

RISK ASSESSMENT – ANTEROS ARTS FOUNDATION

Date of assessment: 13/07/2020

In regard to the ceremony rooms at the Anteros Arts Foundation licenced venue.

Health & Safety Manager: Felicity Hemmant

Guidance	Describe What's in Place	Who is responsible for undertaking?
Managing Risk		
Increasing the frequency of handwashing and surface cleaning.	All visitors are prompted to clean their hands using hand sanitiser on arrival and throughout the day. Posters describing best handwashing practice are on display in all bathrooms Surfaces cleaned each day that building is in use by venue cleaner	Guests Bride and Groom Venue staff Registrars Contractors, Florists, Photographer etc.
Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff including:	As above, increased frequency of hand and surface cleaning.	Venue to ensure mitigating actions in place.

<ul style="list-style-type: none"> – increasing the frequency of hand washing and surface cleaning – keeping the activity time involved as short as possible – using screens or barriers to separate people from each other – using back-to-back or side-to-side working (rather than face-to-face) whenever possible 	<p>Guests and registrars might be sideways on but not face to face.</p> <p>Guests to be seated in household groups at 2m distance from others.</p>	
If people must work face-to-face for a sustained period with more than a small group of fixed partners, assess whether the activity can safely go ahead.	Wedding to take place in accordance with government and local government advice.	
1.2 Sharing your risk assessment		
You should share the results of your risk assessment.	Risk assessment to be shared on website, with guests and with Norfolk ceremonies team.	H+S officer to ensure this is done.
2.		
2.1 Protecting people who are at higher risk		
<p>Protect clinically vulnerable and clinically extremely vulnerable individuals</p> <p>Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.</p> <p>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre existing conditions), have been asked to take extra care in observing social distancing.</p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practising good, frequent hand washing.</p>	An advice sheet will go out by email to all wedding guests before the wedding. Guests must make their own decision whether to attend the wedding or not depending on their own profile of risk.	Wedding couple to share advice sheet with guests.

2.2 People who need to self-isolate

Enabling participation from home while self-isolating if appropriate.	<p>Anyone expecting to participate in the marriage ceremony who:</p> <ul style="list-style-type: none">• develops symptoms of a cough, high temperature or loss of smell• or who is contacted by NHS test and trace and asked to self isolate <p>Will be enabled to participate in the ceremony remotely using venue wifi.</p>	<p>Venue to ensure wifi availability.</p> <p>Guests to be notified via advice sheet.</p>
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2.3 Equality

Treat everyone attending your venue equally, being mindful of the particular needs of different groups or individuals.	<p>Advice sheet for guests encourages expectant mothers, those with protected characteristics, and anyone with a disability that is likely to affect how they interact with the venue or access risk management strategies to contact the health and safety officer flik@anterosfoundation.com to discuss the risk assessment in more detail.</p>	H+S officer/Venue Manager
Understand and take into account the particular circumstances of those with protected characteristics.		
Involve and communicate appropriately with guests whose protected characteristics might either expose them to a different degree of risk, or might make any measures you are considering implementing inappropriate or challenging for them.		
Consider whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.		
Making reasonable adjustments to avoid disabled guests being put at a increased risk, and assess the health and safety risks for new or expectant mothers.		

3. Social distancing

Maintain 2m social distancing wherever possible.	Posters on display to remind guests.	H+S officer.
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	Seating arranged to ensure compliance during ceremony and in courtyard waiting area.	
<p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff including:</p> <ul style="list-style-type: none"> – increasing the frequency of hand washing and surface cleaning – keeping the activity time involved as short as possible – using screens or barriers to separate people from each other – using back-to-back or side-to-side working (rather than face-to-face) whenever possible 	<p>Increased frequency of hand washing encouraged by posters.</p> <p>Daily surface cleaning in operation.</p> <p>Ceremonies to be kept as short as possible.</p> <p>Screen to be offered for between registrars and wedding couple when sat face to face.</p> <p>Wedding guests all seated facing in the same direction.</p> <p>Guests to be seated in household groups at 2m distance from others.</p>	
3.1 Arrivals, departures and bottlenecks.		
Staggering arrival and departure times to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	<p>Total numbers for ceremony limited to thirty. Keep your distance stickers placed along pavement at main entrance where bottlenecking may occur.</p> <p>Waiting area in outside courtyard with seating that is spaced out by 2m will be provided.</p> <p>Advice sheet for guests will advise arriving with plenty of time to find seats, given that social distancing may slow progress.</p> <p>Venue staff to ensure bottlenecking does not occur on stairs.</p>	H+S officer.

Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.	Advice sheet for guests to include information as to bike racks and parking.	
Using markings and introducing one-way flow at entry and exit points.	An entry/exit flow that allows people to use the bathrooms without having to double back will be introduced. Arrows directing guests to be clearly displayed.	
3.2 Moving around buildings and worksites		
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.	One family group at a time to use lift. Hand sanitizer provided in lift.	H+S officer.
Making sure that people with disabilities are able to access lifts.		
Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.	An entry/exit flow that allows people to use the bathrooms without having to double back will be introduced. Arrows directing guests to be clearly displayed.	
3.3 Waiting areas and ceremony seating.		
Review layouts and processes to allow people to sit further apart from each other.	Some chairs in ceremony room blocked off to ensure 2m distance between family groups. Guests to congregate in courtyard where tables are arranged 2m apart from each other. Guests requested to sit at tables in household groups or bubbles.	H+S officer.
Using floor tape or paint to mark areas a 2m distance.	Markings in place to keep households in queue for toilet at 2m distance.	
Managing occupancy levels to enable social distancing.	Number of people in ceremony room limited to 30.	
5. Cleaning the workplace		

5.1 Before reopening		
Cleaning sites and providing hand sanitiser.	Done.	
Opening windows and doors frequently to encourage ventilation, where possible.		Venue staff encouraged to do this.
5.2 Keeping the Venue Clean		
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Floors, surfaces, doors, door handles and bannisters cleaned each day.	H+S officer.
5.3 Hygiene: handwashing, sanitation facilities and toilets		
Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	In place.	H+S officer.
Providing regular reminders and signage to maintain personal hygiene standards.	In place.	
Providing hand sanitiser in multiple locations in addition to washrooms.	In place	
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Toilets cleaned every day, soap available for handwashing and single use hand towels. 2m distance encouraged when queueing using floor stickers.	
Enhancing cleaning for busy areas.	All venue staff play a part in cleaning reception area.	
Providing more waste facilities and more frequent rubbish collection.	Bins in each room emptied daily.	
Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.		

5.5 Handling goods, merchandise and other materials.

Restricting deliveries, to the minimum necessary, to be handled by the fewest number of people necessary.	Deliveries such as flowers and decorations will not be handled by venue staff, only by wedding couple or their appointed service provider eg. the florist.	Wedding couple to advise venue of any deliveries that are expected.
Cleaning procedures for goods and merchandise entering the site.	Reading material and service sheets used during the ceremony only to be handled once and binned when finished with.	Venue to provide bins in each room.

6. Personal protective equipment (PPE) and face coverings

6.1 Face coverings

<p>Wearing a face covering is optional and is not required by law. It is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Advice on the safe use of face coverings should be provided by the venue including:</p> <ul style="list-style-type: none">• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it• when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands• change your face covering if it becomes damp or if you've touched it• continue to wash your hands regularly• change and wash your face covering daily• if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste	<p>The use of face coverings is encouraged at the Anteros Arts Foundation. Venue staff are required to wear them and visitors are advised in advance of their visit to bring one, daily disposable facemasks are available on site and cloth masks are also being sold on site in support of Norwich Puppet Theatre.</p>	<p>H+S officer.</p>
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• practise social distancing wherever possible		
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Signed by Health & Safety Manager,*Felicity Hemmant**27/07/20*.....