

RISK ASSESSMENT for Office working

Project: Tri-borough Music Hub Office Space @ Lyric

DATE OF ASSESSMENT: 09/03/2021

ASSESSOR/S: Stuart Whatmore

VENUE'S OWN RISK ASSESSMENT ATTACHED:

DATES WHICH RISK ASSESSMENT COVERS: 12/04/2021 – 31/09/2021

LOCATION: Lyric Hammersmith – Partners office, Reuben Foundation Wing

STAFF: Stuart Whatmore, Alex Wood, Jane Da Costa, Hannah Keohane, Sophia Allen, Jonathan Chambers, Katie Stuffelbeam, Shannen Knutsen, Finn Butler. Additional TBMH staff members may access office space on ad hoc basis (Livia Frankish, Patrick Cassidy, Larisa Sceadei, Amy Fisher)

OTHER INFO AS NECESSARY: Tri-borough Music Hub (TBMH) is the lead organisation that oversees music education across three LAs, delivering a large programme of work in/out of school for the benefit of pupils, schools, the workforce and the community. Their office is based within the Lyric Hammersmith. This RA has been updated to adhere to latest Covid-19 guidelines.

RISK IDENTIFIED	LEVEL OF RISK (L,M,H)	WHO IS AT RISK	PRECAUTIONS IN PLACE	ACTIONS REQUIRED / PERSON RESPONSIBLE	NOTES
Slips, trips and falls	L	All staff Visitors* Staff and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> • Good general housekeeping, spills cleared immediately etc • All areas are well lit • All cables/leads are secured • Staff keep work areas clear, deliveries are stored immediately out of walkways • Offices are cleaned every morning • First aid available in the building at all times 	All staff Head, Deputy Head and Business Manager to monitor	
Manual handling of instruments, paper, office equipment, moving of furniture etc	L	All staff Staff risk injuries or back pain from handling heavy/bulky objects e.g. deliveries of paper; moving instruments etc	<ul style="list-style-type: none"> • Trolley & lifts used to transport deliveries & heavy loads from Box Office or rooms with activity • Trolley & lifts used to transport any heavy loads to and from loading bay for transportation • High shelves for light objects only 	All staff Head, Deputy Head and Business Manager to monitor	Staff to share carrying heavy loads Staff to request help when needed

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			<ul style="list-style-type: none"> Staff to work together to move furniture & are shown how to lift correctly to avoid back injury – staff are reminded to not try and lift objects that are too heavy to lift alone. 		All staff to take online Manual Handling training via the LA
Display screen equipment	M	<p>All staff</p> <p>Staff risk posture problems and pain, discomfort or injuries e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur e.g. if the lighting is poor</p>	<ul style="list-style-type: none"> Workstation and equipment set to ensure good posture and to avoid glare and reflections of the screen Shared workstations are assessed for all users – chairs and screens are easily able to be readjusted for all users Work planned to include regular breaks or change of activity Lighting and temperature suitably controlled Noise levels controlled Laptop users to be supplied with accessories i.e. mouse, laptop stand as wanted and required 	<p>All staff</p> <p>Head, Deputy Head and Business Manager to monitor</p>	All staff to take online DSE training via the LA
Working at height – filing on top shelves, putting up decorations etc	L	<p>All staff</p> <p>Falls from any height can cause bruising and fractures</p>	<ul style="list-style-type: none"> Staff are provided with sturdy step ladder for reaching anything from height, and are reminded to have spotter with them at all times No heavy items are stored on high shelves 	<p>All staff</p> <p>Head, Deputy Head and Business Manager to monitor</p>	
Stress	M	All staff	<ul style="list-style-type: none"> Staff understand what their duties and responsibilities are and what they must do to fulfil their jobs 	All staff	



