

Client: Brighton Open Air Theatre, Dyke Road Park, Dyke Road, Hove BN3 6EH	Contact: Will Mytum	Client Phone/ Email: 07502 619633 / manager@brightonopenairtheatre.co.uk
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The above named person is responsible for implementing the recommendations from this risk assessment.

Version Control

Version	Date Created	Created by	Version	Date Created	Created by
1	23 June 2020	Becky Stevens, Hybred Consultancy			

This risk assessment has been created in response to the Covid-19 pandemic. The assessment will look at the hazards and measures to be implemented by Brighton Open Air Theatre as the UK lockdown is lifted. As such it is an ongoing assessment and will be updated as and when new information becomes available. Please check version control to ensure you have the most up-to-date version. Any other risk assessments for the business should be reviewed in light of the outcomes of this assessment e.g. fire safety.

In undertaking the risk assessments, the following approach has been adopted:

1. Gather information/identify risks
2. Evaluation of risks
3. Consider control measures appropriate to the identified risks
4. Evaluate residual risk

The information has been gathered and hazards identified using the information available on the following websites and abides by The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

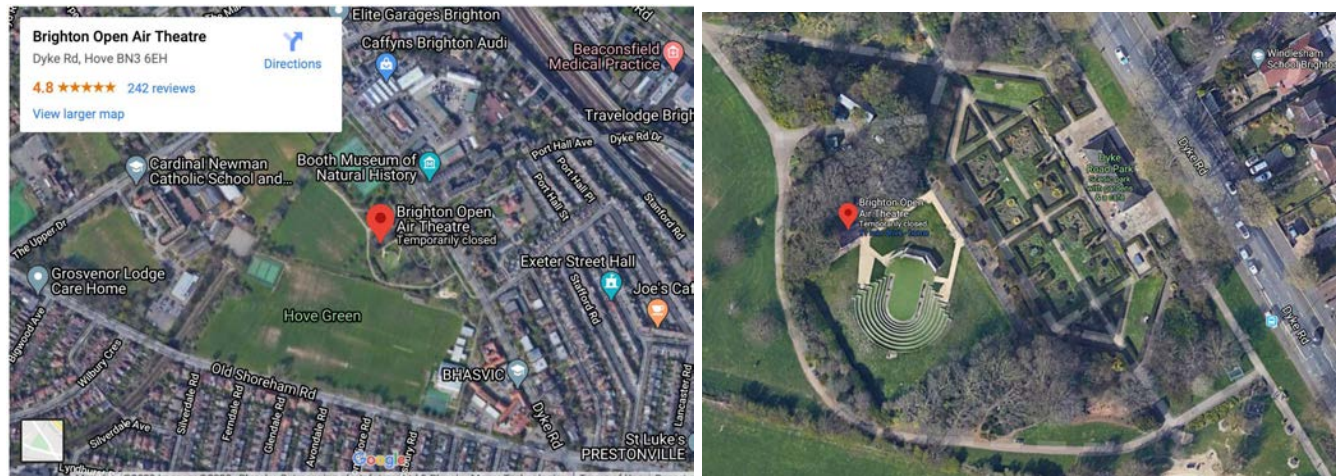
<https://www.gov.uk/coronavirus>

Business Overview

Brighton Open Air Theatre (BOAT) is a 425-capacity open-air theatre in Dyke Road Park, Hove.

This is the 6th year of BOAT bring open. The Season was due to take place between 1st May and 30th September 2020 with a private launch in April, the season was suspended due to Covid-19 prior to opening.

BOAT is located in Dyke Road Park.



The venue is fenced off and access can be controlled through the gates.

There is tiered seating which rises in a semi-circle around the stage (similar to an amphitheatre)

There is a small bar/ concession unit and a changing area for artists with staff toilets.

There are no public/ customer toilets within the BOAT area, customers leave BOAT and use the public toilets by Dyke Road Park Café.

