

Covid-19 Risk Assessment

Company name: The Brewery Arts Centre, Kendal

Assessment carried out by: Rebecca Elshaw

Date assessment carried out: 13 August 2020

Next Review: 30 September 2020

This Risk Assessment is drawn up to cover risks surrounding the return to work and reopening of the Brewery Arts Centre considering the Covid-19 pandemic. Social Distancing and Personal Hygiene remain the overriding methods of reducing the risk of contracting Coronavirus.

THE RISK - Contracting Coronavirus - People can catch the virus from others who are infected in the following ways:

- By touching contaminated surfaces and then touching their eyes or mouth.
- By breathing in contaminated droplets from the nose or mouth spread when a person with the virus coughs or exhales

What are the hazards?	Who might be harmed?	Control Measures implemented before reopening	Who needs to implement?	Ongoing control measures. Active when open.	Who needs to carry out the action?
<p>Getting or spreading coronavirus by touching surfaces</p> <p>Managed by good personal hygiene and cleaning</p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Drivers coming to business</p> <p>Visitors</p> <p>Volunteers</p>	<p>Install information posters and signs reminding all to wash hands properly and regularly.</p> <p>Water, soap and drying facilities at wash stations provided. Install contactless taps throughout public toilets.</p> <p>Hand sanitiser provided at main entrances, and throughout the premises.</p> <p>Policy and training for staff on Social Distancing, Hygiene and Self-Isolating in place.</p>	<p>Marketing</p> <p>Site</p> <p>HR</p> <p>HR</p>	<p>Regular reminders for staff of the need for thorough handwashing/sanitising.</p> <p>Welcoming reminders for customers regarding need to use sanitiser and wash hands.</p> <p>Monitor hand washing and hand sanitiser units and replenished regularly.</p> <p>Clean all commonly touched surfaces regularly.</p> <p>Ensure staff are checking their skin for dryness and cracking and to seek help for any concerns.</p>	<p>Line Managers</p> <p>Meet & Greet workers</p> <p>Cleaning Team</p> <p>Cleaning Team/all workers</p> <p>All workers</p>

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<p>Getting or spreading coronavirus by touching surfaces (continued)</p> <p>Managed by good personal hygiene and cleaning</p>	<p>Workers</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers coming to business</p> <p>Volunteers</p>	<p>Use the government guidance on cleaning and hygiene during the coronavirus outbreak.</p> <p>Instruction and training provided to workers who need to clean including products, precautions, areas, and timescales.</p> <p>Train workers how to put on and remove personal protective equipment (PPE) and how to keep it clean where applicable.</p> <p>Identify surfaces that are frequently touched and by many people e.g. handrails, door handles, keypads, clocking in/out pads.</p> <p>Identify equipment and resources (Creative Learning, Workstations, Hospitality) which may normally be touched by more than one person, put in place methods to minimise sharing of equipment/resources and put in place cleaning procedures in between use.</p> <p>Online ticket sales and table booking systems in place. Train staff in how to use these systems.</p> <p>Ticket scanners installed.</p> <p>Identify which doors can be pinned open and put mechanisms in place. Ensure all fire doors are clearly labelled and not left open.</p> <p>Work from home where possible. Reduce/ Remove need for sharing workstations and equipment by allocating individually.</p> <p>Put in place procedure for cleaning if someone develops symptoms.</p>	<p>Site</p> <p>Site</p> <p>Managers / HR</p> <p>Site</p> <p>Creative Learning/ Line Managers/ Hospitality/ Site</p> <p>Marketing/ Hospitality/ Tech</p> <p>Tech</p> <p>Site</p> <p>Workers/ Managers</p> <p>Site</p>	<p>Staff to welcome customers and monitor to make sure everyone is following controls put in place, eg following hygiene procedures, one-way systems and adhering to social distancing rules.</p> <p>Workers to limit moving around the site as far as possible to reduce touching varied surfaces.</p> <p>Cleaning of venues, tables, and equipment between changeovers.</p> <p>Replenish stocks of cleaning products, hand wash and sanitising stations.</p> <p>Encourage and help customers with contactless payment, online ticket sales, table booking.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Dispose of own rubbish in bins provided.</p> <p>Disposable condiment sachets provided or clean condiment containers after each use.</p> <p>Disposable menus to be used</p> <p>Work at home where possible. Minimum workstation/equipment sharing and cleaning of workstations at the end of each day.</p> <p>Staff to wear clean clothing each day and if required to wear uniform, change at work.</p>	<p>All</p> <p>Workers</p> <p>Cleaners/ Hospitality/ Creative Learning</p> <p>Cleaners</p> <p>Workers</p> <p>Workers</p> <p>All</p> <p>Hospitality</p> <p>Hospitality</p> <p>All workers</p> <p>All workers</p>

