



Covid-19 Risk Assessment – The Flavel Art Centre

Cinema and Meeting Room Re-opening Model

Assessment carried out by: Hannah Roberts

Date assessment was carried out: 02/07/20

Assessment review date: 02/07/21

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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Contraction of Covid-19 from surface to person contact</p>	<p>Transmitting the Covid-19 virus through surface to person transmission, if health and hygiene practices are not adhered to.</p> <p>Customers, staff, volunteers.</p>	<p>Staff working from home where possible with home PPE assessment checks as necessary.</p> <p>Health and Safety information signage at main entrance and throughout building for all persons accessing building including contractors.</p> <p>Non-contact infra-red temperature taken at entrance all persons.</p> <p>Hand sanitiser stations throughout and anti-viral soap provided in restrooms.</p>	<p>Ensure soap and sanitiser are refilled daily and Health and Safety info is updated as necessary.</p> <p>Continuously review the cleanliness of public spaces with additional cleaning as necessary – 2-hourly</p>	<p>Duty manager, staff, volunteers</p>	<p>Daily and in line with the 2-hourly cleaning schedule</p> <p>All persons entering building</p>	

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		<p>Covid process training for staff and volunteers.</p> <p>Detailed cleaning rota.</p> <p>Track and trace data policy in place for bookings.</p> <p>Track and trace sign in policy in place for contractors.</p> <p>Dedicated staff workspace complying with social distancing in a non-public space.</p> <p>Dedicated staff workstation use complying with social</p>	<p>Set up the new staff work area (IT suite) as soon as possible to provide a safe and dedicated area for staff and volunteers to work. (Please also see building ventilation reference which further increases this requirement).</p>	<p>Peter Conisbee / Lesley Turner</p>	<p>WC 20th July 2020.</p>	

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		<p>distancing in a non-public place. Removal of public coat and umbrella stands from building.</p> <p>Removal of all printed material and flyers from building.</p> <p>Removal of all seats and tables from public area from building.</p> <p>Clean down of hand rails, auditorium seat hand rests, stair barriers and other catch points after each auditorium use as well as meeting room cleaning catch points.</p>				

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<p>Contraction of Covid-19 from person to person contact</p>	<p>Transmitting the Covid-19 virus through aerosol transmission if social distancing guidelines are not adhered to. Customers, staff, volunteers.</p>	<p>Staff working from home where possible with home PPE assessment checks as necessary</p> <p>Dedicated staff workspace complying with social distancing in a non-public space.</p> <p>Dedicated staff workstation use complying with social distancing in a non-public place.</p> <p>Health and safety information process displayed at entrance for all persons accessing building.</p>	<p>Continuously reviewed</p> <p>Set up the new staff work area (IT suite) as soon as possible to provide a safe and dedicated area for staff and volunteers to work. (please also see building ventilation reference which further increases this requirement).</p>	<p>Duty manager, staff and volunteers</p> <p>Peter Conisbee / Lesley Turner</p>	<p>Daily</p> <p>WC 20th July 2020.</p>	

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		<p>Hand sanitiser station at entrance.</p> <p>Distancing and flow directional signage markers from 1.5m - 2m throughout public walkway spaces of building, starting from the main entrance.</p> <p>Box office screens installed for staff / customers with social distancing markers and stand points clearly laid out.</p> <p>Door manager person required at front door aspect to regulate customer entrance flow and</p>				

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		<p>overall building numbers.</p> <p>Separate queue flow into library and café. Library exiting through the library rear fire exit doors.</p> <p>Café take-away only with exit traffic only through front entrance route.</p> <p>One-way flow system onto first floor landing and bar area.</p> <p>Further hand sanitiser station.</p> <p>Bar screens installed for staff / customers. with social distancing markers and stand</p>				

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		<p>points clearly laid out.</p> <p>Separate flow queues for bar service and bar pre order collection.</p> <p>Separate flow queue into main auditorium.</p> <p>Bar card payment and pre order service only.</p> <p>Proceed into main auditorium where distancing and flow directional signage reduces to 1m with a maximum capacity of 64 seated covers plus 2 stewards seated in main auditorium. 1 steward on ground floor main entrance and 1</p>				

