenance regimes</p>	possible	medium
Travel to and from work	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	Staff, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</p> <p>Wash / sanitise hands before and after your journey</p> <p>If you can, wear a face covering if you need to use public transport</p>	possible	high
Transmission of or infection with Covid-19 due to inappropriate staffing allocation	As 1 and 2 above	Staff, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>All those staff who can work from home-should continue as a first option</p> <p>Controlled procedure for permission to use premises in place</p> <p>All proposed staff to attend premises to have been risk assessed</p> <p>Staggered start / finish and break times</p> <p>Site plans developed and shared, indicating desks / seating</p>	possible	high

				<p>for use to maintain social distancing. Avoiding face to face workstations</p> <p>Clear markings on desks to be used / not used</p> <p>Allocated desk system introduced</p> <p>One way systems introduced where possible</p> <p>One Person per lift</p> <p>Fixed teams or partnering to be introduced to limit the number of physical interactions</p>		
Poor hygiene	As 1 and 2 above	Staff, visitors	major	<p>Existing good practices and Government advice</p> <p>Use of face covering-Though there is no requirement to wear a face covering, if social distancing can be maintained, it may protect others if you are infected but have not developed systems</p> <p>Signage to remind staff / visitors to wash hands for at least 20 seconds</p> <p>Hygiene stations to be set up with wipes / sanitiser in relevant positions</p> <p>Where possible, provide paper towels as an alternative to hand dryers</p>	possible	high
Access to and egress from buildings	As 1 and 2 above	Staff, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance on social distancing</p> <p>https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</p> <p>Turnstiles, marked up for in / out , use outside ones to keep staff apart</p> <p>One Person per lift, markings to indicate waiting position</p>	possible	high
Corridors / Stairs / Resource Areas	As 1 and 2 above	Staff, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>one person per lift, one way systems marked</p> <p>where possible one way system marked, one person per lift, consider main stairs predominately used for descending</p> <p>Resource areas, mark out 2m, only have one printer in each area</p>	possible	high
Outside areas	As 1 and 2 above	Staff, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p>	possible	high
Dining areas	As 1 and 2 above	Staff, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>Remove some furniture to create social distancing</p> <p>Indicate 2m distance</p> <p>Sign booths to indicate safe usage</p>	possible	high

Meeting rooms	As 1 and 2 above	Staff, visitors	major	Existing Public Health England (PHE) /Government guidance as above Remove desks / chairs so only relevant number of staff can use space, indicate / mark where remaining seating must be Signs on Doors to indicate maximum capacity Change use of smaller rooms to single occupancy Maintain good ventilation	possible	high
External providers, visitors and contractors	As 1 and 2 above	Staff, visitors	major	Existing Public Health England (PHE) /Government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres	possible	high
Deliveries	As 1 and 2 above	staff		Existing Public Health England (PHE) /Government general guidance	possible	high
Cleaning	As 1 and 2 above	Staff, visitors	major	Existing Public Health England (PHE) /Government guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Chairs, handles to be wiped prior to and after use	possible	high
Use of Changing facilities, showers and drying rooms	As 1 and 2 above	Staff, visitors	major	Existing Public Health England (PHE) /Government guidance Maintain social distancing, determine max number of staff permitted to use facility and sign accordingly	possible	high
Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Staff, visitors	major	Staff informed that anyone developing symptoms are to leave the premises immediately, informing their Manager	possible	high
Emergency evacuations	As 1 and 2 above	Staff, visitors	major	Buildings specific evacuation plan, maintaining social distancing throughout. Personal Emergency Evacuation Plans reviewed.	possible	high
Altered working protocols	Stress	Staff	major	Ongoing communications via Internal Communications and team meetings. Consultation with Trade Unions. BCC EAP	possible	high
Working with Staff who are experiencing stress or trauma	Secondary and vicarious trauma:	Staff	major	BCC EAP	possible	high

