**City Arts Covid-19 Risk Assessment Document August 2020**

**Introduction**

City Arts has a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. In the context of COVID-19 this means protecting the health and safety of staff, participants and any audience by following latest government guidelines. Covid-19 is spread via droplets from the nose or mouth being spread from person to person via direct exposure to droplets or via surface contact with the virus which can remain active for 72 hours on doors, handles, taps etc.

Government advice on reducing risk states the following should be adhered to:

* Maintain a social distance of 2 metres, wherever possible, or 1 metre with robust risk mitigation
* Work safely and from home if possible
* Increase frequency of hand washing/sanitisation
* Increase cleaning and sanitisation of common areas especially toilets and door handles

It should also be noted that face coverings are not required by law for employees as employers already have a legal obligation to provide a safe working environment.

**Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Risk** | **Persons Affected** | **Control Measure** |
| Entrance | Transmission risk: hand contact with door furniture  Person-to-person transmission risk from droplets from visitor not wearing a face covering  Single point of entrance/exit. Social distance risk if more than one person arrives together | Staff, Visitors  Staff  Visitors | Daily and frequent cleaning of door furniture  Hand sanitiser available and instruction for all to use it on entry.  NHS test-and-trace information completed by all visitors.  Visitors requested to wear face covering (to be provided if necessary)  Staff to wear face covering if answering door to visitors or engaging in meeting.  Social distance signage in entrance.  Notice on door asking callers to use telephone or website in first instance.  Door signage to request social distancing.  Staff to discourage visitors from arriving together |
| Ground Floor | Little ventilation available in large room: lack of fresh air increases risk of virus droplets remaining in air  Toilets; risk of transmission from common surfaces and damp areas.  Kitchen: transmission risk from visitors using kitchen area  Entrance/Exit: not possible to separate entrance/exit hence social distance risk.  Pens; transmission risk form use of sign in facilities  Furniture; transmission risk form hard surfaces  Movement through building; transmission risk increases | Staff, Visitors  Staff, Visitors  Staff, Visitors  Staff, Visitors  Staff, Visitors  Staff, Visitors  Staff, Visitors | Opening back door where possible.  Limit number of room users to a total of 6  Keeping meetings or sessions to the minimum frequency and time.  Increase frequency of cleaning and sanitising area.  Provision of extra hand sanitiser in area. Extra signage regarding hand cleaning  Increase cleaning and sanitisation before and after session.  No visitor use of kitchen area. Visitors to bring own water/food.  Facilities to be removed from use.  Control admission and exit of visitors.  Facility for used pens. Frequent sanitisation and wipes on hand.  Staff to wipe down all used furniture after use.  Signage throughout the building promoting social distancing and hand washing.  Frequent wiping down of internal door handles and banisters. |
| Office | General risk to staff from travel to and frequenting workplace  Workstations; risk of transmission from long time spent at desk and/or in office.  Common areas; transmission risk in toilet and kitchen.  Equipment; common office items such as photocopier, fans, laptops etc  Surfaces; transmission risk | Staff  Staff  Staff  Staff  Staff | Staff to work from home where possible and only use the office when necessary.  Shared workstations not allowed.  Computers and phones cleaned daily by staff on arrival and leaving.  Staff issued with individual named hand sanitiser.  Workstations rearranged to create social distancing and avoid face to face layout.  Screens between desk areas as necessary  Provision of extra hand sanitiser in area.  Extra signage regarding hand cleaning  Increase cleaning and sanitisation  One-user policy in kitchen area.  Staff to wipe down equipment with safe wipes before and after use.  Desks and workspaces to be kept clear and tidy to facilitate cleaning |
| 2nd Floor | Common areas; transmission risk in toilet and kitchen.  Main room area: amount of storage in room makes cleaning difficult | Staff/Resident Artists  Resident Artists | Provision of extra hand sanitiser in area.  Extra signage regarding hand cleaning  Increase cleaning and sanitisation  Resident artists to ensure they clean down before and after use.  Space to be tidied and surfaces kept clear to allow for cleaning to take place. |
| Offsite working | Other venues and organisations: differing environments, transmission risks from contact groups, travel to spaces | Staff | Follow government guidelines regarding social distancing, good hand hygiene and mask wearing.  Follow relevant venue guidelines as instructed as long as this feels safe. Staff to feel they have the right not to travel to or work in a location if they deem it may be unsafe.  City Arts to have in place a communication regarding safe travel and expectation of a safe environment for all staff/artists working off-site. |