

# THE ELGIVA

ACTIVITY: Contagious Diseases (COVID-19)

R.A.NUMBER: **RA/**.....

DATE: ...4 August 2020

Hazard	Who is affected	Existing controls	L x	S	Residual Risk Rating	Further Action Required
<p>Spread of COVID-19 Corona within the venue</p>	<ul style="list-style-type: none"> <li>• Employees/Public</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul> <p>Anyone else who physically comes in</p>	<p><b>Staff</b> Employees to be reminded on a regular basis to wash their hands for 20 seconds with water. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>Heavy traffic areas toilet, bar and kiosk counters, doors and door handles to be wiped with anti bac wipes by a member of staff on an hourly basis during opening hours.</p> <p><b>Poster Displays</b></p> <ul style="list-style-type: none"> <li>• To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice through display of posters etc <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></li> </ul> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Sanitiser stations at various strategic points around the building including all offices and the foyer</li> <li>• Screens installed in café, bar kiosk and the dressing rooms, between mirrors Install protective screens</li> </ul>	Unlikely	Mod	Acceptable	

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Social Distancing		<p>Social distancing measures to be implemented as per government guidelines. 1m gaps to be maintained wherever possible. Floor markings to be placed at 1m intervals at key queuing points Box Office, Kiosk, Bar, Café, Auditorium doors L &amp; R, backstage corridor and wings.</p> <p>Dress auditorium to ensure social distance exists between individual booking groups. Bookings to be made on an unallocated seat basis to allow online booking and enable social distancing to be maintained in the auditorium.</p> <p>Implement a one way system at the theatre's main entrance and the auditorium.</p>				Not currently in use
Offices		Rearrange office space and make home working arrangements for some staff if necessary				
PPE		<p>Make masks, aprons, and gloves available to staff. Ensure gloves are replaced hourly and staff wash their hands before new gloves are put on. Audience required to wear face covering at all times unless seated in the cafe or patio.</p> <p>Staff to be provided with litter pickers for cleaning at end of performance</p>				
Dressing Rooms		Review capacities and ensure these are not exceeded. Supply masks to those using dressing rooms in case distancing might not be maintained				
Toilets		Urinals to be taken out of operation. Access to toilets to be managed to ensure occupancy not exceeded. Occupancy Disabled 1 person, Ladies 4 people & Men 2 people. Anti viral wipes available in all cubicles				
Cash Handling		Avoid the need to handle cash wherever possible. Card or advance payment only at all sales outlets. Box Office only cash handling point. Staff to be trained and gloves to be worn at all times				

SIGNATURE OF RISK ASSESSOR:.....

NAME OF RISK ASSESSOR: David Cooper..... REVIEW DATE: 4/8/20