

Wem Town Hall

Covid-19 Risk Assessment

Wem Town Hall Community Trust

Cinema/Big Screen Activity

Description of Activity:

Wem Town Hall open from 1st August for visitor enquiries and cafe usage with table service provided.

Hazards

Coronavirus (Covid-19)

Who might be affected:

Staff Members

Volunteers

Visitors

Vulnerable groups: Elderly, Pregnant females, those with existing underlying health conditions

Date of assessment: 04/09/2020

Undertaken By: Rose Horner

The duty manager has overall responsibility for checking that procedures and controls are carried out effectively by staff and volunteers.

Controls in Place	Detail	By Whom	Completed by
Separate entry and exit doors at front of building.	Signage noting separate entry/exit. Floor markings to indicate where people should stand at Reception desk.	staff/volunteers on duty	01/08/20 Checked daily
Patrons advised to book in advance and via the phone where possible	To reduce chance of gathering, marketing materials and website will ask patrons to book tickets in advance ideally over the phone. Tickets can be bought on the day but patrons will be asked to form a socially distanced queue outside if necessary.	staff/volunteers on duty	01/09/20 Ongoing
Early door entrance	The cinema auditorium will be open 30 mins before screening time, doors to the space will be open to allow for extra ventilation	staff/volunteers on duty	01/09/20 Ongoing
Reduced capacity fixed seating	Instead of general admittance there will now be fixed seating to a seating plan and limited to a maximum capacity of 55 to allow for social distancing. Patrons will book specific seats so that we may use this information for track and trace if required. 6 max people per booking from not more than two households.	Staff/volunteers	01/09/20 Ongoing
Exit from auditorium	exit will be staggered from the auditorium co combat potential pinch point.	Staff/volunteers	01/09/20 Ongoing
Enhanced Cleaning	Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as sanitiser stations, reception desk, door handles etc. Cinema seating is cleaned before and after every usage with a fogging machine using antibacterial and antiviral disinfectant.	Staff	01/08/20 Ongoing

Hygiene - hand sanitising	All staff members and volunteers, to wash their hands for minimum 20 seconds with soap as per guidelines upon entry of building. Visitors to use hand sanitiser gel upon entering venue. Additional sanitiser points are in operation by cafe, by toilets and at entrance to the auditorium.	staff/volunteers on duty/customers	01/08/20 Ongoing
Staff/volunteer health check	All staff and volunteers attending the venue to perform a role will undertake a temperature and well being check prior to commencing any work.	Staff/volunteers	01/08/20 Ongoing
PPE - Face coverings	All staff and volunteers will wear a mask/visor whilst undertaking their duties. Washable facemasks and visors have been provided and staff have attended training on how to look after and maintain their PPE. From 24/07/20 face coverings are mandatory to enter the building. Staff/volunteers will not allow entry to those without masks unless the individual has reason not to wear one as per government requirements. Those watching a film should wear a face covering except for when consuming food and drink as part of the venues mitigation arrangements for a covid secure venue.	staff/volunteers on duty	updated guidance from 24/07/2020 Ongoing
Refreshments provision	A reduced menu of drinks and snacks will be available to order and customers will be strongly encouraged to pre-order before arriving at the venue. Drinks served in disposable cups.	staff/customers	01/08/2020, ongoing
Payments via contactless/card where possible	Signage at venue to encourage customers to pay via card not cash. Sanitising wipes available to clean card machine after each use. Staff members to wash hands/use alcohol gel immediately after handling cash.	staff on duty	01/08/2020, ongoing

Symptoms of Covid-19	<p>If anyone becomes unwell with a new continuous cough, a high temperature, or loses their sense of taste/smell in the workplace they will be sent home and advised to follow the stay at home guidance and book a test immediately.</p> <p>Line managers will maintain regular contact with staff members & volunteers during this time.</p> <p>If advised that a member of staff, volunteer, or member of public has developed Covid-19 and were recently visiting the venue the venue management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	All staff and volunteers	01/08/2020, ongoing
Toilets	Full toilet facilities open, checked and surfaces wiped on regular basis. Cleaning schedule on back of door to record cleaning. Antibacterial sanitiser made available in toilets for customers to wipe surfaces as an added precaution. Hand sanitiser provided at exit point.	Staff	01/08/2020, ongoing