

Covid-19 Risk Assessment

Assessment Date: 01/10/21

Review Date: 04/01/2022

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Overview: To outline risks and measures put in place to protect staff, volunteers, users (members of the public, studio holders, hirers & partners) and contractors from the spread of Covid-19. Separate risk assessments are to be carried out by The Free Range Café, We Are Undressed and hirers.

Hazard	Who might be affected?	Control Measures	Additional Controls	Action by who?	Completed
Virus being transmitted in public areas	Staff Volunteers Building users Contractors	Hand sanitiser available on entry. Hand washing facilities available. Members of the public and staff are recommended to wear face	Daily checks to ensure sanitiser points are kept topped up.	Venue manager/ Duty manager	Ongoing

		<p>coverings in public areas of the building.</p> <p>For busier events one-way systems may be implemented throughout the building where possible.</p> <p>Instructions for handwashing techniques are displayed in each toilet.</p> <p>Doors are to be propped open to minimise use of door handles. Any fire doors that are temporarily propped open will be included in our fire evacuation procedure.</p> <p>During film & live music events organised by TTH windows will be opened to increase ventilation.</p> <p>Hand rails and door handles throughout the building are to be disinfected on a regular basis.</p>	Duty Manager		
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<p>Virus being transmitted via staff and volunteers</p>	<p>Staff Volunteers</p>	<p>Staff to work from home where possible.</p> <p>Staff who are clinically vulnerable/ shielding will only work from home.</p> <p>Staff and volunteers are requested to wash/ sanitise their hands when they arrive at work.</p> <p>Staff to clean any shared work spaces at the end of use.</p> <p>Volunteers to clean their working space before leaving.</p> <p>Meetings to be held online where possible.</p> <p>When carrying out cleaning of public areas, staff will wear disposable gloves.</p>	<p>Regular reminders to staff and volunteers on the importance of social distancing and hand washing.</p> <p>Volunteers to be briefed before shifts.</p>	<p>All Staff Volunteers</p>	<p>Ongoing</p>
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<p>Virus being transmitted in hired spaces</p>	<p>Building users Staff</p>	<p>TTH recommends that all hirers carry out their own Covid-19 Risk Assessment ahead of their booking and this be kept up to date with relevant changes.</p> <p>TTH requires that hirers comply with TTH Covid T&Cs.</p> <p>Hirers are responsible for social distancing measures within the hired spaces.</p> <p>Hand sanitiser, tissues and bins are stationed in hireable spaces.</p> <p>Regular touch points to be disinfected between uses.</p>	<p>Regular communication with hirers to provide and updates on changes of procedure.</p>	<p>Hirers Bookings coordinator Venue manager</p>	<p>Ongoing</p>
<p>Toilet cleanliness & social distancing</p>	<p>Building users Staff Volunteers Contractors</p>	<p>Doors into toilets wedged open where it doesn't intrude on privacy.</p>		<p>Venue manager/ Duty manager</p>	<p>Ongoing</p>

		<p>TTH staff will carry out regular cleaning on commonly touched areas such as door handles/ push plates, taps, soap dispensers, toilet flushes and toilet seats. A cleaning rota/ checklist will be on display in each toilet.</p> <p>Deep cleans of the toilets including mopping the floors and bleaching toilets will be carried out by contracted cleaners.</p> <p>Signage is on display in the toilets with hand washing instructions, and requesting that toilets are flushed with the lids down.</p>			
Confirmed case of Covid-19	<p>Building users Staff Volunteers Contractors</p>	<p>If anyone becomes unwell with a new or continuous cough or high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular</p>		All staff	Ongoing

		<p>contact with staff members during this time.</p> <p>Anyone who has had close contact with a suspected or confirmed Covid-19 case should follow the most recent guidance.</p> <p>Cleaning guidance following a confirmed or suspected case of Covid-19 will be followed.</p> <p>Staff are encouraged to carry out 2 rapid lateral flow tests per week. These are supplied by TTH.</p>		Venue manager/ Duty manager	
Spread of Covid-19 in the Art & Book Shop within Trowbridge Town Hall	Building users Staff Volunteers	<p>The till point/ front desk will be cleaned in between use by different members of staff/ volunteers.</p> <p>Hand sanitiser will be available at the till point.</p>		Front of house staff/ volunteer	

		<p>A plastic screen will be in place at the till point to protect staff, volunteers and customers.</p> <p>Card payments are encouraged over cash payments. Staff and volunteers will sanitise hands immediately after handling cash.</p> <p>Customers are reminded of the 2 metre social distancing rule from staff, posters around the building and floor stickers.</p>			
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