

Ropetackle Arts Centre: General COVID-19 Risk Assessment

Updated: 1 April 2021

Hazard?	Who might be harmed?	Risk severity	Controls in place?	Additional controls in place?	Actioned by who?	Actioned by when?	Complete?
The spread of COVID-19	All visitors and users	Low	<p>Ensuring all visitors and users are aware of the symptoms of COVID-19 and, if suffering them, stay home and follow government guidance.</p> <p>The main symptoms of COVID-19 are: A high temperature. A new, continuous cough. A loss or change to your sense of smell or taste.</p>	Prominent notices (onsite and online) instructing those who are symptomatic to avoid the premises, stay home, and follow government guidance.	Steph E Hills	20 July 2020	Yes
				Emergency isolation room established onsite within the dressing room, for anyone who suddenly becomes symptomatic.	Steph E Hills	20 July 2020	Yes
				Anyone who becomes unwell advised go home immediately and follow government guidance.	Steph E Hills	20 July 2020	Yes, ongoing
				Ropetackle to notify relevant persons as soon as reasonably possible if a user or visitor tests positive for COVID-19. Users and visitors encouraged to reciprocate.	Mark Phillips	1 Nov 2020	Yes, ongoing
As above	All visitors and users	Low	<p>Frequent hand washing encouraged. Touch contact limited.</p> <p>Washroom facilities supplied with anti-bacterial soap and contactless hand dryers.</p> <p>Hand sanitiser provided in areas where hand washing facilities are not readily available.</p>	<p>Hand sanitiser provided throughout the Centre, including entry and exit points.</p> <p>Hand washing guides and public health guidance provided in all washroom facilities.</p> <p>Hand washing basins regularly cleaned, and hand soap supply monitored and maintained.</p>	Richard Behling	3 Aug 2020	Yes
				Hand washing guides and public health guidance provided in all washroom facilities.	Ash Wood	3 Aug 2020	Yes
				Hand washing basins regularly cleaned, and hand soap supply monitored and maintained.	Richard Behling	3 Aug 2020	Yes, ongoing

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				<p>Notices encouraging personal hygiene best practice, including hand washing for 20 seconds, avoiding face touching, and “catch it, bin it, kill it” for coughs and sneezes.</p> <p>Contactless payment methods encouraged.</p> <p>Physical tickets suspended. Audiences checked in by name upon arrival.</p>	<p>Ash Wood</p> <p>Anne Hodgson</p> <p>Anne Hodgson</p>	<p>20 July 2020</p> <p>20 July 2020</p> <p>20 July 2020</p>	<p>Yes</p> <p>Yes, ongoing</p> <p>Yes</p>
As above	All visitors and users	Low	<p>Social distancing (2m) to be followed at all times throughout the Centre.</p> <p>Mezzanine limited to 10 people maximum. Auditorium limited to 60 people maximum.</p>	<p>Floor markers placed throughout the Centre to facilitate social distancing.</p> <p>Prominent signage throughout the Centre reminding of the need to follow social distancing.</p> <p>All seating bubbles spaced 2m apart.</p> <p>Verbal reminders from staff and volunteers to follow social distancing at all times.</p> <p>Bar service to seats to minimise audience movement and contact.</p> <p>Capacity limits placed on toilets (two people at any one time) and kitchen (four people at any one time).</p>	<p>Richard Behling</p> <p>Steph E Hills</p> <p>Richard Behling</p> <p>Anne Hodgson</p> <p>Anne Hodgson</p> <p>Steph E Hills</p>	<p>31 July 2020</p> <p>31 Aug 2020</p> <p>20 July 2020</p> <p>20 July 2020</p> <p>20 July 2020</p> <p>20 July 2020</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes, ongoing</p> <p>Yes</p> <p>Yes</p>
As above	All visitors and users	Low	<p>Air ventilation to be enabled and functioning when Centre in use, promoting healthy air flow.</p>	<p>All usage of the Centre recorded in advance, ensuring air ventilation is enabled accordingly.</p> <p>Doors pinned open where necessary to promote air flow.</p>	<p>Richard Behling</p> <p>Steph E Hills</p>	<p>17 July 2021</p> <p>20 July 2020</p>	<p>Yes, ongoing</p> <p>Yes, ongoing</p>

