



ROPETACKLE ARTS CENTRE POLICY & PROTOCOLS

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1 - STATEMENT OF INTENT

It is the policy and intention of Ropetackle Arts Centre to comply with the terms of subsequent legislation to provide and maintain a healthy and safe environment for all artists, technicians, volunteers, and staff. The objective being to minimise the risks posed by coronavirus that may endanger the health, safety and welfare of all persons working on the event or those who affected by their undertaking.

The aim of this risk assessment is to identify risks posed to artists, technicians, volunteers, staff and attendees associated with the events' activities by COVID-19 and to set out the means by which these risks will be eliminated or minimised. A systematic assessment has

been made of the centre and the event activities and safe systems have been devised to reduce the risks to as low a level as is reasonably practicable.

The assessment will be updated, as necessary, as and when procedures are agreed.

Assessments provided by artists, technicians and external parties form an integral part of the overall safety documentation and may indicate other measures to be taken in addition to those provided within this document.

It is the responsibility of all parties to work together in a co-ordinated / co-operative way to ensure that risks and events both foreseen and unforeseen are dealt with in a professional manner with a view to minimising the risk of injury to all concerned.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer

Date

Who to contact: Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

2 – Preventing the spread of infection

2.1 – In the workplace, working from home where possible to be encouraged & only two members of staff in the office at any one time

2.2 – Increase frequency of hand washing and surface cleaning & hand sanitiser offered throughout the centre

2.3 - Screens in place at our main interface (box office) with the public

2.4 – Ensuring that anyone suffering from Covid-19 or exhibiting symptoms is advised to self-isolate and seek advice from Public Health England

2.5 – In the event of an employee contracting the disease the centre would close for up to two weeks and the necessary cleaning would be carried out

3 – Collecting customer data for track and trace

3.1 – Maintain up to date records of staff & ticket holders for each event for 21 days

3.2 – Where tickets are purchased at box office on the day, customer data to be requested for track & trace, if a customer is to refuse they will be refused entry.

4 – Keeping customers and visitors safe

4.1 – Ensuring that capacity is based on social distancing based on the government requirements, and the venue layout will reflect this need

4.2 – Limiting the number of people in the venue & managing congestion points

4.3 – Allowing sufficient break times to allow for adequate cleaning to take place

4.4 – Allowing sufficient break times to prevent people gathering in groups

4.5 – Encouraging customers to use hand sanitiser when they enter and exit the building

4.6 – Floor markings to indicate social distancing requirements

5 – Serving food & drink

5.1 – Ensuring that customers can purchase and consume food & drink safely at the venue

5.2 – There will only be pre-packaged sweets, chocolate, cakes & biscuits sold. Drinks will either be in cartons, bottles, or disposable glasses

5.3 – See appendix III for bar protocol, risk assessment and further guidance

6 – Cleaning the venue

6.1 – Maintaining good ventilation through the air conditioning system & by opening windows and doors. **N.B** - filter in air conditioner has been checked and is up to date with current guidance

6.2 – Frequent cleaning of work areas and equipment (see appendix II for cleaning schedule)

6.3 – Frequent cleaning of objects & surfaces that are touched regularly

6.4 – When a known case or suspected case of Covid-19 has been identified refer to current government guidance

6.5 – Keeping good hygiene, social distancing, and cleanliness in toilet facilities

6.6 – Displaying posters around the building promoting good handwashing practice

6.7 – To provide regular reminders & signage to maintain hygiene standards

6.8 – Displaying a visible cleaning schedule

7 – Auditorium

7.1 – Minimise risk of transmission in cinema auditoriums

7.2 – Cleaning in between screenings of hard surfaces: - doors, handles, bar, seats.

7.3 – Encourage the use of hand sanitiser prior to entry of the auditorium

7.4 – Ensure good ventilation & open external doors between film screenings

8 – Hires

8.1 – Minimise risk of transmission from Hires

8.2 – Making sure hires have copies of our risk assessments

8.3 – Additional section in contract asking them to sign that they have read the risk assessment and understand the need for social distancing and frequent hand washing whilst in the centre

8.4 – No members of the public to be allowed in the centre during the course of a hire of the centre

N.B These documents will be updated as and when required by changes in government guidance

9 - APPENDIX