

**RISK ASSESSMENT – ANTEROS ARTS FOUNDATION**

**Date of assessment: 18/08/2020**

**In regard to Room Hires at the Anteros Arts Foundation**

**Person responsible for Health and Safety: Katie Phillips.**

<b>Guidance</b>	<b>Describe What's in Place</b>	<b>Who is responsible for undertaking?</b>
<b>Managing Risk</b>		
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>Event organiser</p> <p>Visitors</p> <p>Venue staff</p> <p>Cleaning staff</p>
<p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we should consider whether that activity needs to take place at all, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff and visitors including:</p> <p>– increasing the frequency of hand washing and surface cleaning</p>	<p>As above, increased frequency of hand and surface cleaning.</p> <p>Total numbers for each room are limited: 10 households in Music Room, 8 in Main Gallery and 6 in Fishergate Room.</p>	<p>Venue to set up furniture and ensure adequate signage.</p> <p>Event organisers and guests must not move this.</p> <p>Event organisers must acknowledge number</p>

<ul style="list-style-type: none"> <li>– keeping the activity time involved as short as possible</li> <li>– using screens or barriers to separate people from each other</li> <li>– using back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> </ul>	<p>Seating to be arranged so that guest are not face to face</p> <p>Seating to be arranged in household groups, each 2m apart.</p>	<p>restrictions when booking, they will need to find a way of limiting numbers and detail how they will do this in their risk assessment.</p>
<p><b>1.2 Sharing your risk assessment</b></p>		
<p>You should share the results of your risk assessment.</p>	<p>Risk assessment to be written in collaboration with event organiser and sent to guests in advance of event. It is also available on website.</p>	<p>Venue to update and publish on website.</p> <p>Event organiser to send to guests.</p> <p>Event organiser to share their own risk assessment with us in a timely fashion. Venue reserves the right to cancel any event that does not meet a high enough standard of COVID precautions.</p>
<p><b>2.</b></p>		
<p><b>2.1 Protecting people who are at higher risk</b></p>		
<p>Protect clinically vulnerable and clinically extremely vulnerable individuals</p> <p>Clinically extremely vulnerable individuals have been strongly advised not to visit outside the home.</p>	<p>The 9 steps to keeping Anteros safe is published on the website, and should be sent to all room hire guests in advance of event. It recommends that extremely vulnerable groups consider carefully before attending the venue.</p>	<p>Venue to update and publish on website.</p> <p>Event organiser to send to guests.</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>		
<p><b>2.2 People who need to self-isolate</b></p>		
<p>Enabling participation from home while self-isolating if appropriate.</p>	<p>Anyone expecting to participate in a room hire who:</p> <ul style="list-style-type: none"> <li>• develops symptoms of a cough, high temperature or loss of smell</li> <li>• or who is contacted by NHS test and trace and asked to self-isolate</li> </ul> <p>Could be enabled to participate in a room hire remotely using venue wifi.</p>	<p>Venue to ensure wifi availability.</p> <p>Event organizer to make arrangements including provision of hardware and software for remote participation.</p>
<p><b>2.3 Equality</b></p>		
<p>Treat everyone attending your venue equally, being mindful of the particular needs of different groups or individuals.</p>	<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 Katie on <a href="mailto:manager@anterosfoundation.com">manager@anterosfoundation.com</a> to discuss risk mitigating measures in more detail.</p>	<p>Event organiser to circulate '9 steps' advice sheet.</p> <p>Manager to make themselves available to clients who contact with concerns.</p> <p>Visors available to help lip readers understand staff,</p>
<p>Understand and take into account the particular circumstances of those with protected characteristics.</p>		
<p>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.</p>		

<p>Consider whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.</p>		
<p>Making reasonable adjustments to avoid disabled guests being put at an increased risk, and assess the health and safety risks for new or expectant mothers.</p>		
<p><b>3. Social distancing</b></p>		
<p>Maintain 2m social distancing wherever possible.</p>	<p>Posters on display to remind guests of need for social distancing.</p> <p>COVID compliant furniture arrangements made. (not face to face, 2m between household).</p> <p>Total numbers for each room are limited: 10 households in Music Room, 8 in Main Gallery and 6 in Fishergate Room.</p>	<p><b>All venue staff to ensure posters in place and furniture arranged appropriately.</b></p> <p>Event organisers and guests must not rearrange furniture.</p> <p>Event organisers must acknowledge number restrictions when booking, they will need to find a way of limiting numbers and detail how they will do this in their risk assessment.</p>
<p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we should consider whether that activity needs to take place, 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"> <li>– increasing the frequency of hand washing and surface cleaning</li> <li>– keeping the activity time involved as short as possible</li> </ul>	<p>Increased frequency of hand washing encouraged by posters.</p> <p>Daily surface cleaning in operation.</p> <p>Guests all seated facing in the same direction.</p> <p>Guests to be seated in household groups at 2m distance from others.</p>	<p>Event organiser must produce and sign an adequate risk assessment at the time of booking.</p>