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

Section 2 - ACTION PLAN - additional precautions

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
General note: The Bottle Yard Studios (TBYS) Site Operating Procedures (SOP) was approved by BCC corporate H&S on 10.06.20 and outlines the Studios comprehensive approach to mitigating risks identified. The document serves to provide TBYS Tenants & Clients with a set of strict operational procedures and policies that must be adhered to at all times. Failure to adhere to such protocols will result in individual(s) being asked to leave the site.				
Buildings and systems e.g. heating will not be functioning safely after period of closure	Government guidance All systems should be checked : heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc. A deep clean will be needed following cleaning guidance.	Site Management/ BCC Building Practice	15.06.20	Deep clean of site conducted w/c 1.6.20. Additional cleaning regime in place to include daily cleaning of the security Gatehouse, which had continued to be cleaned daily throughout lockdown. As Site did not actually close, all system checks and routine maintenance have continued to take place.
Transmission of or infection with Covid-19 during travel to and from work	Avoid use of public transport wherever possible Where unavoidable follow PHE guidance https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice Consider providing additional parking or bike-racks	All staff, clients, Tenants, visitors and contractors Site Management	15.06.20	Additional bike parking is being considered (1.6.20)
Transmission of or infection with Covid-19 due to inappropriate staffing allocation	<p>Staffing allocation may need to be done on a daily basis and consider the following:</p> <p>Authorisation onto the BCC sites will be controlled. Heads of Service to nominate Staff, a Staff centred Risk Assessment will be completed before agreement to use premises. Is granted.</p> <p>Staff must have read the risk assessment and safe working guidelines and agree to adhere to them before entering.</p> <p>Staff to confirm if they wish to go into Premise and this will be confirmed by the Manager.</p> <p>Suitable and sufficient provision must be made for the provision of first aid, emergency procedures response, Personal Emergency Evacuation Plans etc.</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should</p>	Site Management & Tenant Management.	15.06.20	TBYS staff have been allocated a strict staffing bubble with zoned office and toilet areas and restricted site access in some cases. where possible, TBYS staff will work from home although most staff are required onsite to facilitate the operational needs of the business. TBYS staff have amended desk allocation to enable appropriate and controlled social distancing to be achieved. TBYS Reception and post room have been adjusted to enable clients, deliveries, and visitors to socially distance. TBYS staffing rota is being introduced to encourage WFH as much as practicably possible from 15.06.20 onwards.

	<p>wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a premises– they are spread out across the whole site.</p> <p>No lone working is permitted.</p> <p>Staff to avoid non-essential trips within the buildings</p> <p>Reduce occupancy for lifts, and encourage use of Stairs</p> <p>Avoid employees working face-to-face. Create opportunities to work side-by-side or facing away from each other where possible</p> <p>Use screens to create a physical barrier between people where appropriate i.e. protective screening for staff in receptions or similar areas</p> <p>Staggering work entry / exit times and break times to reduce pressure on the entrances and break rooms.</p>			<p>TBYS staff are always in radio contact with 24/7 onsite security meaning Lone Working is mitigated against.</p>
<p>Transmission of or infection with Covid-19 due to poor hygiene</p>	<p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Keep 2m away from others at all times.</p> <p>Washing/sanitising hands hourly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available.</p> <p>Avoid touching hands to face but if necessary clean before and afterwards</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Talks will be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms.</p>	<p>All staff, clients, Tenants, visitors and contractors</p>	<p>15.06.20</p>	<p>Additional sinks have been installed to enable visitors/contractors to wash hands upon arrival.</p> <p>Hand sanitisation points have been erected around the site.</p> <p>Increased cleaning provision is in place, using virus killing products (NB not tested on C-19).</p> <p>Additional refuse bins have been installed around the site.</p> <p>Anti-bacterial sprays have been deployed around the site for clients to use as they wish in communal areas.</p> <p>Toilet seat sanitation sprays have been installed in all toilets.</p> <p>TBYS Site Operating Procedures outline how clients should approach cleaning onsite to ensure one consistent approach is upheld.</p>

