

RISK ASSESSMENT – ANTEROS ARTS FOUNDATION

Date of assessment: 16/07/2020

In regard to room hires at Anteros Arts Foundation

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.	<p>All visitors are prompted to clean their hands using hand sanitiser on arrival and throughout the day.</p> <p>Posters describing best handwashing practice are on display in all bathrooms</p> <p>Surfaces cleaned each day that building is in use by venue cleaner</p>	<p>Room users</p> <p>Room Hire Manager.</p> <p>Venue Cleaner</p>
<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 	<p>As above, increased frequency of hand and surface cleaning.</p> <p>Room users to be seated in household groups at 2m distance from others.</p> <p>Use of masks recommended where 2m distancing may not be possible.</p>	<p>Room users.</p> <p>Room Hire Manager</p>

– using back-to-back or side-to-side working (rather than face-to-face) whenever possible		
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.	Anteros retains right to cancel event where event organiser has not provided a risk assessment for their proposed activity.	General Manager.
1.2 Sharing your risk assessment		
You should share the results of your risk assessment.	Risk assessment to be shared on website and with room users.	
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 room hirers before the event. Guests must make their own decision whether to attend the event or not depending on their own profile of risk.	<p>H+S officer to prepare advice sheet.</p> <p>Venue hire manager to send to all event organisers.</p> <p>Event organiser to share with guests.</p>
2.2 People who need to self-isolate		
Enabling participation from home while self-isolating if appropriate.	Venue wifi is available for use by event organisers to arrange remote participation for anyone expecting to participate in a room hire who:	<p>Venue to ensure wifi available.</p> <p>Event organisers to arrange virtual participation.</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	
2.3 Equality		
Treat everyone attending your venue equally, being mindful of the particular needs of different groups or individuals.	Advice sheet for room users encourages expectant mothers, those with protected characteristics, and anyone with a disability that is likely to affect how they will interact with the venue or access risk management strategies to email the health and safety officer at flik@anterosfoundation.com in order to discuss the risk assessment in more detail.	H+S officer to prepare sheet.
Understand and take into account the particular circumstances of those with protected characteristics.		Venue Hire manager to circulate.
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. Seating arranged to ensure compliance during the room hire.	Room Hire Manager
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:	Increased frequency of hand washing encouraged by posters. Daily surface cleaning in operation.	

<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>Room users all seated facing in the same direction.</p> <p>Room users 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>Keep your distance stickers placed along pavement at entrance and in queue for toilets where bottlenecking may occur.</p> <p>Guests advised to arrive in good time as queuing to prevent bottle necking may be necessary.</p>	
Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.	Advice sheet for room users 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 room users 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 Arranging furniture for room hires.		

Review layouts and processes to allow people to sit further apart from each other.	Chairs and tables arranged to ensure 2m distance between family groups. Room users requested to sit at tables in household groups or bubbles.	Venue Hire Manager
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 Music Room limited to 10 households, at any one time. Number of people in Main Gallery limited to 8 households at any one time. Number of people in Fishergate room limited to 6 households at any one time.	

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.	Cleaner.
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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.
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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 and toilets.	
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.	Done.	

5.5 Handling goods, merchandise and other materials.

Restricting deliveries, to the minimum necessary, to be handled by the fewest number of people necessary.	Any deliveries for room users will go into a box and will not be handled by staff.	Room users to advise venue of any deliveries that are expected.
Cleaning procedures for goods and merchandise entering the site.	Reading material used during the room hires 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>	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.	H+S officer.
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<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 • practise social distancing wherever possible 		
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Signed by Health & Safety Manager,Felicity Hemmant24/07/20.....