<ul style="list-style-type: none"> <li>– using screens or barriers to separate people from each other</li> <li>– using back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> </ul>	<p>Anteros retains right to cancel event if concerns about COVID security are raised.</p>	
<p><b>3.1 Arrivals, departures and bottlenecks.</b></p>		
<p>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>	<p>Total numbers for each room are limited: 10 households in Music Room, 8 in Main Gallery and 6 in Fishergate Room.</p> <p>Posters on display to remind guests of need for social distancing.</p> <p>‘9 Steps’ advice sheet suggests 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>	<p>Event organisers must acknowledge number restrictions when booking, they will need to find a way of limiting numbers and detail how they will do this in their risk assessment.</p> <p>Venue staff may need to use laminated floor markers to manage queues (events of more than 8 visitors).</p>
<p>Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.</p>	<p>Advice sheet for guests to include information as to bike racks and parking.</p>	<p>9 steps advice sheet goes to organiser before event.</p> <p>Event organiser to share to guests.</p>
<p>Using markings and introducing one-way flow at entry and exit points.</p>	<p>An entry/exit flow that allows people to use the bathrooms without having to double back will be introduced for all events anticipating more than 8 visitors. Arrows directing guests to be clearly displayed.</p>	<p>Venue staff to ensure.</p>
<p><b>3.2 Moving around buildings and worksites</b></p>		

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. Posters on display.	Manager to ensure.
Making sure that people with disabilities are able to access lifts.	Visitors with limited mobility who need to use the lift, must bring a carer/member of the household or bubble to assist using goods lift.	
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 for all events anticipating more than 8 visitors. Arrows directing guests to be clearly displayed. Posters on display remind staff the importance of social distancing.	Venue staff to ensure adequate signage
<b>3.3 Waiting areas and seating.</b>		
Review layouts and processes to allow people to sit further apart from each other.	Venue staff to measure space between chairs and ensure not facing one another when setting out rooms.	Venue staff
Using floor tape or paint to mark areas a 2m distance.	Markings in place to keep households in queue for toilet and at main entrance at 2m distance.	Venue Staff
Managing occupancy levels to enable social distancing.	Total numbers for each room are limited: 10 households in Music Room, 8 in Main Gallery and 6 in Fishergate Room.	Event organisers must acknowledge number restrictions when booking, they will need to find a way of limiting numbers and detail how they will do this in their risk assessment.
<b>5. Cleaning the workplace</b>		
<b>5.1 Before reopening</b>		

Cleaning sites and providing hand sanitiser.	Done.	
Opening windows and doors frequently to encourage ventilation, where possible.		Venue staff encouraged to do this.
<b>5.2 Keeping the Venue Clean</b>		
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Floors, surfaces, doors, door handles, bin lids, light switches and bannisters cleaned each day.	All staff to clean desk on arrival to work. And rooms between room hire if not done.
<b>5.3 Hygiene: handwashing, sanitation facilities and toilets</b>		
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.	'9 Steps' poster Use hand sanitizer poster on display.	All staff to ensure poster prominently on display throughout building.
Providing regular reminders and signage to maintain personal hygiene standards.		
Providing hand sanitiser in multiple locations in addition to washrooms.		
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 in use. 2m distance encouraged when queueing using floor stickers. Cleaner has clear daily check sheet.	
Enhancing cleaning for busy areas.	All venue staff play a part in cleaning reception area and room hires between room users.	
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.	
	Staff-only toilet maintained.	
<b>5.5 Handling goods, merchandise and other materials.</b>		
Restricting deliveries, to the minimum necessary, to be handled by the fewest number of people necessary.	Deliveries for exhibiting artists or event organisers will not be handled by venue staff. Receptacle provided.	Clients to advise venue of any deliveries that are expected.
Cleaning procedures for goods and merchandise entering the site.	Reading material and print outs must only be handled once and binned when finished with.	Venue to provide bins in each room.
	Handling artwork for exhibitions. Technicians and curators to use gloves.	
<b>6. Personal protective equipment (PPE) and face coverings</b>		
<b>6.1 Face coverings</b>		
<p>Face coverings are encouraged to be worn inside at all times. 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"> <li>• 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</li> <li>• when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> </ul>	<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.</p> <p>Daily disposable facemasks are available on site and cloth masks are also being sold on site in support of Norwich Puppet Theatre.</p> <p>Advice on proper use of face coverings is published on the '9 steps' advice sheet.</p>	Manager.



<ul style="list-style-type: none"><li>• change your face covering if it becomes damp or if you've touched it</li><li>• continue to wash your hands regularly</li><li>• change and wash your face covering daily</li><li>• 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</li><li>• practise social distancing wherever possible</li></ul>		
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Signed by Health & Safety Manager, .....Felicity Hemmant .....18/8/20.....