

Risk assessment



Malmesbury Town Council

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

Date: 29/7/2021 Version: RA 2021a

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?	Done
C19 Virus – risks as set out :	All		COVID-19 is mainly spread by close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles containing the virus. These particles can be breathed in by another person. Surfaces and belongings can also be contaminated with COVID-19 when people who are infected cough or sneeze near them or if they touch them.		
A. Movies at Malmesbury – sale of tickets	Staff, volunteers, and audience members	<p>Staff and volunteers asked to ensure frequent hand washing or sanitising.</p> <p>Tickets must be bought in advance either;</p> <ol style="list-style-type: none"> 1. In the TIC – paper tickets to be issued and contact details taken from the party leader 2. Online – contact details to be obtained by email by the TIC 	<p>Screens to to keep customers at a distance and reducing airborne risk. Mask worn when moving around.</p> <p>No tickets to be sold on door – all must be pre booked.</p>	TIC staff briefed by Town Clerk	Yes
B. Movies at Malmesbury – front of house	Volunteers and audience members	<p>Volunteers to ensure they frequently sanitise their hands.</p> <p>Social distancing rules applied at all times:</p> <ol style="list-style-type: none"> 1. Face coverings must be worn by volunteers. 2. Route to cinema with distance measures 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 first door allowing the door by the bar to be used by anyone wishing to leave the hall or use the bar. <p>When the bar is operating drinks will only bought with contactless payment..</p>	<p>Face masks and shields for volunteers (reason for face shields – greater ability to speak clearly and communicate with the deaf)</p> <p>Volunteers must comply with social distancing to lower risk of airborne transmission</p> <p>Screen to protect Volunteer 1 at entrance.</p> <p>Screen protection fitted to bar.</p> <p>Gloves required to handle glasses</p>	Volunteers instructed by email and trained on site.	Continuation of present operations

<p>C. Movies at Malmesbury – audience members</p>	<p>Volunteers and audience members</p>	<p>Social distancing rules applied at all time:</p> <ol style="list-style-type: none"> 1. All possible windows and doors left open before and during the show. Fan in roof space switched on. 2. Face coverings recommended for the audience 3. Seats will be laid out in advance and NOT MOVED. 4. On screen instructions about hall layout to be shown before each event. 5. At least 1m spacing side to side and at least 1.5m spacing front to back between party groups. 6. Seats will be 'quarantined' for at least 72 hours. 7. Town Hall cleaning schedule maintained daily – with attention to handrails, handles, doors etc. 8. Toilets to be cleaned between shows 	<p>Hand sanitizer station at entrance and in bar</p> <p>Supply of face masks available.</p> <p>On screen reminders before each show.</p> <p>Downloadable / printable risk assessment for cinema users on Movies@Malmesbury Facebook page and on Town Hall website.</p>	<p>As B. above. Absolutely Cleaning staff.</p>	<p>Continuation of present operations</p>
<p>D. Movies at Malmesbury - projectionist</p>	<p>Volunteers</p>	<p>Sanitising wipes provided to wipe keyboard, on stage door handles and wall mounted sound controls.</p> <p>All surfaces to be wiped down by projectionist after each screening.</p>	<p>Facemasks, shield, wipes and hygienic disposal bin on stage.</p>	<p>As B. above</p>	<p>Continuation of present operations</p>