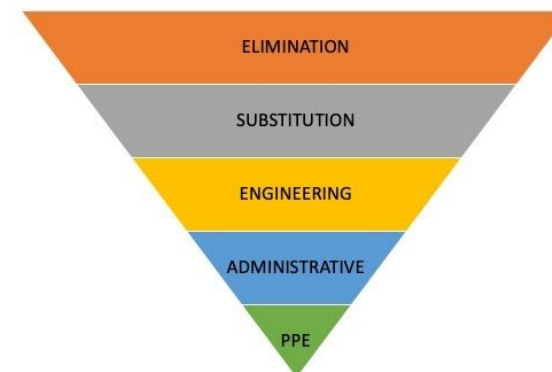
Brighton Open Air Theatre has a premises license from Brighton and Hove City Council (1445/3/2015/01578/LAPREN)

Risk Assessment process

This risk assessment has been carried out after a site visit to the venue to discuss the plans for phased re-opening after lockdown. The person writing this assessment, Becky Stevens, has examined the venue in detail and discussed the proposed activities with the venue manager.

Following the risk assessment, it is recommended that the business informs all staff of the outcomes and recommendations to ensure that all recommendations are understood and appropriately actioned by everyone working at the premises. It is the duty of the business owners to inform Hybred Consultancy of any changes to business activities in order for the risk assessment to be updated accordingly.

Each element of the risk assessment has been carried out using the Hierarchy of Control with PPE as the final option.



The risk assessment is written using a 5 x 5 Risk Matrix. The Risk Rating is calculated by multiplying the likelihood against the severity. 1 indicates LOW and 5 indicates HIGH. E.g. A likelihood of 4 which is probable against a Severity of 2 would give you an overall risk rating of 8 which would be rated as a low risk.

RISK RATING MATRIX

<div>Severity</div> <table><tr><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr><tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Likelihood</div>	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5		1	2	3	4	5	<div>Likelihood</div> <div><div>1. Extremely Unlikely</div><div>2. Possible but unlikely</div><div>3. Conceivable</div><div>4. Probably would happen at some time</div><div>5. Almost certain to happen</div></div> <div>Severity</div> <div><div>1. No or minimum injury - No equipment or property damage</div><div>2. First aid treatment on-site - Minimum equipment or property damage</div><div>3. First aid treatment off-site - Equipment and property damage</div><div>4. Major injury or hospitalisation - Localised equipment or property damage</div><div>5. Fatality- Extensive property or equipment damage</div></div>
5	5	10	15	20	25																																
4	4	8	12	16	20																																
3	3	6	9	12	15																																
2	2	4	6	8	10																																
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	1	2	3	4	5																																
<div>S x L - R</div> <div>S = Severity L = Likelihood R = Risk Rating</div>	<div>1-6 LOW RISK - Action is required to lower the risk. Time effort and money must be proportionate to the risk</div> <div>7-15 MEDIUM RISK - Action is required to control the risk. Immediate short term measures may be required</div> <div>16-25 HIGH RISK - Action is required urgently to control the risk. Further resources are almost inevitable</div>																																				

Social Distancing

REF	Hazards and Effects	To whom	Severity Rating x Likelihood = Primary risk based on no current controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works in your premises and includes people you employ directly, self-employed workers, volunteers, artists and contractors from other businesses										
Social Distancing (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none">• Staff• Customers	4	5	20	<ul style="list-style-type: none">• Layout to be considered and designed to maintain 2m distancing as far as possible• Consider arrival times to be spaced out to keep customers apart• Install signage to remind people to keep a 2m distance• Consider layout of venue including routes to and from toilets, bar and front of house areas• Use floor markings / tape to help define 2m spacing	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing Entrances / Exits (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none">• Staff• customers	4	4	16	<ul style="list-style-type: none">• Reduce the number of people entering / exiting the venue at anyone time by limiting the number of people in the venue at any one time• Create one-way systems around the venue to reduce the likelihood of people crossing over• Use the Main Gate for entrance only• Use the East Gate for exit and those people going/ returning from the toilet• Artist, staff and production to use Artist gate• Mark out waiting spots on the path for people to wait safely while they wait to be seated• Create a disney style queue for the bar with markings to indicate where it is safe to stand• Install signage around the venue and in particular at the entrance reminding people to maintain a 2m distance where possible and to be considerate of others	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing Movement around the premises (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none">• Staff• customers	4	4	16	<ul style="list-style-type: none">• Seats to be marked in 2m sections.• Every other row to be left empty to maintain social distancing• Customers who come in a group approved by the government guidelines e.g. from the same household may sit together.• When seating customers inform them to leave a 2m gap between them and the next group• Signage to be installed to request that customers respect social distancing• Front row to be left clear	4	1	4	No further action required if all recommended control measures are implemented

