

# ROPETACKLE ARTS CENTRE RISK ASSESSMENT – COVID-19

What are the Hazards	Who might be harmed	Controls Required	Additional Controls	Action by who	Action by when	RISK WITH CONTROLS Red: High Orange: Medium Green: Low	Done
The spread of Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Artists</li> <li>• Technicians</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Audiences</li> <li>• Vulnerable Groups (elderly, pregnant women, those with underlying health issues etc)</li> <li>• Children</li> <li>• Anyone else who comes into the centre</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hand washing</b></li> <li>• A stringent hand washing policy put in place</li> <li>• Hand washing facilities with anti-bac soap and water in place, and hand dryers available</li> <li>• The use of hand sanitiser in areas where washing facilities are not readily available</li> </ul>	<b>Hand washing</b> Providing hand sanitiser at entry and exit points & throughout the centre	RICHARD BEHLING	03/08/20		X
			Hand washing guides & public health advice in all toilet facilities	ASH WOOD	03/08/20		X
			Hand wash basins to be kept cleaned and maintained with soap available	RICHARD BEHLING	03/08/20		X
			Notices to be displayed to encourage employees and the public to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.	ASH WOOD	20/07/20		X

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			Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme	STEPHANIE E HILLS	03/08/20		X
The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Cleaning</b></li> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, box office area, office supplies &amp; surfaces, using appropriate cleaning methods</li> </ul>	<b>Cleaning</b> Deep clean of the building and its equipment before reopening and a Covid-19 prevention treatment will be sprayed throughout the building that will last 28 days (certificate will be on display)	ANNE HODGSON	31/07/20		X
			Cleaners to be provided with PPE	RICHARD BEHLING	03/08/20		X
			Disinfect all objects in use regularly	RICHARD BEHLING	03/08/20		X
			Cleaning products compliant with BS EN 1276 (removal of bacteria) and BS EN 14476 (elimination of enveloped viruses)	RICHARD BEHLING	03/08/20		X
			Use cleaning products, paying attention to frequently hand touched surfaces, and using disposable cloths or paper roll to clean all hard surfaces	RICHARD BEHLING	03/08/20		X
			A cleaning schedule created, made visible & to be kept up to date (see appendix 1)	STEPHANIE E HILLS	17/07/20		X

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			Providing more waste facilities and more frequent rubbish collection	RICHARD BEHLING	03/08/20		X
The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Social Distancing</b></li> <li>To comply with current government guidance</li> <li>Reducing the number of persons in any work area to comply with distance recommended by the Public Health Agency</li> <li>Creating a work schedule to reduce the number of workers on site at any one time</li> <li>Redesigning the layout of the building to create a one-way system</li> <li>Making sure customers children are always supervised</li> </ul>	<b>Social Distancing</b> Staff to be reminded daily of the importance of social distancing both in and out of the workplace	EVERYONE	07/07/20		X
			Reducing the number (and amending the timing) of film screenings to manage customer flows around - and in and out of - the centre.	ANNE HODGSON	07/07/20		X
			Regulating use of high traffic areas including toilets, corridors and entrances/exits to maintain social distancing	STAFF & VOLUNTEERS	03/08/20		X
			Providing floor markings and signage to remind customers to follow to social distancing wherever possible	ANNE HODGSON & STEPHANIE E HILLS	03/08/20		X
			Using screens where appropriate to create a physical barrier between staff and customers	ANNE HODGSON	07/07/20		X
			Using floor markers to direct customers to food and drink collections points , box office and toilets	STEPHANIE E HILLS	03/08/20		X

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			Organising seating in the auditorium to ensure that customers are kept at the current distance put in place by the Government	RICHARD BEHLING	27/07/20		X
			Reminding customers with children to supervise them always within the centre, and to adhere to social distancing guidance	STAFF & VOLUNTEERS	04/08/20		X
			Introducing a one-way flow through auditoriums, including the potential use of emergency exits as exits from the auditorium & café bar area to minimise touch points	ANNE HODGSON & STEPHANIE E HILLS	27/07/20		X
			Ensuring sufficient staff are available to support customers and ensure social distancing is being observed	ANNE HODGSON & STEPHANIE E HILLS	03/08/20		X
			E-tickets to be accepted in place of paper tickets to speed the flow of customers into the auditorium	STEPHANIE E HILLS	04/08/20		X
			Where paper tickets are issued the staff member/volunteer on the door will not collect but merely look and use a clicker to count customers in	STEPHANIE E HILLS	04/08/20		X

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The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>PPE &amp; First Aid</b></li> <li>To help make staff, volunteers and the public safe have PPE on offer to those that request</li> <li>Staff dealing with first aid requirements will be required to wear masks, aprons &amp; gloves</li> </ul>	<p><b>PPE &amp; First Aid</b></p> <p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</p>	RICHARD BEHLING, STEPHANIE E HILLS & ANNE HODGSON	07/07/20		X
			<p>We would encourage first aiders, if needed, to wear appropriate PPE. - If a staff member does not feel comfortable doing first aid, they can refuse but will make the customer comfortable and then call an ambulance if needed.</p>	STEPHANIE E HILLS	03/08/20		X
			<p>In the case of sickness there are biohazard packs available with sawdust, gloves, aprons &amp; masks.</p>	RICHARD BEHLING	07/07/20		X
			<p>The role of PPE in providing additional protection is extremely limited and staff to be made aware of this.</p> <p>PPE to be on offer – including: - gloves, masks, face shields &amp; aprons - to staff free of charge.</p> <p>Masks available to the public if they require.</p>	RICHARD BEHLING	17/07/20		X