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		Staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> Staff can talk to the Head or their Line Manager if they are feeling unwell or uneasy about things at work LA policies on dignity at work and bullying 	Head, Deputy Head and Business Manager to monitor	
Electrical	L	<p>All staff</p> <p>Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> Staff are required to report any defective plugs, discoloured sockets or damaged cable/equipment immediately to the Head or their Line Manager. Defective/damaged electrical items that are part of the building must also be reported to the Lyric Hammersmith as soon as possible. Defective equipment is taken out of use safely and promptly replaced Staff are not to bring in their own appliances All office appliances are to be PAT tested regularly 	<p>All staff</p> <p>Head, Deputy Head and Business Manager to monitor</p>	All lights and electronic devices to be unplugged and switched off each day (with the exception of office fridge)
Emergency evacuation/invacuation i.e. Fire, terror attacks etc.	L	<p>All staff</p> <p>Visitors*</p> <p>If trapped staff/visitors could suffer fatal injuries from smoke inhalations/burns, bombs, knife attacks etc</p>	<ul style="list-style-type: none"> The TBMH office is based in a public building, Lyric Hammersmith, who have a full Fire Safety Procedure and Terror Procedure – all staff to be briefed on both procedures and to take part in regular fire route walks & an invacuation. All staff and visitors are required to sign into and out of the building, and a register is taken from sign in/out sheets in the event of an evacuations/invacuation 	<p>Lyric Hammersmith</p> <p>All staff</p> <p>Head, Deputy Head and Business Manager to monitor</p>	

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			<ul style="list-style-type: none"> Staff are responsible for ensuring visitors leave during an evacuation or are taken to the evacuation point in one of these unlikely events All activity/ensembles will have a grab-bag containing key information (emergency contact details, medical records etc) that is kept up to date, with one key person assigned responsibility for each activity. 	<p>Admin staff</p> <p>Ensemble staff</p>	
Lone working	L	<p>All staff</p> <p>Staff could suffer injury or ill health whilst out of the office i.e. at a venue or working alone in the office</p>	<ul style="list-style-type: none"> Staff to ensure digital work diaries are fully up to date with precise visit details, and that their Line manager (other colleagues) are aware of their movements. Office notice board to be updated with in/out office working days so wider team can see planned occupancy Staff not returning to the office after a visit to call and inform other staff Lyric Hammersmith have security staff who check all areas of the building before locking up at night 	<p>All staff</p> <p>Head, Deputy Head and Business Manager to monitor</p>	
Instrument store	L	<p>All staff</p> <p>Staff could have an accident connected with accessing the instrument store. Staff risk injuries from handling heavy/bulky objects</p>	<ul style="list-style-type: none"> Staff to go with another person to the store, if this is not possible, staff are not to collect heavy/bulky objects alone 	<p>All staff</p> <p>Head, Deputy Head and Business Manager to monitor</p>	

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Burns from hot drinks	L	All staff Visitors* Staff could burn themselves or others. If a hot beverage is spilt someone could slip	<ul style="list-style-type: none"> Staff to be careful when making and carrying hot beverages – ensure a clearpath before carrying hot beverage Any spillages to be cleared up immediately Mugs are not to be filled to full capacity to reduce risk of spillage 	All staff	
Coronavirus	H	All staff	<ul style="list-style-type: none"> A staff rota has been set up to ensure there is not overcrowding and social distancing can be adhered to in the office. Staff should communicate if this schedule needs to be altered. Staff are encouraged to sign in through the NHSTest & Track system. Staff will be required to wear masks as they enter the building. Staff will be encouraged to wear masks when moving around the office & building. Perspex screens have been installed on desks between staff. Staff will not be able to swap desks or use other staff's equipment or phones. The Partner's Office has a fresh air HVAC system installed. The provision of a constant supply of fresh air (up to 8 air changes per hour) minimises the need to open additional windows and doors as per HSE guidance. 	All staff	TBMH will take a flexible approach to a phased return, providing all in-person activity can be adequately, equitably and fairly staffed

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			<ul style="list-style-type: none"> • Staff will be required to keep clear desks to allow easy access for deep cleaning. Staff should wipe their desks at the start and end of each day as an extra measure. • Staff will be expected to bring their own cutlery and will be required to clean this themselves. • Shared surfaces in the office (e.g. kettle, water cooler, cupboards etc) will need to be cleaned pre and post use. • Staff will be required to read and sign a Covid Protocol list which dictates their responsibilities. This includes not coming to work if them or anyone in their household displays COVID symptoms; to notify the team immediately if they have come into contact with someone with COVID; wear a facemask and wash hands regularly; take care on public transport. 		

*During the current coronavirus pandemic, external visitors will not be allowed into the building.

Assessment review date: 07/06/2021

Whilst every effort has been made to identify and deal with the key risks associated with working in the TBMH office, this document can never be exhaustive. A risk assessment is not a substitution for common sense or knowledge. If an omission has been made or there is further detail that can be added please contact: stuart.whatmore@rbkc.gov.uk or alex.wood@rbkc.gov.uk