

Covid-19 Risk Assessment

Assessment Date: 04/01/2022

Review Date: 01/03/2022

Completed By: Jessica Bennett

Overview: To outline risks and measures put in place to protect staff, volunteers, users (members of the public, studio holders, hirers & partners) and contractors from the spread of Covid-19. Separate risk assessments are to be carried out by The Free Range Café and hirers.

Hazard	Who might be affected?	Control Measures	Additional Controls	Action by who?	Completed
Virus being transmitted in public areas	Staff Volunteers Building users Contractors	Hand sanitiser available on entry. Hand washing facilities available. Members of the public and staff are asked to wear face coverings in public areas of the building.	Daily checks to ensure sanitiser points are kept topped up.	Venue manager/ Duty manager	Ongoing

		<p>For busier events one-way systems may be implemented throughout the building where possible.</p> <p>Instructions for handwashing techniques are displayed in each toilet.</p> <p>Doors are to be propped open to minimise use of door handles. Any fire doors that are temporarily propped open will be included in our fire evacuation procedure.</p> <p>During film & live music events organised by TTH windows will be opened to increase ventilation.</p> <p>TTH promotes the #takeatest initiative. Ticketholders are requested to take a lateral flow test before attending events.</p>			
--	--	---	--	--	--

		Hand rails and door handles throughout the building are to be disinfected on a regular basis.			
Virus being transmitted via staff and volunteers	Staff Volunteers	<p>Staff to work from home where possible.</p> <p>Staff who are clinically vulnerable/shielding will only work from home.</p> <p>Staff and volunteers are requested to wash/ sanitise their hands when they arrive at work.</p> <p>Staff to clean any shared work spaces at the end of use.</p> <p>Volunteers to clean their working space before leaving.</p> <p>Meetings to be held online where possible.</p>	<p>Regular reminders to staff and volunteers on the importance of social distancing and hand washing.</p> <p>Volunteers to be briefed before shifts.</p>	All Staff Volunteers	Ongoing

		<p>When carrying out cleaning of public areas, staff will wear disposable gloves.</p> <p>Staff and volunteers should wash hands after use of communal equipment.</p>			
Mental health of staff & volunteers		<p>Weekly team zoom meetings between staff.</p> <p>Weekly newsletters to volunteers.</p>	Line managers to keep in regular contact with staff & offer additional support.	Director/ Venue manager	Ongoing
Test and Trace	Staff Building users	<p>Test & Trace QR codes are on display throughout the building.</p> <p>TTH recommends that hirers collect details of attendees for Test & Trace and request to be notified of any positive cases.</p>		Hirers Venue manager Bookings coordinator	Ongoing

					21 days following events.
Virus being transmitted in hired spaces	Building users Staff	<p>TTH recommends that all hirers carry out their own Covid-19 Risk Assessment ahead of their booking and this be kept up to date with relevant changes.</p> <p>TTH requires that hirers comply with TTH Covid T&Cs.</p> <p>Hirers are responsible for social distancing measures within the hired spaces.</p> <p>Hand sanitiser, tissues and bins are stationed in hireable spaces.</p> <p>Regular touch points and surfaces to be disinfected between uses.</p>	Regular communication with hirers to provide and updates on changes of procedure.	Hirers Bookings coordinator Venue manager	Ongoing

Toilet cleanliness & social distancing	Building users Staff Volunteers Contractors	<p>Doors into toilets wedged open where it doesn't intrude on privacy.</p> <p>TTH staff will carry out regular cleaning on commonly touched areas such as door handles/ push plates, taps, soap dispensers, toilet flushes and toilet seats. A cleaning rota/ checklist will be on display in each toilet.</p> <p>Deep cleans of the toilets including mopping the floors and bleaching toilets will be carried out by contracted cleaners.</p> <p>Signage is on display in the toilets with hand washing instructions, and signage to request that toilets are flushed with the lids down.</p>		Venue manager/ Duty manager	Ongoing
Confirmed case of Covid-19	Building users Staff Volunteers	If anyone becomes unwell with a new or continuous cough or high temperature in the workplace, they		All staff	Ongoing

	Contractors	<p>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.</p> <p>Anyone who has had close contact with a suspected or confirmed Covid-19 case should follow the most recent guidance.</p> <p>Cleaning guidance following a confirmed or suspected case of Covid-19 will be followed.</p> <p>Staff are encouraged to carry out 2 rapid lateral flow tests per week.</p>		Venue manager/ Duty manager	
Spread of Covid-19 in the Art & Book Shop within Trowbridge Town Hall	Building users Staff Volunteers	<p>The till point/ front desk will be cleaned in between use by different members of staff/ volunteers.</p> <p>Hand sanitiser will be available at the till point.</p>		Front of house staff/ volunteer	

		<p>A plastic screen will be in place at the till point to protect staff, volunteers and customers.</p> <p>Card payments are encouraged over cash payments. Staff and volunteers will sanitise hands immediately after handling cash.</p>			
--	--	--	--	--	--