

Risk Assessment

Activity Assessed	Re-opening to visitors following COVID-19
Location	Ashcroft Arts Centre

Hazard	Who could be harmed and how?	Control measures in place
Covid-19 infection transmission – Visitor Arrival	<p>Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Visitor capacity limited at any given time – limits in place for individual rooms/activities • Pre-booking required for all onsite visitors • Track and Trace system in place to collect visitor details • Start and end times for activities staggered • Safe outdoor space available queuing, if required • Automatic doors in operation at entrance • Signage to inform visitors of measures being taken and expected behavior • When air conditioning units are in use window and doors to be opened to assist with eliminating the re-circulation of air within one area • Hand sanitiser station available
Covid-19 infection transmission – Visitor / Staff Interactions	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Perspex screens installed at customer service counters and bar • Team members wear face coverings at all times in public areas • Hand sanitiser stations available • Cashless transactions available at all points of sale • Contactless donation points available • Signage throughout venue to promote social distancing and good hygiene

		<ul style="list-style-type: none"> • Team members trained on appropriate social distancing and personal hygiene measures
Covid-19 infection transmission – High Traffic Areas	<p>Staff, Visitors, Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Signage throughout venue to promote social distancing and good hygiene • High traffic areas to be checked and cleaned every 2 hours • Staggered start and end times for activities
Covid-19 infection transmission – Toilets	<p>Staff, Visitors, Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Toilets open and available to visitors • Signage indicating hand and user hygiene inside the toilet facilities • All toilets will be cleaned every 2 hours • Numbers limited in toilet facilities • Hand sanitiser readily available in the toilet facilities
Covid-19 infection transmission – Classes and workshops	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Class capacities reduced - maximum 6 participants in Art Room, 12 participants in Dance Studio, 6 participants in Classroom • All tutors and participants required to wear face coverings throughout any indoor classes and workshops (with exemptions as indicated by government guidelines) • Each participant to use their own equipment, and where this is not possible equipment to be cleaned between use • Furniture and work stations moved to support social distancing • Classrooms and shared equipment cleaned after each session • Start and end times for classes and workshops staggered • Refunds permitted for customers unable to attend due to illness or self-isolation • Signage throughout venue to promote social distancing and good hygiene • Hand sanitiser readily available for all visitors
Covid-19 infection transmission – Live Performance	<p>Staff, visitors, visiting artists</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Limited Capacity in theatre of 38 – socially distanced • Limited capacity in Studio/Bar of 28 – socially distanced • Face coverings to be worn at all times during performance (unless consuming beverages) • Seated audiences only
Covid-19 infection transmission – Live streaming	<p>Staff, visiting artists</p> <p>Risk of serious illness</p>	<ul style="list-style-type: none"> • Individual risk assessment completed for each performance/event • Attendees limited to essential participants and ticket holders only • Safety briefing conducted for all participants on arrival • Social distancing to be observed

	Harm to mental wellbeing due to fear and anxiety	<ul style="list-style-type: none"> • Each performer to use their own equipment where possible. If not possible equipment should be dedicated to one user only • All equipment to be cleaned after use • Hand sanitiser readily available for all
Covid-19 infection transmission – Café and bar	<p>Staff, Visitors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Bar open with table service or takeaway only • Only pre-packaged food available • Single serve one-off consumables provided eg. sugar sticks, stirrers, milk pots • Face coverings required for any customers purchasing take away options • Cashless transactions available at all points of sale • Indoor seating reduced and spaced at 2m distances • Staff minimising product handling during transactions • Signage throughout venue to promote social distancing and good hygiene
Covid-19 infection transmission – Person displaying symptoms	<p>Staff, Visitors, Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Team members instructed to remain at home if displaying any symptoms or classified as 'clinically extremely vulnerable from COVID-19' • Anyone displaying clear symptoms whilst on the premises will be asked to leave and any surfaces they came into contact with will be cleaned immediately • Visitor details recorded in GDPR compliant way to ensure cooperation with track and trace requirements
Covid-19 infection transmission – Emergency situations	<p>Staff, Volunteers, Visitors Contractors</p> <p>Risk of serious illness</p> <p>Harm to mental wellbeing due to fear and anxiety</p>	<ul style="list-style-type: none"> • Evacuations – exiting the building safely is the priority in case of emergency. Staff and visitors do not have to stay 2m apart if it would be unsafe. Where the threat to life is greater and/or more imminent than from COVID-19, normal procedures should apply. • Those involved in the provision of first aid to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Assessed by	Adam Gilbert-Anderson, General Manager	Date	23/09/2020	Next operational review	23/10/2020
Endorsed by	Deborah Neubauer, Head of Community	Date	23/09/2020		1/11/2020

Approved by	Rob James, Facilities Manager	Date	23/09/2020	Next publication	
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