

The Guildhall Trust

Portsmouth Guildhall, Guildhall Square
Portsmouth, PO1 2AB

Telephone: 02393870207

Website www.portsmouthguildhall.org.uk



Dance Live! Day

Reference: Dance Live! Day

Revision Number: 0

Author: Nick Coles

Job Role: Head of Building Services

Date Created: 29 Sep 22

Date Modified: 29 Sep 22

1.0 Method Statement

- | | |
|-------------------------------------|------------------------------------------|
| 1.1 - Covid 19 / Coronavirus | 1.2 - Personnel involved in this project |
| 1.3 - Training & Competence | 1.4 - Legislation |
| 1.5 - Access arrangements | 1.6 - General waste handling |
| 1.7 - Emergency procedures | 1.8 - First aid provision |
| 1.9 - Welfare provision | 1.10 - Manual handling. |
| 1.11 - Amendments and Authorisation | |

2.0 Risk Assessment

- | | |
|--------------------------------------------------|------------------------------|
| 2.1 - Young Persons | 2.2 - Coronavirus / Covid 19 |
| 2.3 - Access and egress onto and around the site | |

The Guildhall Trust

Portsmouth Guildhall, Guildhall Square
Portsmouth, PO1 2AB

Telephone: 02393870207

Website www.portsmouthguildhall.org.uk



1.0 Method Statement

Project: Dance Live! Day

Reference: Dance Live! Day

Site Address:

Portsmouth Guildhall
Portsmouth
PO1 2AB

Start date: 29 Sep 22

End/Review date: 29 Sep 22

1.1 Covid 19 / Coronavirus

Due to the ongoing Covid19 / Coronavirus pandemic, we have included Covid 19/Coronavirus as we consider this to be a significant risk to our workforce. We believe the site is wholly compliant with the current Covid-19 Regulations.

Specific details of how the site is managing Covid 19 / Coronavirus are detailed within the venues covid-19 policies.

As a company (Including all sub-contractors), we shall comply with all rules implemented by the management team to control Covid 19 / Coronavirus on their site.

1.2 Personnel involved in this project

The following persons will be working on site throughout this project:

- Hayley Reay, Nick Coles, Cherry Lambert, Ben Clabon, Tom McGuigan

1.3 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project.

1.4 Legislation

Delete As Appropriate

Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work Regulations 1992.
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Coronavirus Act 2020

1.5 Access arrangements

All company Employees and contractors will be inducted in before commencing with work on site.

Access and egress from the site shall be via the designated entrance and exit routes provided by the management team. The management team will be informed of any problems with access & egress routes should they arise.

Upon arrival, all employees and contractors will sign in at the reception (Or other designated area) before accessing the working area on site. Before leaving the site, all employees and contractors will sign out.

1.6 General waste handling

In the event of any environmental incidents, including spillages, the Building Services Manager or Delegate must be informed immediately.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials.

When transporting waste externally, routes will be planned that do not expose the public to any waste materials. Where this cannot be avoided, the issue shall be reported to the Building services manager or Technical manager and assessed accordingly. All external routes for transporting waste shall be segregated using barriers with warning signs according to the health and Safety (Safety signs and signals) Regulations and be of sufficient structural soundness to prevent unauthorised access.

When handling waste, PPE is required according to venue rules, or the specific COSHH assessment (If applicable).

1.7 Emergency procedures

Development and implementation of the venue emergency procedures is the responsibility of the management team. Details of the venue emergency procedures are available online or at reception

Instruction and information related to site emergency procedures will take place during the induction which all working personnel are required to attend. In the event of uncertainty, all site operatives should discuss with their Line Manager or site contact.

If any of the site emergency procedures change, all regular personnel shall be informed to ensure that they are aware of all emergency requirements at all times.

1.8 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information; All operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of Operatives and site and stocked with contents according to BS 8599 unless a site first aid assessment dictates otherwise

The Principal Contractor shall be responsible for the site first aid provisions.