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The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Symptoms of Covid-19</b></li> <li>The main symptoms of coronavirus are:                             <ul style="list-style-type: none"> <li><b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). <b>A new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual). <b>A loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. Most people with coronavirus have at least 1 of these symptoms.</li> <li>Ensuring that those suffering from symptoms of COVID-19 are advised to self-isolate &amp; to not enter the building</li> </ul> </li> </ul>	<p><b>Symptoms of Covid-19</b></p> <p>Display notices asking people who are symptomatic not to enter the premises and to self-isolate.</p> <p>An isolation room onsite will be available in our dressing room for anyone who suddenly becomes unwell.</p> <p>Send home staff who become unwell and advise them to contact 111 then to follow the stay at home guidance.</p> <p>If staff, volunteers, or a customer test positive we would then close the centre for 2 weeks and a deep clean would ensue. If there is a local outbreak, we will take appropriate advice &amp; guidance from the government</p>	ASH WOOD	20/07/20		X
				STEPHANIE E HILLS	17/07/20		X
				STEPHANIE E HILLS	07/07/20		X
				ALL STAFF	07/07/20		X
The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Mental Health</b></li> <li>Management will promote mental health</li> </ul>	<p><b>Mental Health</b></p> <p>Return to work assessments completed with all staff to</p>	STEPHANIE E HILLS &	07/07/20		X

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		<p>&amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>determine their fitness to work and the risk to those they live with</p> <p>Regular communication of mental health information and an open-door policy for those who need additional support</p> <p>Pre-shift briefings to be completed by all staff &amp; volunteers to provide them with the most up to date information and remind them of their responsibilities and actions needed to maintain wellbeing.</p>	<p>ANNE HODGSON</p> <p>STEPHANIE E HILLS &amp; ANNE HODGSON</p> <p>STEPHANIE E HILLS</p>	<p>07/07/20</p> <p>07/07/20</p>		<p>X</p> <p>X</p>
The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Food &amp; Drink</b></li> <li>To ensure that we can allow customers to buy and consume food and drink safely</li> </ul>	<p><b>Food &amp; Drink</b></p> <p>Only sell pre-packaged food, drink in disposable containers.</p> <p>Water on offer if customer requests and served in plastic disposable containers.</p> <p>Encouraging the use of contactless payment against cash payments.</p> <p>No food products to be made on site. <b>(see appendix 2 for Bar &amp; Catering risk assessment)</b></p>	<p>DOUGLAS A HILL</p> <p>STAFF &amp; VOLUNTEERS</p> <p>STAFF &amp; VOLUNTEERS</p> <p>DOUGLAS A HILL</p>	<p>03/08/20</p> <p>03/08/20</p> <p>03/08/20</p> <p>03/08/20</p>		<p>X</p> <p>X</p> <p>X</p> <p>X</p>

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The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Collecting Customer Data</b></li> <li>To ensure that we have a secure way of keeping information about those who use and visit the centre</li> </ul>	<p><b>Collecting Customer Data</b> Keep records of staff, customers &amp; visitors in the centre for 21 days</p> <p>Where possible, all bookings to be done online</p> <p>Where tickets are purchased at the box office on the day, data will be collected</p> <p>Alert on tickets to remind customers of social distancing, to not enter the premises if they feel unwell, and that we will be storing their data for 21 days after their visit (but an option to opt out will be available)</p>	<p>ALL STAFF</p> <p>BOX OFFICE</p> <p>ASH WOOD &amp; BOX OFFICE</p> <p>ASH WOOD</p>	<p>03/08/20</p> <p>07/07/20</p> <p>03/08/20</p> <p>17/07/20</p>		<p>X</p> <p>X</p> <p>X</p> <p>X</p>
The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Deliveries</b></li> <li>To avoid surface transmission when goods enter the building</li> </ul>	<p><b>Deliveries</b> Consider methods of reducing the frequency of deliveries by ordering large quantities of stock less often</p> <p>Reminding drivers of the importance of social distancing and frequent hand washing</p>	<p>ALL STAFF</p> <p>ALL STAFF</p>	<p>07/07/20</p> <p>07/07/20</p>		<p>X</p> <p>X</p>



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The spread of coronavirus	<ul style="list-style-type: none"> <li>SEE ABOVE</li> </ul>	<ul style="list-style-type: none"> <li><b>Hires</b></li> <li>To minimise the risk of transmission from outside hires</li> </ul>	<b>Hires</b> Ensure that hires have read, signed & understood our risk assessment	ANNE HODGSON	20/07/20		X
			Reminding hires of the importance of social distancing and frequent hand washing	ANNE HODGSON	20/07/20		X