

Ropetackle Arts Centre: General COVID-19 Risk Assessment

Updated/reviewed: 10 December 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	Ensuring all visitors and users are aware of the symptoms of COVID-19 and, if suffering them, stay home and follow government guidance .	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
			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.	Emergency isolation room established onsite within the dressing room, for anyone who suddenly becomes symptomatic.	Steph E Hills	20 July 2020	Yes
			Requesting all visitors take a negative lateral flow test before visiting the Centre, and for those who test positive to follow up with a PCR test and stay home.	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
			Notice on the website, on socials, and in pre-event email reminders (sent three days before each performance) advising visitors to take a lateral flow test before visiting.	Mark Phillips	10 Dec 2021	Yes	
As above	All visitors and users	Low	Frequent hand washing encouraged. Touch contact limited.	Hand sanitiser provided throughout the Centre, including entry and exit points.	Richard Behling	3 Aug 2020	Yes
			Washroom facilities supplied with anti-bacterial soap and contactless hand dryers.	Hand washing guides and public health guidance provided in all washroom facilities.	Ash Wood	3 Aug 2020	Yes

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			Hand sanitiser provided in areas where hand washing facilities are not readily available.	Hand washing basins regularly cleaned, and hand soap supply monitored and maintained.	Richard Behling	3 Aug 2020	Yes, ongoing
				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	Visitors and users encouraged to maintain a safe distance from others where practicably possible.	Floor markers and signage placed throughout the Centre to facilitate safe distancing.	Richard Behling	31 July 2020	Yes
				Customers encouraged to attend the bar individually to avoid crowding.	Anne Hodgson	20 July 2020	Yes
				Seats allocated for some events. Event capacities occasionally limited, where appropriate, to facilitate more space between rows and seating.	Anne Hodgson	20 July 2021	Yes, ongoing
As above	All visitors and users	Low	Air ventilation enabled and functioning when Centre in use, promoting healthy air flow.	All usage of the Centre recorded in advance, ensuring air ventilation is enabled accordingly.	Richard Behling	17 July 2021	Yes, ongoing
				Doors pinned open where necessary to promote air flow.	Steph E Hills	20 July 2020	Yes, ongoing
As above	All visitors and users	Low	Frequent 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.	Regular, high persistence (28-90 days) disinfecting spray treatment throughout the Centre, particularly before reopening.	Anne Hodgson	3 Aug 2020	Yes
				Cleaning spaces and equipment prior to all usage.	Richard Behling	3 Aug 2020	Yes, ongoing

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				Cleaners provided with PPE.	Richard Behling	3 Aug 2020	Yes
				Cleaning products compliant with BS EN 1276 (removal of bacteria) and BS EN 14476 (elimination of enveloped viruses).	Richard Behling	3 Aug 2020	Yes
				Using disposable cloths and/or paper roll to clean surfaces.	Richard Behling	3 Aug 2020	Yes
				Enhanced 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	PPE available for all staff, volunteers, users, and visitors. Face coverings mandatory inside the Centre, unless eating/drinking or exempt.	Face coverings mandatory 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

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				High quality masks (including FFP3) available to all staff and volunteers.	Mark Phillips	19 July 2021	Yes
As above	All visitors and users	Low	Use of multiple doorways for auditorium entry and exit to reduce crowding and bottlenecks.	Clear communications, signage, and verbal instructions indicating entry and exit into/from the auditorium. Staff and volunteers guiding and monitoring access and egress. Phase in print-at-home tickets and ticket scanning, but maintain door lists for customers arriving without physical tickets.	Steph E Hills Anne Hodgson Mark Phillips	7 July 2020 3 Aug 2020 6 July 2021	Yes Yes, ongoing Yes
As above	All visitors and users	Low	Booking details used to support contact tracing 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	Hires specific risk assessment produced.	Hirers provided hires specific risk assessment and associated controls. Hirers must provide their own risk assessment prior to space usage.	Anne Hodgson Anne Hodgson	20 July 2020 20 July 2020	Yes Yes