Social Distancing

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Social Distancing Movement of customers to and from the toilet (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none"> Staff customers 	4	4	16	<ul style="list-style-type: none"> Customers advised to follow one-way route when going to and from the toilet Customers to use empty row to walk towards the toilet between the 'seats' Customers to use East Gate to leave the venue to go to and from the toilet. Path to the toilet is wide enough to maintain social distancing both ways. Customers advised to be respectful of other customers when returning to their seat. Signage to be installed to request that customers respect social distancing. 	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing Emergency Exits (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus Increase risk in a fire	<ul style="list-style-type: none"> Staff customers 	5	5	25	<ul style="list-style-type: none"> Do not block emergency exits Ensure fire assembly points have sufficient space for social distancing Priority is to evacuate people safely even if you can't maintain social distancing Review Fire Risk Assessment to take into account any changes in staffing or venue layout 	5	1	5	No further action required if all recommended control measures are implemented
Social Distancing Bar Area (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none"> Staff customers 	4	4	16	<ul style="list-style-type: none"> Install 'disney' queue system for the bar Identify waiting points along the queue lane to maintain social distancing Install plastic guard on bar front Install signage at bar requesting customers to maintain social distance Staff to stand back when customer approaches bar to collect drinks 	4	2	8	Check PPE and Staff Welfare section for additional recommendations
Social Distancing Office/ Changing Rooms/ Staff toilets (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none"> Staff customers 	4	5	20	<ul style="list-style-type: none"> Install signage outside office/ changing room areas reminding people to maintain social distance Define number of people that can in the areas at any one time - Maximum of 2 people at anyone time unless from the same household Sanitiser to be available in kitchen and inside toilets Use storage boxes with lids for staff/ volunteer belongings Ask staff/ volunteers to minimise personal belongings they bring with them 	4	1	4	See PPE and Cleaning and Hygiene Sections of Risk Assessment

Social Distancing

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Social Distancing Artists and Performers (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none"> Staff customers 	4	5	20	<ul style="list-style-type: none"> Artists should use dedicated artist gate Where possible artists should enter and leave the changing areas when customers are seated to reduce proximity to people queuing If more than one artist in the performance they must be from the same household or household bubble as defined by government guidelines BOAT Manager to mark 2m line for performers on the stage to reduce proximity to the audience 	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing Deliveries Inbound and outbound goods (maintaining 2m - physical distance)	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none"> Staff customers 	4	4	16	<ul style="list-style-type: none"> Minimise deliveries to the premises during business hours Schedule any small deliveries to owners personal addresses to reduce people entering the building Any deliveries received during business hours to be left in designated area away from customers and hands washed for at minimum 20 seconds with soap and water after receiving the delivery Staff informed not to have any personal deliveries sent to the business premises Detail designated delivery drop off area for packages Staff to wash hands with soap and water for a minimum of 20 seconds after handling deliveries Either leave deliveries for 72 hours before unpacking or sterilise items when unpacked and then wash hands for a minimum of 20 seconds with soap and water 	4	1	4	No further action required if all recommended control measures are implemented
Social Distancing Where it is not possible to maintain a 2m distance	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none"> Staff customers 	5	5	25	<ul style="list-style-type: none"> Avoid working directly face-to-face when setting up tents, queue lanes or stage PPE to be worn by staff - See PPE section of Risk Assessment Cleaning and Hygiene procedures to be implemented, see Cleaning and Sanitising and Staff Health and Hygiene Sections of Risk Assessment 	5	2	10	See PPE and Cleaning and Hygiene Sections of Risk Assessment

