

Risk assessment



Malmesbury Town Council

Service / facility / activity: **Movies@Malmesbury**

Date: 01/8/2020 Version: RA 2020c

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
C19 Virus – spread as stated below:	All		.			
A. Movies at Malmesbury – sale of tickets	Staff, volunteers, and audience members	Staff and volunteers asked to ensure hand washing before and after volunteering task. Tickets must be bought in advance either; 1. In the TIC – no paper tickets to be issued, just contact details from the party leader 2. Online – contact details to be collected by Usheru	No tickets to be sold on door – all must be pre booked.	TIC staff to be briefed by Town Clerk Volunteers to be instructed by email	Before 1 September	
B. Movies at Malmesbury – front of house	Volunteers and audience members	Volunteers asked to ensure hand washing / sanitizing before and after volunteering task. Social distancing rules applied at all times: 1. Volunteers briefed. 2. Route to cinema with distance measures to be signed. 3. Party leader will be asked for name to be checked against the TIC and Usheru lists by volunteer 1. 4. Volunteer 2 to direct party to seats through middle door next to bar. 5. Bar doors to hall to be left open When the bar is operating only pre-ordered drinks will be available, placed for audience member to pick up en-route to auditorium	Face shields for volunteers (reason – masks would hamper ability to speak clearly and prevent communication with the deaf and volunteers must comply with social distancing so risk of airborne transmission is low) To minimize number of volunteers exposed to risk teams of the same 3 volunteers will be encouraged (2 FOH, 1 projectionist). Screen protection fitted to bar. Gloves required to handle glasses	As above.	Before 1 September	

C. Movies at Malmesbury – audience members	Volunteers and audience members	Social distancing rules applied at all time: 1. Face coverings must be worn 2. Seats will be laid out in advance and NOT MOVED. 3. On screen instructions about hall layout to be shown before each event. 4. At least 1m spacing side to side and at least 1.5m spacing front to back between party groups. 5. Seats will either be cleaned between shows or ‘quarantined’ for at least 72 hours. 6. Town Hall cleaning schedule maintained daily – with attention to handrails, handles, doors etc. 7. Toilets to be cleaned between shows	Supply of face masks available. Hand sanitizer station in bar On screen reminders before each show. Posters reinforcing instructions on doors and in bar area. Downloadable / printable instructions for cinema users on Movies@Malmesbury Facebook page and on Town Hall website.	As above. Absolutely Cleaning staff.	Before 1 September	
D. Movies at Malmesbury - projectionist	Volunteers	Sanitising wipes provided to wipe keyboard, on stage door handles and wall mounted sound controls. All surfaces to be wiped down by projectionist before and after each screening.	Face shield, wipes and hygienic disposal bin on stage.		Before 1 September	
Staff and volunteer safety	Staff, volunteers	1. Staff and volunteers briefed on keeping safe 2. Staff contacted by Town Clerk weekly or as needed re wellbeing. 3. Vulnerable volunteers will be advised not to undertake Training offered to volunteers and to only undertake tasks requested and not tasks beyond their capability.	Monitor and evaluate - ongoing	As above		
Safeguarding	Staff, volunteers, audience members	Town Clerk safeguarding lead. C19 Partnership management group monitor overall volunteer operation. Volunteers assigned to task, report back, and followed up to check outcomes/issues. Training for volunteers.	Monitor and evaluate - ongoing	As above		
Staff and volunteer well-being	Staff, volunteers	1. Staff contacted by staff weekly or as needed.	Monitor and evaluate - ongoing	AS above		

