

# Ropetackle Arts Centre: Hires COVID-19 Risk Assessment

Updated/reviewed: 1 Sep 2021

What is the hazard?	Who might be harmed?	Risk severity	Controls in place?	Actioned by who?	Actioned by when?	Completed?
The spread of COVID-19	All visitors and users	Low	Ensuring all hirers have a copy of, and adhere to, Ropetackle general and hires-specific risk assessments, signed, and returned.	Anne Hodgson	20 July 2020	Yes
As above	All visitors and users	Low	Ensuring all visitors and users are <b>aware of the symptoms of COVID-19 and stay at home</b> if they experience them.	Steph E Hills	20 July 2020	Yes, ongoing
As above	All visitors and users	Low	<b>Face coverings strongly recommended</b> within the Centre.	Anne Hodgson, duty managers	6 July 2021	Yes, ongoing
As above	Group sessions	Medium	<b>Visitors and users encouraged to maintain a safe distance from others</b> where possible. <b>Capacity limits recommended for each venue space.</b> Mezzanine 15-20 people depending on activity. Auditorium 150 people.	Anne Hodgson, duty managers	6 July 2021	Yes, ongoing
As above	All visitors and users	Low	<b>Hand sanitising stations</b> to be setup and available throughout the Centre. Frequent hand washing and sanitising encouraged.	Richard Behling	17 July 2020	Yes
As above	All visitors and users	Low	<b>Air ventilation enabled and functioning</b> when Centre in use, promoting healthy air flow.	Richard Behling	17 July 2021	Yes, ongoing
As above	All visitors and users	Low	Hire spaces and equipment to be <b>cleaned prior to, and after all usage.</b> Hirers to ensure own equipment is sanitised.	Richard Behling	17 July 2020	Yes, ongoing
As above	All visitors and users touching surfaces	Medium	<b>Touch points sanitised</b> regularly.	Richard Behling	17 July 2020	Yes, ongoing
As above	All visitors and users	Low	Hirers encouraged to <b>collect contact details for all clients</b> in support of contact tracing. Ropetackle to collect contact details from all hirers. NHS QR codes displayed with encouragement to scan and check-in.	Steph E Hills, Mark Phillips	17 May 2021	Yes
As above	All visitors and users	Low	Ropetackle and hirers to <b>notify each other as soon as reasonably possible if a contact tests positive</b> for COVID-19.	Anne Hodgson	20 July 2020	Yes, ongoing
As above	All visitors and users	Low	COVID-19 <b>safety measures signage</b> prominently displayed.	Steph E Hills	20 July 2020	Yes
As above	All visitors and users	Low	<b>PPE available</b> on request.	Richard Behling	17 July 2020	Yes
As above	All visitors and users	Low	<b>Doors pinned open</b> where necessary to promote healthy air flow.	Steph E Hills	20 July 2020	Yes, ongoing