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As above	All visitors and users	Low	Frequent deep cleaning and disinfecting of surfaces, touch points, and objects , particularly those prone to high usage such as door handles, light switches, storage cupboards, and drawers.	<p>Regular, high persistence (28-90 days) disinfecting spray treatment throughout the Centre, particularly before reopening.</p> <p>Cleaning spaces and equipment prior to, and after all usage.</p> <p>Cleaners provided with PPE.</p> <p>Cleaning products compliant with BS EN 1276 (removal of bacteria) and BS EN 14476 (elimination of enveloped viruses).</p> <p>Using disposable cloths and/or paper roll to clean surfaces.</p> <p>Cleaning schedule in place, visible to staff and updated daily.</p> <p>Waste facilities increased and more frequent waste collection and disposal.</p>	<p>Anne Hodgson</p> <p>Richard Behling</p> <p>Richard Behling</p> <p>Richard Behling</p> <p>Richard Behling</p> <p>Steph E Hills</p> <p>Richard Behling</p>	<p>3 Aug 2020</p> <p>3 Aug 2020</p> <p>3 Aug 2020</p> <p>3 Aug 2020</p> <p>3 Aug 2020</p> <p>17 July 2020</p> <p>3 Aug 2020</p>	<p>Yes</p> <p>Yes, ongoing</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
As above	All visitors and users	Low	PPE (including face coverings) mandatory and available for all staff, volunteers, users, and visitors.	<p>Face coverings mandatory within the Centre unless medical exemption is provided.</p> <p>PPE, including face coverings and gloves, provided for staff and volunteers free of charge.</p> <p>Face coverings available to visitors and users free of charge.</p> <p>First aiders required to wear appropriate PPE for treatment.</p>	<p>Anne Hodgson</p> <p>Richard Behling</p> <p>Richard Behling</p> <p>Steph E Hills</p>	<p>17 July 2020</p> <p>17 July 2020</p> <p>17 July 2020</p> <p>3 Aug 2020</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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				Biohazard kits (containing sawdust, gloves, aprons, and masks) available for managing high risk bodily fluids.	Richard Behling	7 July 2020	Yes
				Protective screens used at the box office.	Richard Behling	7 July 2020	Yes
As above	All visitors and users	Low	One-way system to manage audience entry into, and exit from, the auditorium.	Clear signage indicating directional systems for entry and exit into the auditorium.	Steph E Hills	7 July 2020	Yes
				Staff and volunteers advising, monitoring, and implementing one-way systems.	Anne Hodgson	3 Aug 2020	Yes, ongoing
				Foyer layout adjusted to facilitate one-way entry and exit.	Richard Behling	7 July 2020	Yes
				Use of different doorways for entry and exit to minimise contact where necessary.	Anne Hodgson	3 Aug 2020	Yes, ongoing
As above	All visitors and users	Low	Contact tracing records collected from all users and visitors, held for 21 days.	Contact tracing records filed digitally in a secure, easily findable, and accessible location.	Steph E Hills	3 Aug 2020	Yes, ongoing
				NHS QR code posters prominently displayed.	Ash Wood	3 Aug 2020	Yes
As above	Hirers	Low	Hires specific risk assessment produced.	Hirers must follow the hires specific risk assessment and associated controls.	Anne Hodgson	20 July 2020	Yes
				Hirers must provide their own risk assessment prior to space usage.	Anne Hodgson	20 July 2020	Yes
As above	All visitors and users	Low	Audiences must attend as individuals or household bubbles .	Notices online advising audiences of attendance restrictions.	Mark Phillips	1 April 2021	Yes

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			Staff and volunteers advising audiences of attendance restrictions.	Steph E Hills	3 Aug 2020	Yes, ongoing
			Online bookings limited to six tickets.	Nicky Thornton	20 July 2020	Yes
			Allocated seating setup for all events. Audiences must select seats when booking.	Nicky Thornton	20 July 2020	Yes
			Staff monitoring and blocking single seats to prevent household mixing.	Steph E Hills	17 July 2020	Yes, ongoing