<p>Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings</p>	<p>Consider having one route for entering the building and separate one for exiting if possible</p> <p>Consider staggered arrival times</p> <p>In reception areas</p> <p>Wash/sanitise hands on arrival and departure</p> <p>Use automatic doors where available</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Stagger arrival times and explain rationale.</p> <p>Notices to inform of protocols, 2m distance, hand washing/sanitising etc.</p> <p>All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19</p> <p>Use screens to protect reception staff</p> <p>Plan safe collection system for deliveries / collections– e.g. staggered times for leaving /collection and demarcated designated waiting areas</p>	<p>All staff, clients, Tenants, visitors and contractors</p>	<p>15.06.20</p>	<p>TBYS staff already have staggered start times.</p> <p>TBYS Site Operating Procedures recommend staggered start times.</p> <p>The site has been zoned and clients informed that strictly no free flow access is permitted around the site. See SOP.</p> <p>Daily stand ups with TBYS C-19 Supervisor and client C-19 Supervisors will enable close control of client movements around the site.</p> <p>Only approved vehicles who display a valid parking permit will be permitted onsite. We are working with BCC Ops Centre to roll out ANPR to enforce access/egress better.</p> <p>TBYS are currently working with our IT support to roll out digital sign in systems for use by all TBYS clients. This will enable clear tracking of crew, visitors and contractors on a daily basis (including tracking of how they travelled to site).</p> <p>TBYS Reception and post room have been adjusted to enable clients, deliveries, and visitors to socially distance. Clients have a designated timed daily collection window.</p>
<p>Transmission of or infection with Covid-19 due to corridor congestion</p>	<p>Use social distancing guidelines of 2m minimum distance between people.</p> <p>Use visual reminders of the 2m distance e.g. on floors and walls</p> <p>Use one-way circulation systems where possible</p> <p>Consider staggered use of corridors</p>	<p>All staff, clients, Tenants, visitors and contractors</p>	<p>15.06.20</p>	<p>It is mandatory to wear masks onsite in all communal areas.</p> <p>A 'walk on the left' approach has been encouraged across the site to promote one way routes.</p> <p>Where one way routes are not possible (some stairwells and corridors) masks must be worn and social distancing abided. Signage has been erected in these areas.</p>
<p>Transmission of or infection with Covid-19 due to poor arrangements in dining / canteen congestion</p>	<p>Food and drink should only be consumed in dedicated facilities.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all people when entering and leaving the area.</p>	<p>All staff, clients, Tenants, visitors and contractors</p>	<p>15.06.20</p>	<p>Clear guidance is set out in SOP for how clients should approach crew dining requirements.</p> <p>Crockery and cutlery within communal kitchenettes have been removed based on advice sought and received from BCC Corporate H&S.</p>

	<p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact. Reconfigure seating to accommodate safe spacing.</p> <p>Where possible crockery, eating utensils, cups etc. should not be used..</p> <p>Drinking water should be provided and enhanced cleaning measures of the tap mechanism introduced.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>			<p>Drinking water signage is erected across the site.</p> <p>Only one member of TBYS staff is permitted to access the office kitchenette at a time in effect as of 08.06.20.</p> <p>Cleaning products are available in all communal kitchenettes onsite to wipe down before and after use.</p> <p>The Cafe is open with 2 people at a time access.</p>
Transmission of or infection with virus in outside areas	<p>Social distance to be observed.</p> <p>Staggered use of outdoors and the spaces within is advisable.</p>	All staff, clients, Tenants, visitors and contractors	15.06.20	TBYS have placed additional picnic benches to encourage outside meetings and dining as much as possible.
Transmission of or infection with Covid-19 due to congestion	<p>Staff to maintain a safe distance between each other (2 metres).</p> <p>Limit the number of people in each room/area to follow social distancing guidance.</p> <p>All persons are to wash their hands upon entering premises.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands every hour. • Wash hands if face is touched (but avoid wherever possible and if needed wash hands first) • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the Council.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete activities which relate directly to their job descriptions which cannot be completed at home. • Keep meetings to under 15 minutes • No physical contact. • No close contact activities (2 metre distance), work side by side or facing away rather than face to face. 	All staff	15.06.20	All instructed in either SOP or staff working risk assessment.