Cleaning and Sanitising

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled
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Note: Where the term staff is used this should apply to anyone who works in your premises and includes people you employ directly, self-employed workers, volunteers, artists and contractors from other businesses										
High touch areas in the business premises (Door handles etc.)	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none">• Staff• customers• Visitors	4	5	20	<ul style="list-style-type: none">• Doors should be left open where possible• Install foot opening door systems on doors which cannot be left open and are frequently used• Put hand sanitizers at door entry to be used before and after using door entry system• Regular sanitisation of door handles and other high touch points. Minimum every 2 hours during business opening hours• Fire doors should not be propped open• Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves• Hand cleaning facilities or hand sanitizers should be available at the entrance to any room where people eat and should be used by staff when entering and leaving the area• A distance of 2 metres should be maintained between users, wherever possible	4	1	4	No further action required if all recommended control measures are implemented
High touch areas in the business premises (Taps/ washing facilities/ light switches/ handrails.)	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none">• Staff• customers• Visitors	4	5	20	<ul style="list-style-type: none">• Regularly clean taps and washing facilities. Light switches. Toilet flush and seats. Door handles and push plates.• Disinfectant/ sanitizers needs to be left on surfaces for 3-5 minutes depending on the make to effectively kill the virus• Inform artists to wash hands before and after using toilet facilities - locate hand sanitiser outside toilets for use before opening the toilet door	4	1	4	No further action required if all recommended control measures are implemented

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			S	L	R		S	L	R	
Toilet facilities	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> Staff customers Visitors 	5	5	25	<ul style="list-style-type: none"> There are two toilets in the venue for staff and artist use Customers have to use the public toilets which are located by Dyke Road Cafe Advise Toilet facilities used by staff / artists should have regular enhanced cleaning (toilet bowl, flush and handle, hand wash basin and taps, door handles) to be carried at a minimum of every 2 hours. All high touch areas (toilet seat, taps and door handles) should be cleaned after each use - use signage to request people clean after each use and provide cleaning equipment, disposable towels and closed bin. Single use disposable paper towels to be provided for hand drying Remove any reusable towels from the bathroom Waste bin with foot operated lid to be provided for disposal of paper towels Signage to be displayed to indicate cleaning is required or has taken place at the toilet facilities BOAT to install signage in public toilets reminding customers to wash hands BOAT to provide cleaning products for use in public toilets with signage for customers to recommend cleaning high touch points 	5	1	5	No further action required if all recommended control measures are implemented
Waste Disposal	Build up of potentially contaminated waste, leading to transmission of COVID-19	<ul style="list-style-type: none"> Staff customers 	4	5	20	<ul style="list-style-type: none"> Waste bins with foot operated lid and lined with a clean bag to be provided for disposal of paper towels and waste generated through cleaning Waste bins to be emptied when full, or at the end of each working day and a clean bag placed in the bin Waste to be immediately placed into wheelie bin with lid outside the premises for collection Small Waste bins to be sanitised once emptied Wash hands for minimum 20 seconds with soap and water after disposal of waste Provide suitable and sufficient rubbish bins for hand towels in toilet and kitchen area with regular removal and disposal Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day Gloves to be worn when handling waste 	4	1	4	No further action required if all recommended control measures are implemented
Ventilation / Air extraction	Airborne transmission of the virus can result in infection	<ul style="list-style-type: none"> Staff customers 	5	2	10	<ul style="list-style-type: none"> Majority of venue is outside In internal areas: <ul style="list-style-type: none"> Keep windows open where possible If using additional cooling or heating systems they should be extraction units or single unit air conditioning units with direct access to external walls Ventilation systems which circulate the air should not be used 	5	1	5	No further action required if all recommended control measures are implemented

Cleaning and Sanitising

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Handwashing	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> Staff customers 	5	5	25	<ul style="list-style-type: none"> Frequent handwashing to take place Staff to wash or sanitise hands immediately on arrival at premises - signage to be installed reminding people around premises Customers and staff to wash hands prior to and post removal of PPE Customers and staff to wash hands after any coughs or sneezes Staff to wash hands after cleaning, emptying bins Display hand wash procedure poster at hand wash locations Hands to be dried with disposable paper towels 	5	1	4	No further action required if all recommended control measures are implemented
Staff office/ Kitchen/ Changing room area	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> Staff customers 	4	5	20	<ul style="list-style-type: none"> Reduce number of staff / artists using the office/ changing rooms Sanitise work area minimum twice a day If using a keyboard clean this once a day and ensure you have washed / sanitised your hands before use to reduce spread of transmission Have a closed foot pedal bin for any tissues and empty this daily Clean the kitchen, changing area and toilets including mopping the floor at the end of each day 	4	1	4	No further action required if all recommended control measures are implemented
Bar area	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> Staff customers 	4	5	20	<ul style="list-style-type: none"> Reduce number of staff in the bar area to one person per shift Sanitise bar counter and screen every 2 hours throughout the event Clean the bar area including mopping the floor at the end of each day Have a closed foot pedal bin for any tissues and empty this daily 	4	1	4	No further action required if all recommended control measures are implemented

Customer Safety

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			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works in your premises and includes people you employ directly, self-employed workers, volunteers, artists and contractors from other businesses										
Pre-event Information to customers	Possible transmission of the virus from/ to infected customers	<ul style="list-style-type: none">• Staff• customers	5	5	25	<ul style="list-style-type: none">• Customers to be advised not to come to venue if they or anyone in their household are displaying symptoms of COVID-19 (High temperature, fever, new continuous dry cough, loss of taste or smell)• Customers to be informed of changes to business operating procedures; Risk assessment carried out, change in programming, social distancing measures, staff wearing PPE	5	1	5	Monitor advice regarding vulnerable people and revise as necessary
Vulnerable customers	High risk of illness for individuals who are classified as clinically vulnerable attending premises	<ul style="list-style-type: none">• Staff• customers	5	5	25	<ul style="list-style-type: none">• Where a customer is identified as extremely clinically vulnerable they should not attend the premises (see document attached for classifications and check the NHS website for updates)	5	1	5	No further action required if all recommended control measures are implemented
Customer Arrival checks	Possible transmission of the virus from/ to infected customers/ staff	<ul style="list-style-type: none">• Staff• customers	4	5	20	<ul style="list-style-type: none">•Signage on entrance reminding customers not to enter if they have any Covid-19 symptoms	4	2	8	Virus can be asymptomatic so customers may not be aware they have the virus. Additional measures re PPE and hygiene to be followed
Performance times	Proximity to others increases the risk of the transmission of the virus	<ul style="list-style-type: none">• Staff• customers	4	5	20	<ul style="list-style-type: none">• Define performance times to enable people to leave safely and to reduce cross over of people in seats	4	1	4	No further action required if all recommended control measures are implemented
Prior to opening	<ul style="list-style-type: none">• Possible transmission of the virus from/ to infected customers• customer confidence	<ul style="list-style-type: none">• Staff• customers	4	5	20	<ul style="list-style-type: none">• Customers to be sent list of all actions being taken by BOAT to be COVID-19 Secure with clear list of actions customers are required to do e.g respect social distancing, increased hygiene measures• All signage and cleaning equipment to be put out• Full clean and sanitisation of bar and staff areas prior to opening	4	1	4	No further action required if all recommended control measures are implemented

Customer Safety

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Customer Belongings	<ul style="list-style-type: none"> Possible transmission of the virus from/ to infected customers customer confidence 	<ul style="list-style-type: none"> Staff customers 	4	5	20	<ul style="list-style-type: none"> Request that customers keep all personal items in bags when not in use 	4	1	4	No further action required if all recommended control measures are implemented

Staff Health and Hygiene

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			How will controls be checked
			S	L	R		S	L	R	
Note: Where the term staff is used this should apply to anyone who works in your premises and includes people you employ directly, self-employed workers, volunteers, artists and contractors from other businesses										
Prior to opening	Lack of awareness and training resulting in staff and/ or customer illness	<ul style="list-style-type: none">Staffcustomers	5	5	25	<ul style="list-style-type: none">Send all recommendations from risk assessment and key actions to all staffEnsure all staff know and understand their responsibilitiesAdd appendix to current staff contract for them to sign to confirm they agree to abide by recommendations - keep record on fileRecommend providing additional training on use of PPE, cleaning procedures etc. to ensure they are carried out correctly	5	1	5	Review risk assessment and subsequent recommendations/ key actions as and when government guidance changes
Temperature Checks	A high temperature is a symptom of COVID-19, which could indicate an individual is infection with the virus	<ul style="list-style-type: none">Staffcustomers	4	4	16	<ul style="list-style-type: none">All staff to take their temperature at home prior to coming to work and if their temperature exceeds 37.3 C and they feel hot on their chest and back they should not come to workIf a high temperature is recorded by staff, they should inform the Venue Manager, not come into work, book into a COVID-19 Test centre and self isolate in accordance with government adviceIf diagnosed with COVID-19 staff must inform their place of work	4	1	4	No further action required if all recommended control measures are implemented
Practises for sick workers	Staff illness, business resilience, PR and Brand reputation	<ul style="list-style-type: none">Staffcustomers	4	4	16	<ul style="list-style-type: none">Assess all staff and make a record of who may have had COVID-19 and who hasn't.Records to be kept on file by Venue Manager	4	1	4	No further action required if all recommended control measures are implemented
Symptomatic workers	Staff illness, business resilience, PR and Brand reputation	<ul style="list-style-type: none">Staffcustomers	5	5	25	<ul style="list-style-type: none">If a member of staff develops a high temperature or a persistent cough while at work, they should: 1) Return home immediately and make an appointment with a test centre 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough 2 and sneeze into the crook of their elbow 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed 5) The work area should receive deep cleaning and not be used for 72 hoursIf the member of staff is diagnosed with COVID-19 then everyone they have taught or come into close contact with within the previous 5 days should be contacted and advised that they should self isolate as per Government guidance. They may also be contacted as part of the NHS Track and Trace system	5	1	5	No further action required if all recommended control measures are implemented

Staff Health and Hygiene

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Returning to work after lockdown - All staff	Staff illness, business resilience, PR and Brand reputation	<ul style="list-style-type: none"> Staff customers 	4	4	16	<ul style="list-style-type: none"> Particular attention should also be paid to people who live with clinically extremely vulnerable individuals Providing support for workers around mental health and wellbeing - This could include advice or telephone support If clinically vulnerable (but not extremely clinically vulnerable) and individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others Emergency plans for fire safety, including contact details should be kept up to date Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources Check relevant first aid is up to date and that all staff know what to do in a medical emergency - it is not advised to give mouth to mouth resuscitation Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security 	4	1	4	No further action required if all recommended control measures are implemented
Return to work after COVID-19	Staff illness, business resilience, PR and Brand reputation	<ul style="list-style-type: none"> Staff customers 	5	5	25	<ul style="list-style-type: none"> If staff have had COVID-19 symptoms or have been diagnosed with COVID-19 they must self-isolate for a minimum of 7 days Staff should only return to work when they have fully recovered from the symptoms of the virus Recommend that staff are tested prior to returning to work to confirm they do not have the virus 	5	1	5	No further action required if all recommended control measures are implemented
Responding to confirmed cases of COVID -19	Business resilience, PR and Brand reputation	<ul style="list-style-type: none"> Staff customers 	5	5	25	<ul style="list-style-type: none"> If a member of staff or a customer informs the Venue Manager that they have been diagnosed with COVID-19 then the Venue Manager should identify who the individual has been in contact with and advise them that they have been in Proximity with someone who has been infected and to follow government guidelines (currently to self-isolate for 14 days) Rooms that the infected person used should be deep cleaned Depending on member of staff and number of people affected it may be advisable to close the venue for 14 days 	5	2	10	Carry out deep clean of room
Staff travel	Staff illness, business resilience	<ul style="list-style-type: none"> Staff customers 	4	4	16	<ul style="list-style-type: none"> Where possible staff should avoid public transport and walk, use bikes or use their own cars to help maintain social distancing All staff to be briefed to wash their hands thoroughly and for at least 20 seconds upon arrival to work 	4	1	4	No further action required if all recommended control measures are implemented

Staff Health and Hygiene

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			How will controls be checked
			S	L	R		S	L	R	
Staff Teams	Staff illness, business resilience	<ul style="list-style-type: none"> Staff customers 	5	4	20	<ul style="list-style-type: none"> Where possible staff should work in teams to reduce risk of transmission throughout the business Senior staff should be split across the teams to increase business resilience If one of the team is diagnosed with Covid-19 then all of the team they work with should self isolate for 14 days and a full clean of the premises is required 	5	1	5	No further action required if all recommended control measures are implemented
Cash Handling	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> Staff customers 	4	4	16	<ul style="list-style-type: none"> Where possible transactions should be cashless using card contactless systems If cash is used it should be placed into a container with a lid for 72 hours prior to counting/ cashing up Hands should be washed after each transaction if handling cash at the bar 	5	1	5	No further action required if all recommended control measures are implemented

Personal Protective Equipment (PPE)

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled	
			S	L	R		S	L	R		
Note: Where the term staff is used this should apply to anyone who works in your premises and includes people you employ directly, self-employed workers, volunteers, artists and contractors from other businesses											
Masks / Face Shields/ Goggles For customers	Airborne transmission of the virus can result in infection	<ul style="list-style-type: none">Staffcustomers	4	5	20	<ul style="list-style-type: none">Customers can bring their own face covering and wear when attending venue if they wishHand sanitiser facilities are available for customers to sanitise hands prior to application of mask and removal of mask if required	4	2	8	PPE alone is not enough to prevent transmission of the virus - enhanced hygiene procedures, cleaning procedures and social distancing must be implemented to reduce risks	
Masks / Face Shields/ Goggles For staff	Airborne transmission of the virus can result in infection	<ul style="list-style-type: none">Staffcustomers	4	5	20	<ul style="list-style-type: none">Recommend that staff use face coverings and / or face shields when they are in close proximity to customers e.g on front desk entrance, seating customers and at bar areaEmployers should support staff in using face coverings safely if they choose to wear one. This means telling workers to follow critical key safe behaviours: 1) 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 2) When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands 3) Change your face covering if it becomes damp or if you've touched it 4) Continue to wash your hands regularly 5) Change and wash your face covering daily. 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, practise social distancing wherever possible.Staff to be trained in using PPE: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masksIf using a face sheild this should be wiped clean regulalry and at a minimum every 1 hourStaff should not drink / eat whilst wearing a face covering as this will require regular touching of the mask / face and could increase chance of infectionYou must provide this PPE free of charge to staff who need it	4	2	8	PPE alone is not enough to prevent transmission of the virus - enhanced hygiene procedures, cleaning procedures and social distancing must be implemented to reduce risks	

Personal Protective Equipment (PPE)

REF	Hazards and Effects	Who could be harmed?	Severity Rating x Likelihood = Primary risk based on no controls S x L = R			Recommended Control Measures	Severity Rating x Likelihood = Residual Risk			Further Action Required Where Risks are Not Adequately Controlled
			S	L	R		S	L	R	
Gloves For staff	Transmission of COVID-19 virus through repeated touch of contaminated surfaces by multiple people, leading to illness	<ul style="list-style-type: none"> • Staff • customers 	4	5	20	<ul style="list-style-type: none"> • Gloves should be used when emptying rubbish and cleaning high touch areas to reduce spread of infection to person cleaning • Do not touch face when wearing gloves • You must provide this PPE free of charge to staff who need it 	4	1	4	No further action required if all recommended control measures are implemented