The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
Low hazard – Offices, shops, libraries etc.	Less than 25	At least 1 appointed first aider
	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
Higher hazard – Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Less than 5	At least 1 appointed first aider
	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.9 Welfare provision

Provision of welfare arrangements within the venue is the responsibility of the Management team.

All welfare facilities shall be compliant with Eu regulations - this includes the provision, as a minimum, of the following:

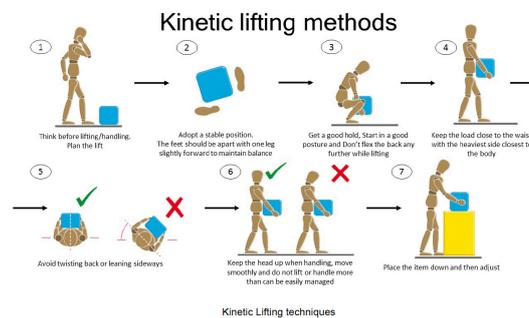
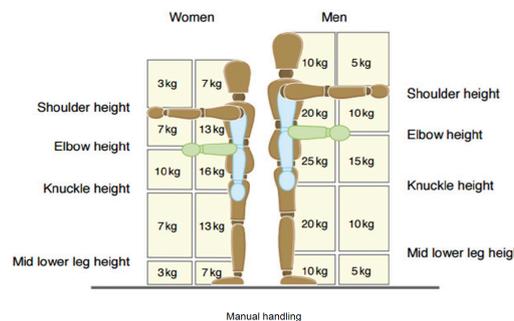
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of hot water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities within the venue are required to be safe and hygienic.

1.10 Manual handling.

Where is reasonably Practicable, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be lifted and carried, all personnel shall ensure the route planned is clear or hazards, the item weight is safe or ask for help from colleagues. All company operatives shall adopt Kinetic lifting methods as depicted below:



Kinetic Lifting Techniques

1.11 Amendments and Authorisation

In the event of changes from the proposed scope the member of staff will notify the Technical Manager or Buildings Manager and inform them of the change to the work scope.

If required, the RAMs document will be edited as necessary to reflect a significant change and re-submitted to the Technical Manager or Buildings Manager for approval.



2.0 Risk Assessment

Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4	Low risk	This level of risk is acceptable to the company. Proceed with caution and stop the job if anything changes.
	x		
Severity of injury	5	Medium risk	This level of risk is acceptable to the company if it cannot be reduced further following a review by an Authorised Person within the company.
	=		
Risk/Residual risk	20	High risk	This level of risk is unacceptable and additional controls are needed to reduce the overall level of risk to an acceptable level.

Severity of injury	Likelihood of injury				
	1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
Negligible injury such as bruises and abrasions	1	2	3	4	5
Minor Injury requiring first aid treatment	2	4	6	8	10
1-7 day absence from work injury	3	6	9	12	15
Regulatory reportable injury, disease or event	4	8	12	16	20
Disability, fatality or injury to the public	5	10	15	20	25

2.1 Young Persons

Hazard Description: 2.1.1 slips trips and falls due to spillages or trailing cables

Person at risk: Public

Risk	Risk Rating	Control measures	Residual Risk
<p>Staff are trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches.</p> <p>Work stations and equipment set to ensure good posture and to avoid glare and reflection on the screen.</p> <p>Adjustable blinds at the window to control natural light on screen.</p> <p>Regular breaks are possible.</p> <p>Noise level controlled.</p> <p>minor injuries through slips trips and falls from same height</p> <p>financial loss</p> <p>loss of time</p> <p>loss of equipment</p> <p>due to -</p> <p>poor housekeeping</p> <p>unsafe running of cables</p> <p>poor workspace management</p> <p>lack of signage</p>	1	Floors vacuumed before facility opens.	1
	x	Good housekeeping encourage by all staff.	x
	3	Good lighting in all areas.	2
	=	Good floor conditions.	=
	3	Warning signage is used by staff	2
		All staff ensure a good standard of general housekeeping is carried out.	
		Cleaning materials and signs available to staff, if required to clean up spillage.	
		All areas are well lit, including stairs.	
		No trailing leads or cables unless they are covered correctly.	
		Nosing on stairs.	
	All enclosed stairwells have at least one handrail on one side.		
	Guildhall staff grit outside front doors and fire exits in adverse conditions.		
	Railing positioned on balcony wall in front of steps.		
	FOH staff and security to monitor public during events and to react to situations that may endanger life or injury.		