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		<p>additional steward as a support person.</p> <p>Exit route from the main auditorium and meeting rooms will use the rear stairs (emergency exit) as the main, one-way route.</p> <p>The front, main entrance staircase would only be used as a public exit in the event of a fire – when all exits should be used to vacate the building as quickly and safely as possible.</p> <p>Reduced lift occupancy.</p>				

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		<p>Hand sanitiser stations at key points throughout building. Follow recommended numbers control within venue.</p> <p>Staff and volunteer training to manage queues and people traffic management effectively.</p> <p>Reduced auditorium screenings across day and longer breaks included cleaning between screenings.</p> <p>First aid procedure - reviewed to make covid compliant.</p>				

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		<p>Fire policy and procedure – reviewed to make covid compliant Staff training of the above.</p> <p>Track and trace data policy in place for bookings.</p> <p>Track and trace sign in policy in place for contractors.</p> <p>Ventilation - Main Auditorium air conditioning system filters air to a very high standard and uses 3-levels of filtration.</p> <p>Ventilation – The remainder of the</p>				

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		<p>building has a greatly reduced ventilation process with no air conditioning and limited windows.</p>				
<p>Contraction of Covid-19 in areas requiring deep professional cleaning</p>	<p>Transmitting the Covid -19 virus through poor deep cleaning procedures.</p> <p>Customers, staff, volunteers.</p>	<p>Daily deep building clean of public spaces including toilets by external contact cleaner.</p> <p>Also in addition, a post-performance surface clean of main auditorium and public space areas by internal staff.</p> <p>Cleaning rota implemented every 2-hours.</p> <p>Additional staff and volunteer training.</p>	<p>Continuously review the cleanliness of public spaces with additional cleaning as necessary – 2-hourly</p>	<p>Duty manager, staff, volunteers</p>	<p>Daily</p>	

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		<p>3- ladies permitted to use toilet facilities at one time on 2nd floor toilets.</p> <p>2-gentlemen permitted to use toilet facilities at one time on 2nd floor toilets.</p>				
<p>Contraction of Covid-19 from face to face customer contact</p>	<p>Face to face box office ticket bookings and enquiries.</p> <p>Customers, staff, volunteers</p>	<p>All tickets will be booked online or if online is not possible by telephone.</p> <p>Ticket scanners to be used at box office for all performance arrivals, to record numbers for fire / health and safety register purposes and contact trace data.</p>	<p>Ensure clear communication to customers of new policy and ensure clear communications channels are in place to support this.</p>	<p>Duty Manager</p>	<p>Daily</p>	

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<p>Contraction of Covid-19 from face to face customer contact</p>	<p>Bar and snack ordering and service.</p> <p>Customers, staff, volunteers</p>	<p>A protective screen will be installed along the bar area.</p> <p>Social distancing and position markers will be in place with a clear bar one-way system also in place.</p> <p>All refreshments and sealed snacks will be available to pre order online with tickets, reducing customer and bar staff contact where possible.</p> <p>A designated pre order area has been assigned in the bar area to support this, taking into consideration</p>	<p>Review daily and before each performance.</p>	<p>Duty Manager</p>	<p>Daily</p>	

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		distancing and flow within the room.				
Contraction of Covid-19 through First Aid practices and / or injury or death	Reduced First Aid Assistance Customers, staff, volunteers	Retraining staff on clarity of Covid First Aid procedures.	Enhanced PPE during this process Keeping distance where possible. Appropriate number of first aiders per shift. Reinforcing revised first aid procedure	Designated First Aider	Daily	
Contraction of Covid-19 through Fire marshalling procedures	Reduced Fire Marshalling Assistance Customers, staff, volunteers	Retraining staff on clarity of Covid Fire Safety procedures.	Review current fire marshalls and process in place. Reinforce revised fire safety procedure.	Duty Manager	Daily	

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Contraction of Covid-19 through public transport	Travel to and from work. Staff and volunteers	Advising of safe travel to work either by lone driving car, bike or walking and if public transport is needed then wearing a mask and distancing during transit.	Regular Health and safety updates.	Everyone	Daily	

Current guidance document provided by the UK Cinema Association and further information on managing Covid-19 and risk in the Cinema and Art's Industry: **Version 1.2 6/7/2020.**

<https://www.cinемаuk.org.uk/wp-content/uploads/2020/07/CINEMAS-keeping-workers-and-customers-safe-during-COVID-19-JULY-2020-V1.2v.pdf>