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<p>Getting or spreading coronavirus by breathing in contaminated droplets</p> <p>Managed by good personal hygiene and Social Distancing</p>	<p>Workers Customers Visitors Contractors</p>	<p>Areas identified where people may congregate and/or queue. Install queuing routes where appropriate.</p> <p>Signs installed to remind all of social distancing and hygiene rules.</p> <p>Maximum occupancy numbers set for all activity; Creative Learning, Cinemas, Catering.</p> <p>Plan seating to ensure social distancing (Creative Learning and Catering).</p> <p>Remove seats in the cinema to allow more aisle space for entrance and exit routes and to separate customers. Cinema ticketing system will automatically spread out customer bubbles.</p> <p>Review need for one-way systems and floor markings in corridors or extensively used pedestrian traffic routes to help guide social distancing. Install if felt appropriate.</p> <p>Install screen on Cinema Sweets counter. Move ice cream fridge and any other self-service items to the back counter.</p> <p>Check air ventilation systems have been serviced, maintained and fit for purpose.</p> <p>Ensure booking systems retain customer information for test and trace purposes.</p>	<p>Tech/Site</p> <p>Tech/ Site/ Marketing</p> <p>Tech / Marketing/ Creative Learning / Hospitality</p> <p>Creative Learning/ Hospitality</p> <p>Tech/ Site / Marketing</p> <p>Tech/ Site</p> <p>Site</p> <p>Site</p> <p>Marketing/ Hospitality</p>	<p>Staff to welcome customers and monitor to make sure everyone is following controls put in place, e.g. following hygiene procedures, one-way systems and adhering to social distancing rules.</p> <p>Stagger start and finish times of films, events and Creative Learning to reduce numbers of people entering and exiting at the same time.</p> <p>Monitor seating arrangements and systems.</p> <p>Open non-fire doors to reduce the amount of contact with doors and improve ventilation</p> <p>Encourage and help customers with contactless payment, online ticket sales, table booking.</p> <p>Work at home where possible. Use online meeting facilities.</p> <p>Table service only in the bar.</p> <p>Face covering required for customers/visitors/contractors when moving around the building. Not required when seated and eating in cinema/theatre or bar. Creative learning classes dependant on activity and guidelines.</p> <p>Face covering (mask or visor) required by staff when building open to public and moving around the building. Workstations should be 2m apart and if not possible, other precautions observed such as working back to back, wearing mask, improving ventilation etc.</p>	<p>Workers</p> <p>Film Programmer/ Creative Learning</p> <p>Workers</p> <p>Workers</p> <p>Workers</p> <p>Workers</p> <p>Workers</p> <p>Customers</p> <p>All</p> <p>Workers / Line Mangers</p>

		<p>Where possible move workstations/people to maintain 2 meters distance, where only 1m+ possible put in place other mitigating systems such as wearing mask, side by side or back to back working or screens.</p> <p>Policy and training for staff on Social Distancing, Hygiene and Self-Isolating in place.</p>	<p>Managers/ Site</p> <p>HR</p>		
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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>A return to work questionnaire will be sent to all staff regarding health, safety and wellbeing.</p> <p>Encourage workers to raise any concerns and provided information on various sources of support.</p> <p>Consult with workers regarding risk assessments so they can help identify potential problems and solutions.</p> <p>Provide online training and guidance before return to work to help with the transition.</p> <p>Policy for staff on Social Distancing, Hygiene and Self-Isolating Procedure in place.</p>	<p>HR</p> <p>Management</p> <p>HR/Line Managers</p> <p>HR</p> <p>HR</p>	<p>Continue to provide information and advice on mental health and wellbeing</p> <p>Continue to encourage workers to raise concerns.</p> <p>Regular keep in touch meetings/calls with people working at home.</p> <p>Keep workers updated on what is happening so they feel involved and reassured.</p>	<p>Management</p> <p>Line Manager</p> <p>Line Manager</p> <p>Management</p>

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Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<p>Guidance on working from home has been shared with relevant workers and an audit questionnaire was sent out to identify issues. Protect homeworkers page</p> <p>(There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed)</p> <p>Homeworking Policy issued.</p>	HR HR	For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home.	HR/ Line Manager / Workers
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Increased risk of infection and complications for vulnerable workers	Workers	<p>A return to work questionnaire will identify who falls into one of the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • People self-isolating • People with symptoms of coronavirus <p>Check and discuss latest guidance to identify how and where someone in one of the above categories will work in line with government guidance. If they are coming into work identify how we will protect them through social distancing and hygiene procedures</p>	HR HR/Line Manager	<p>Workers to inform Line Manager if their circumstances change and they later fall into one of these categories i.e.</p> <ul style="list-style-type: none"> • they are diagnosed as clinically extremely vulnerable, • self-isolating • have symptoms of coronavirus. 	Line Managers and Workers

More can be found on the government website [working safely during the coronavirus outbreak](#).