Hazard Description: 2.1.2 noise exposure to young persons

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
YP might suffer permanent or temporary hearing	2	Ear protection provided as appropriate.	1
	x	Visual warning notices. YP would be rotated between quiet and noisy	x

damage from long exposure to loud music. temporary hearing loss financial loss	2 = 4	area.	3 = 3
--------------------------------------------------------------------------------	--------------------	-------	--------------------

due to -

Exposure to loud music or noise for prolonged periods
lack of supervision
lack of signage

Hazard Description: 2.1.3 performing on stage

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
young persons performing on stage and using other areas of the building they are unfamiliar with. could cause slips, trips or falls on and off the stage.	4 x 4 = 16	The stage is already set up by the stage technicians and checked before use. Area staffed by stage crew. Performers are encouraged to have a rehearsal before performance. Unsafe practice on stage or back stage witnessed by staff will be stopped and then reported to event organiser.. Areas cleared or set up for event. Organisers ensure activities taking place in area are well supervised. Risk assessments provided. Teachers and school staff to ensure no horseplay by young persons whilst on stage or rostra during rehearsals and performance	2 x 4 = 8
potential fall from height, Broken bones, Head injury, Minor Injury, Major Injury, financial loss, loss of equipment		prior to rehearsals, vrefiing to be taken with teachers/staff/adult	

caused by -

Lack of barrier on stage
Insufficient guidance or awareness
Lack of supervision
Items left on stage causing trip hazard
lack of instruction

Hazard Description: 2.1.4 young person working or performing

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
------	-------------	------------------	---------------

<p>Increased risk or injury to young person due to their inexperience and working times</p> <p>consequences - Personal injury (major/minor), Property damage, Potential financial loss</p> <p>cause by - Inexperience, Lack of supervision & Lack of awareness</p>	<p>4</p> <p>x</p> <p>4</p> <p>=</p> <p>16</p>	<p>Pre-event performance briefing by event organizer and stage staff. Young person are under instruction at all times by event volunteers and/or stage crew. Young person complete health and safety paperwork before starting to work Young person are not left unsupervised</p> <p>All staff and artist have had an enhanced CRB or DBS check</p> <p>At least one staff member has been given safeguarding training</p> <p>Staff, artists, and volunteers are instructed not to be alone with any young person at any time and should always seek assistance if the situation arises.</p> <p>All staff, volunteers and artists must adhere to the Guildhall Trust Child Protection Policy.</p> <p>The group's own group leader is directly responsible for the young people in their care at all time.</p>	<p>2</p> <p>x</p> <p>4</p> <p>=</p> <p>8</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------

Hazard Description: 2.1.5 Photography of young person

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
<p>parents of young persons or other adults taking pictures during performances of young persons when instructed not to do so</p> <p>may cause emotional distress</p>	<p>3</p> <p>x</p> <p>2</p> <p>=</p> <p>6</p>	<p>Badges issued to all school staff for identification. Security staff employed for evening events are certified (SIA) Photographing only permitted by event photographer</p>	<p>2</p> <p>x</p> <p>2</p> <p>=</p> <p>4</p>

Hazard Description: 2.1.6 Performing or rehearsing on stage/studio

Person at risk: Other Site Operatives, Public, Other, performers

Risk	Risk Rating	Control measures	Residual Risk
------	-------------	------------------	---------------