	<p>Activities and resources</p> <ul style="list-style-type: none"> All shared resources to be cleaned after use. 			
<p>Transmission of or infection with Covid-19 by external providers, visitors and contractors</p>	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the premises are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash/sanitise their hands upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	<p>All staff, clients, Tenants, visitors and contractors</p>	<p>15.06.20</p>	<p>Visitors and contractors must sign a health declaration prior to or upon arrival at the Studios.</p> <p>Temperatures are taken at reception.</p> <p>Dedicated toilet facilities have been assigned for visitors/contractors.</p> <p>All visitors must report to TBYS Covid-19 Supervisor upon arrival for any specific induction information to reduce free flowing around the site.</p>
<p>Transmission of or infection with Covid-19 during deliveries</p>	<p>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for</p> <p>Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages in a safe place –school staff not to approach delivery staff</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of people are on site (i.e. after normal opening hours).</p>	<p>All staff and clients</p>	<p>15.06.20</p>	<p>A new post room has been set up in a large and highly ventilated area onsite. A one way system is in place and clients have designated post collection times.</p> <p>TBYS staff will wear appropriate PPE when working in the post room.</p> <p>Only one delivery vehicle is permitted outside TBYS Reception at a time. TBYS security will instruct others to park and wait on the hill approaching reception until it is free to move forward. These measures are in place to ensure congestion levels are kept down.</p> <p>Bristol Waste and ETM will be instructed to collect waste as early as possible.</p>
<p>Transmission of or infection with Covid-19 due to inadequate cleaning</p>	<p>Continue to follow Government guidance.</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment,</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p>	<p>All staff, clients, Tenants, visitors and contractors</p>	<p>15.06.20</p>	<p>TBYS have amended the cleaning regime on site to include regularly and consistent sanitization of high volume touch points and toilet facilities.</p> <p>Additional cleaning resources will be brought in to increase cleaning further as the site</p>

	<p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> ● Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, finger plates, lift button panels, window handles, taps, sinks, shared keyboards & mice, etc. ● Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate ● Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. ● Only cleaning products supplied by the Council are to be used. ● Bin liners should be used in all bins ● Consider storage for staff clothes and bags ● Consider washing premises staff uniforms on site rather than at home 			<p>welcomes more filming clients back in July 2020.</p> <p>Additional refuse bins have been installed across the site.</p> <p>Anti-bacterial cleaning sprays have been distributed to all communal kitchenettes for clients use.</p> <p>Increased hand washing facilities and hand sanitiser sprays have been installed.</p> <p>Hand towels are located in all toilets onsite.</p> <p>PPE refuse will be double bagged.</p>
<p>Transmission of or infection with Covid-19 during use of changing facilities/showers/drying rooms</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins</p>	<p>All staff, clients, & Tenants,</p>	<p>15.06.20</p>	<p>Shower facilities are currently locked.</p> <p>Showers will be allocated to each client upon request and cleaned after every use (managed by the client/Tenant).</p>
<p>Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms</p>	<p>If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> ● Notify their Manager / WPS immediately. ● Avoid touching anything. ● Go home immediately ● All other persons are to maintain a safe distance from affected individual. 	<p>All staff, clients, Tenants, visitors and contractors</p>	<p>15.06.20</p>	<p>All included within TBYS SOP and staff Risk Assessment.</p> <p>An isolation room has been assigned for anyone experiencing Covid-19 symptoms which will be thoroughly cleaned after each use.</p> <p>Every person coming onto site must sign a health declaration.</p>

	<ul style="list-style-type: none"> • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks</p>			
Transmission of or infection with Covid-19 during emergency evacuations	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed.	All staff, clients, Tenants, visitors and contractors	15.06.20	TBYS's FEEP & Fire Policy are issued to TBYS clients upon induction to the site where this approach will be communicated.
Stress	<p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>Work tasks may need revision. Staff/Trade Unions must be involved in the creation of processes and schemes of work which will enable workloads to be carried out safely. These must be realistic and holistic. Expectations will need to be different and a period of review of new practices must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance begins.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p>	All staff, clients, Tenants, visitors and contractors	15.06.20	<p>TBYS have a wellbeing room, available for anyone using the site. It is available on a first come first served basis and will be thoroughly cleaned after each use.</p> <p>TBYS SOP acknowledges stress and wellbeing and signposts clients and Tenants to industry support available.</p>
Secondary and Vicarious Trauma	Make relevant managers/staff aware of risks. Conduct training. Emphasise EAP.	All staff	15.06.20	

RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk