

RISK ASSESSMENT

Title:	People entering the venue during the coronavirus pandemic in school times (Mon-Fri, 8:30am-3:30pm)	Venue:	Tacchi-Morris Arts Centre
Description of activities:			
TMAC staff and volunteers working in offices HCS staff and students working and teaching in various rooms Cleaning Company working in venue Contractors working in venue Public entering to use the Box Office			

Who is affected by this operation? (mark with an X)									
Employees	X	Contractors	X	Public	X	Young People	X	Partners/Companies	X

Description of hazards		Likelihood	Consequences	Risk Factor	Risk (before controls)
Before controls	Spread of Corona Virus COVID-19 via everyday activities of sharing and using the building during school times	5	4-5	20-25	HIGH
Risk Controls and Precautions					
<ul style="list-style-type: none"> • Symptoms of Covid-19 - If anyone becomes unwell with a new continuous cough, a high temperature, a loss of taste/smell (or any other symptoms added to the government guidance) in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. • Frequent Hand washing/Use of Hand sanitiser – Hand washing facilities with soap and water in place. Stringent hand washing taking place as per NHS hand washing guidance. Gel sanitisers in any area where washing facilities not readily available. • Increased frequency of cleaning - Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Social Distancing – Staff to comply with the 2-metre gap recommended by the Public Health Agency and use 1-metre plus where not possible. • Reduced TMAC staff and volunteers on-site at any one time. Start and finish times to be adjusted to avoid school start and finish times. • Designated Toilets – Toilets to be designated to particular staff to reduce number of people using the same toilet spaces. TMAC Staff – FOH storage toilet and Upstairs Bar area toilets, HCS staff/Public/Contractors – Downstairs foyer toilets. Students will use designated year group toilets - not toilets in this building. 					

RISK ASSESSMENT

- **Limited Kitchen Access** – Limited access to the kitchen with only 1 staff member permitted to enter at one time. Sanitise/wash hands before entering, items and surfaces used to be cleaned before leaving, TMAC staff to avoid using kitchen during HCS break and lunch times, end of day cleaning procedures to signal end of access.
- **Signage** – Signage to be used in various locations to remind staff and the public not to enter if they have COVID-19 symptoms, to follow social distance guidance and to frequently wash hands or use hand sanitiser.
- **NHS Test & Trace** – TMAC Staff and volunteers, Cleaning Company staff and contractors to sign in/out and provide details required for NHS Track and Trace.
- **Protective Visors & Face Coverings** – TMAC staff and volunteers to wear protective face visors when serving Box Office customers. Contractors and the public to be asked to wear face coverings when in the public spaces of the building.
- **Reduced foyer seating** – tables in the foyer spaced further apart with reduced number of chairs to encourage social distancing.
- **Closing off non-essential areas** – Upstairs bar area closed to everyone except TMAC staff
- **Conference/Video calls** - to be used instead of face to face meetings where possible and appropriate.
- **Mental Health** - Venue will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.

Description of hazards		Likelihood	Consequences	Risk Factor	Risk (after controls)
After Controls	Spread of Corona Virus COVID-19 via everyday activities of sharing and using the building during school times	2	4-5	8-10	MEDIUM/HIGH
Details of further action required:					
Regular reviews and updating as Government guidance changes and more staff and				Review Frequency:	Monthly

Assessed by:	Andy Pulleyn	Position:	Centre Director	Signed:		Date:	
---------------------	---------------------	------------------	------------------------	----------------	--	--------------	--

H&S Manager:	Andy Pulleyn	Counter-signed:		Date:	
-------------------------	---------------------	------------------------	--	--------------	--

Multiply Likelihood x Consequences to obtain Risk Factor					
Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Severity	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Risk Score Low Improve if possible		Risk Score Medium Further action required		Risk Score High Immediate action required	