Risk of dance relating injury (ie sprain, break, strain to the muscular-skeletal system) through misinterpretation of the task or poor/ incorrect execution	3	Dance Teacher will be advised as to the competence level of the participants in advance.	2
Minor injuries and major injury	x	Dancers will be encouraged to ask questions if they do not understand the task.	x
loud noise	3	Suitable warm-up and cool-down exercises will be given	2
deathSharp or abrasive objects on the dance floor	=	p.a system with not breach regulations	=
Risk of collision with set, props, equipment	9	stage monitors to be at a suitable level for performers to hear.	4
Risk of loose or poorly secured technical equipment		The technical manager and staff will check the space before each rehearsal for any miscellaneous objects or hazards and will remove them.	
due to -		Venue management should be notified of any broken glass or other dangerous objects found on or near the stage or studio.	
Misinterpretation of task poor / incorrect execution.		All rehearsal will be supervised	
lack of warm up and cool down exercises		Young people will be given an H&S talk on arrival and will be asked to be careful and vigilant to potential dangers.	
p,a system		Production team to ensure space is clear of equipment that may be a hazard.	
performers to be briefed and have rehearsed where equipment and scenery will be placed.		Production Team to ensure that all H&S procedures are adhered to and equipment is checked prior to people's arrival.	

Hazard Description: 2.1.7 entering the auditorium and stage areas

Person at risk: Other Site Operatives, Public, Other, performers

Risk	Risk Rating	Control measures	Residual Risk
Young people entering the auditorium and stage during rehearsals with low-level lighting	3	Young people will be asked to walk carefully when backstage and not to run at any time.	2
	x	Luminous or high visibility strips to be used on hazards where necessary	x
	3	Trip hazards will be clearly marked	2
	=	people will be encouraged not to crowd areas backstage	=
risk of - Trips, and collision hazards resulting in trips and minor injuries.	9		4

due to - Low Level lighting in some areas, meaning the potential trip hazards cannot be seen easily

routes should be kept clear of obstructions such as personnel, equipment and scenery.

Hazard Description: 2.1.8 young persons and group leaders walking to and from venue

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
risk of - Minor, major injury, or death	2 x	Young people will be supervised at all times by their group leader this includes assisting with coach travel.	2 x
due to - collision with vehicles	3 =	Young people will be told to stay on the path and keep alert for traffic	2 =
	6		4

Hazard Description: 2.1.9 young persons rehearsing on stage

Person at risk: Other, young people

Risk	Risk Rating	Control measures	Residual Risk
Risk of injury to young people rehearsing (on stage or studio)	3 x 2 =	The technical manager and staff will check the space before each rehearsal for any miscellaneous objects or hazards and will remove them. Venue management should be notified of any broken glass or other dangerous objects found on or near the stage or studio. All rehearsal will be supervised. Young people will be given an H&S talk on arrival and will be asked to be careful and vigilant to potential dangers. Production team to ensure space is clear of equipment that may be a hazard. Production Team to ensure that all H&S procedures are adhered to and equipment is checked prior to people's arrival.	2 x 1 =
	6		2

Hazard Description: 2.1.10 young people using the auditorium and dressing rooms for eating and drinking

Person at risk: Other, Teachers, Staff, Young People

Risk	Risk Rating	Control measures	Residual Risk
------	-------------	------------------	---------------

spillages of food and drink could cause slip hazards or damage to the building fabric or furniture.	3 x 1 = 3	Young people will be advised to be careful with food and drink in all areas. Mop/wipe up spills immediately and alert a staff member or group leader immediately. Extra bins provided in all areas. Nick Coles, Cherry Lambert will monitor.	2 x 1 = 2
-----------------------------------------------------------------------------------------------------	------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------

Hazard Description: 2.1.11 young persons using the toilets and hot water in the sinks
Person at risk: Other, young persons, Teachers, Staff

