

# Ropetackle Arts Centre: General COVID-19 Risk Assessment

Updated/reviewed: 20 July 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 <b>all visitors and users are aware of the symptoms of COVID-19</b> and, if suffering them, stay home and follow <a href="#">government guidance</a>.</p> <p><b>The main symptoms of COVID-19 are:</b>                      A high temperature.                      A new, continuous cough.                      A loss or change to your sense of smell or taste.</p>	Prominent notices (onsite and online) advising 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 (close contacts) 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><b>Frequent hand washing encouraged.</b>                      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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				Notices encouraging personal hygiene best practice, including hand washing for 20 seconds.	Ash Wood	20 July 2020	Yes
				Contactless payment methods encouraged.	Anne Hodgson	20 July 2020	Yes, ongoing
As above	All visitors and users	Low	<b>Visitors and users encouraged to maintain a safe distance from others where possible.</b>  <b>Capacity limits recommended for each venue space.</b> Mezzanine 10 people. Auditorium 150 people. Kitchen limited to four people. Toilets limited to two people. Dressing room limited to five people. Office limited to four people.	Floor markers and signage placed throughout the Centre to facilitate safe distancing.  Customers encouraged to attend the bar individually to avoid crowding.  Seats allocated for each event. Event capacities limited to facilitate more space between rows and seating.	Richard Behling  Anne Hodgson  Anne Hodgson	31 July 2020  20 July 2020  20 July 2021	Yes  Yes  Yes, ongoing
As above	All visitors and users	Low	<b>Air ventilation enabled and functioning</b> when Centre in use, promoting healthy air flow.	All usage of the Centre recorded in advance, ensuring air ventilation is enabled accordingly.  Doors pinned open where necessary to promote air flow.	Richard Behling  Steph E Hills	17 July 2021  20 July 2020	Yes, ongoing  Yes, ongoing
As above	All visitors and users	Low	Frequent <b>cleaning and disinfecting of surfaces, touch points, and objects</b> , particularly those prone to high usage such as door handles, light switches, storage cupboards, and drawers.	Regular, high persistence (28-90 days) disinfecting spray treatment throughout the Centre, particularly before reopening.  Cleaning spaces and equipment prior to, and after all usage.  Cleaners provided with PPE.  Cleaning products compliant with BS EN 1276 (removal of bacteria) and BS EN 14476 (elimination of enveloped viruses).	Anne Hodgson  Richard Behling  Richard Behling  Richard Behling	3 Aug 2020  3 Aug 2020  3 Aug 2020  3 Aug 2020	Yes  Yes, ongoing  Yes  Yes

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				Using disposable cloths and/or paper roll to clean surfaces.	Richard Behling	3 Aug 2020	Yes
				Cleaning schedule in place, visible to staff and updated daily.	Steph E Hills	17 July 2020	Yes
				Waste facilities increased and more frequent waste collection and disposal.	Richard Behling	3 Aug 2020	Yes
As above	All visitors and users	Low	<b>PPE (including face coverings) strongly recommended and available</b> for all staff, volunteers, users, and visitors.	Face coverings strongly recommended within the Centre.	Anne Hodgson	17 July 2020	Yes
				PPE, including face coverings and gloves, provided for staff and volunteers free of charge.	Richard Behling	17 July 2020	Yes
				Face coverings available to visitors and users free of charge.	Richard Behling	17 July 2020	Yes
				First aiders required to wear appropriate PPE for treatment.	Steph E Hills	3 Aug 2020	Yes
				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
				High quality masks (including FFP3) available to all staff and volunteers.	Mark Phillips	19 July 2021	Yes
As above	All visitors and users	Low	<b>Use of multiple doorways for auditorium entry and exit</b> to reduce crowding and bottlenecks.	Clear communications, signage, and verbal instructions indicating entry and exit into/from the auditorium.	Steph E Hills	7 July 2020	Yes
					Anne Hodgson	3 Aug 2020	

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				<p>Staff and volunteers guiding and monitoring access and egress.</p> <p>Tickets to be checked at the foyer entrance and auditorium side entrance to avoid bottlenecks in the narrow main hall doorway.</p> <p>Phase in print-at-home tickets and ticket scanning, but maintain door lists for customers arriving without physical tickets.</p>	<p>Mark Phillips</p> <p>Mark Phillips</p>	<p>6 July 2021</p> <p>6 July 2021</p>	<p>Yes, ongoing</p> <p>Yes</p> <p>Yes</p>
As above	All visitors and users	Low	<b>Booking details used to support contact tracing</b> where necessary.	NHS QR code posters displayed with encouragement to scan and check-in.	Steph E Hills	3 Aug 2020	Yes, ongoing
As above	Hirers	Low	<b>Hires specific risk assessment</b> produced.	<p>Hirers provided hires specific risk assessment and associated controls.</p> <p>Hirers must provide their own risk assessment prior to space usage.</p>	<p>Anne Hodgson</p> <p>Anne Hodgson</p>	<p>20 July 2020</p> <p>20 July 2020</p>	<p>Yes</p> <p>Yes</p>