

# RISK ASSESSMENT

<b>Title:</b>	Community Classes Programme running in the venue during the coronavirus pandemic	<b>Venue:</b>	Tacchi-Morris Arts Centre
<b>Description of activities:</b>			
A range of community classes running in different venue spaces throughout the week. People coming into the venue for these classes to run will be participants (general public), contracted classes tutors, TMAC staff and volunteers.			

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

Description of hazards		Likelihood	Consequences	Risk Factor	Risk (before controls)
<b>Before controls</b>	Spread of Corona Virus COVID-19 through running weekly Community Classes Programme.	5	4-5	20-25	HIGH
<b>Risk Controls and Precautions</b>					
<ul style="list-style-type: none"> <li>• <b>Symptoms of Covid-19</b> – All staff, volunteers, tutors and participants to be advised that if they become unwell with a new continuous cough, a high temperature, a loss of taste/smell (or any other symptoms added to the government guidance) they should not attend the venue and inform TMAC of the situation. Anyone in the venue who becomes unwell whilst there will be sent home and advised to follow the stay at home guidance. TMAC staff will maintain regular contact with tutors during this time.</li> <li>• <b>Limit Tutor teaching spaces</b> – Tutors to only teach in one space per day to minimise exposure to different spaces.</li> <li>• <b>Appropriate Indoor Footwear to be worn in classes spaces</b> – Appropriate indoor footwear such as clean trainers or pumps to be worn in all classes spaces.</li> <li>• <b>Temporary Floor Markings</b> – Each classes space to have temporary floor markings to define required space between individuals.</li> <li>• <b>Additional open doors</b> – Where appropriate, exterior and interior doors will be opened throughout classes to allow for greater airflow through the spaces.</li> <li>• <b>Communication of measures to ensure compliance</b> – Participants to be provided with information ahead of classes regarding the measures and requirements for participating in classes.</li> </ul>					

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- **Shared objects or equipment** – Participants to be advised that any classes involving particular personalised objects or equipment such as floor mats will need to bring their own equipment as shared items cannot be provided.
- **Staggered entrances** – Class start times to be staggered by at least 15mins to avoid tutors and participants arriving at the same time as other classes. Participants to be asked to arrive as close to their start time as possible.
- **One way system for participants** – Classes participants will be in a socially distanced queue outside the main entrance until invited to enter at the time their class space is ready. When classes finish they will exit as follows...  
Dance Studio – via the fire exit in the room  
Drama Studio – via the fire exit in the room  
Theatre – via the auditorium door and then fire exit down stage left
- **Frequent Hand washing/Use of Hand sanitiser** – All participants required to wash hands/use hand sanitiser on entry. 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.
- **Protective Visors & Face Coverings** – All TMAC staff and volunteers, tutors and participants to wear face coverings or protective visors in the venue foyer spaces. All TMAC staff and volunteers, to wear protective face visors or face coverings when serving Box Office customers.
- **Signage** – Signage and floor markings 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, to wear face coverings in foyer spaces and to frequently wash hands or use hand sanitiser.
- **Minimising contact when customers pay** – Online and over the phone booking to be promoted and term-tickets booked in advance to prioritised. For classes with Drop-In tickets available, on the day advanced booking promoted. Signage to encourage contactless payments for any tickets purchased at the Box Office.
- **Social Distancing** – All TMAC staff and volunteers, tutors and participants to comply with the 2-metre gap recommended by the Public Health Agency and use 1-metre plus where not possible.
- **Reduced Class Sizes** – Capacities for class sizes are reduced and capped to ensure 2m social distancing can take place in each space.
- **Increased TMAC staff and volunteers** on-site when classes running to manage one way system and social distancing, where required.
- **Cleaning between each class and increased frequency of cleaning** – Classes spaces to be cleaned between each class taking place focusing on disinfecting objects and surfaces that are touched regularly, particularly door handles. Generally, frequent cleaning and disinfecting of 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.

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- **Designated Toilets** – Toilets to be designated to particular groups of people.  
TMAC Staff – FOH back area toilet and Upstairs Access toilet  
Tutors – Upstairs Bar area toilets  
Public/Participants – Downstairs foyer toilets
- **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, end of day cleaning procedures to signal end of access.
- **NHS Test & Trace** – TMAC Staff and volunteers and contracted tutors to sign in/out. Classes participant's details to be taken via Box Office System and attendance registers to be completed each session by the tutor which will be pre-set for them in their space.
- **Minimising numbers in venue** – Parents/Carers of children participating in classes not allowed to wait in foyer area during class. Foyer area closed to participants and public during classes.
- **Closing off non-essential areas** – Upstairs bar area closed to everyone except TMAC staff
- **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 through running weekly Community Classes Programme	2	4-5	8-10	MEDIUM/HIGH
<b>Details of further action required:</b>					
Regular reviews and updating as Government guidance changes and more staff and				<b>Review Frequency:</b>	Monthly

<b>Assessed by:</b>	Andy Pulleyn	<b>Position:</b>	Centre Director	<b>Signed:</b>	A.Pulleyn	<b>Date:</b>	31/03/21
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<b>H&amp;S Manager:</b>	Andy Pulleyn	<b>Counter-signed:</b>	A. Pulleyn	<b>Date:</b>	31/03/21
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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	