Risk	Risk Rating	Control measures	Residual Risk
young persons using the toilets and hot water in the sinks could cause injury if too hot.	4 x 1 = 4	Young people will be advised that the water may be hot and that caution should be taken. Nick Coles to monitor hot water temperatures.	3 x 1 = 3

Hazard Description: 2.1.12 Young persons entering the stage and auditorium during rehearsals with low-level lighting
Person at risk: Other, young persons, staff, teachers

Risk	Risk Rating	Control measures	Residual Risk
persons could injure themselves from slips trips and falls from low level lighting	4 x 1 = 4	Young people will be asked to walk carefully when backstage and moving around the venue. people will be instructed not to run at any time. Luminous or high visibility strips to be used on hazards where necessary.	2 x 1 = 2
risk of - injury financial loss damage to personal belongings			

Hazard Description: 2.1.13 protection of children
Person at risk: Other, young persons, staff

Risk	Risk Rating	Control measures	Residual Risk

protection of children throughout the running of the event

3 Child protection is very much a priority with this 2
x event. All measures have been put in place for x
3 events within the Guildhall to ensure safety of 1
= young persons whilst attending the event and the Guildhall safeguarding policy is followed by all staff =
= and relevant checks in place for workers.

9 In event of observation or disclosure of child abuse **2**
or neglect, staff follow Child Protection procedures.
Signage clearly displayed regarding photography
of children with the option not to have photo taken.
All staff follow Guildhall safeguarding procedures
as documented.

Designated Safeguarding Leads are Cherry Lambert and Curt Hill.

2.2 Coronavirus / Covid 19

Hazard Description: 2.2.1 working during Coronavirus pandemic (guildhall)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. symptoms can be mild, moderate, severe or fatal	3	Hand Washing	3
	x	Handwashing facilities with soap and water in place.	x
	4	Stringent hand washing taking place. Drying of hands with disposable paper towels.	2
	=	Gel sanitisers in any area where washing facilities not readily available	=
	12		6
Risk of:		Cleaning	
<ul style="list-style-type: none"> • Cross-contamination of other persons • Ill-health • Fatality 		Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	
		Social Distancing	
		Reducing the number of persons in any work area to comply with the 1 or 2-meter (6.5 foot) gap recommended by the Public Health Agency	
		Signage.	
		Posters, leaflets and other materials are available for display	
		Social Distancing	
		Taking steps to review work schedules including start & finish times/shift patterns, working from home, etc. to reduce the number of workers on-site at any one time. Also relocating workers to other tasks.	
		Use of screens to separate people from each other	
		Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings.	
		Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in the kitchen area and smoking area.	
		Signage. Mark floor area to help workers keep to a 2m distance.	

Use marking and the introduction of one-way flow at entry and exit points Restrict access where social distancing is not possible

Symptoms of Covid-19

All workers are aware to report any potential illness/symptoms of Covid 19/Coronavirus, including illness/symptoms of family members that they live with.

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Line managers will maintain regular contact with staff members during this time.

All Workers will comply with all site rules in relation to the control of Covid 19/Coronavirus.

.

Daily monitoring and compliance with government guidance in relation to Covid 19.

Pre-Work reminder to workers to report any coronavirus related symptoms.

Social distancing guideline of 1 meters will be adhered to at all times. In the event that this cannot be complied with, the job will be stopped and PPE should be worn

Welfare facilities with supplies of soap and hot running water provided for all workers.

2.3 Access and egress onto and around the site

Hazard Description: 2.3.1 Access and Egress onto and around site

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	20	<p>Covid 19 toolbox talk delivered to all company workers.</p> <p>Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.</p> <p>Disposable respiratory and Personal protective equipment is worn, maintained, stored, and disposed of as per the manufacturer's instructions.</p> <p>Re-usable respiratory and Personal protective equipment shall be worn, maintained, stored, and cleaned as per the manufacturer's instructions.</p> <p>Workers to ensure that a 2-meter distance is maintained between themselves and other persons before entering site boundary.</p> <p>Workers will sign in and out of site using their own personal pen.</p>	10

