

# Risk assessment

Malmesbury Town Council

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

Date: 1/6/2022 Version: RA 2022



What are the hazards?	Who might be harmed?	Description of measures to reduce risks	Extra measures to control risks
C19 Virus – risks as set out :	Anyone		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. The risks associated with contaminated surfaces and belongings are now considered to be minimal.
A. Movies at Malmesbury – sale of tickets	Staff, volunteers and audience members	<b>In order to prepare the auditorium</b> Customers will be encouraged to buy tickets in advance either; 1. In the TIC – paper tickets to be issued, party size & leader's name taken 2. Online Tickets can be bought when the bar is open, provided there is space available.	Recommended that masks are worn when moving around.
B. Movies at Malmesbury – front of house	Volunteers and audience members	<b>Social distancing encouraged at all times:</b> 1. Volunteers are encouraged to wear face coverings. 2. Party leader will be asked for name to be checked against the TIC and Usheru lists by volunteer 1. 3. 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. When the bar is operating drinks will only be bought with contactless payment.	Screens at entrance and bar to keep customers at a distance and reduce risk. Face masks and shields for volunteers (reason for face shields – greater ability to speak clearly and communicate with the deaf) Volunteers must comply with social distancing to lower risk
C. Movies at Malmesbury – audience members	Volunteers and audience members	<b>Social distancing encouraged at all time:</b> 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 by volunteers and not moved. 4. Seats will be set out in groups with as much space (at least 1 metre) between groups as possible. 5. On screen instructions about hall layout to be shown before each event.	Hand sanitizer station at entrance and in bar Supply of face masks available. Downloadable / printable risk assessment for cinema users on Movies@Malmesbury Facebook page and on Town Hall website.
D. Movies at Malmesbury - projectionist	Volunteers	Face masks & sanitising wipes provided	Facemasks, shield, wipes and hygienic disposal bin on stage.