

## **TAPE Community Arts Centre - COVID-19 risk assessment**

Company name: **TAPE Community Music and Film**

Assessment carried out by: **Neil Dunsire**

Date assessment was carried out: **January 4th 2021**

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Visitors</p>	<ul style="list-style-type: none"> <li>- water, anti bacterial handwash and drying facilities provided in all toilets and kitchen</li> <li>- signage on how to wash hands properly</li> <li>- signage to remind people to wash / sanitise their hands regularly</li> <li>- hand sanitiser provided in all rooms / spaces for the occasions when people can't wash their hands</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls</li> <li>- Identify if and where additional hand washing facilities may be needed</li> <li>- Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem</li> </ul>	<p><b>All staff to promote in workshops and monitor and inform line managers if supplies of sanitiser etc need replenishing</b></p>	<p><b>Immediately</b></p>

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus in common use high traffic areas such as kitchen, corridor, main hall, toilets, entry/exit points to facilities.</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>- 2m distance marks applied to floors to remind and guide on social distancing</li> <li>- a safe waiting area provided for those waiting to use the toilets</li> <li>- frequent monitoring and cleaning of these areas with antibacterial sprays and wipes</li> <li>- anti bacterial wipes and hand sanitiser provided</li> <li>- signage provided indicated the need to sanitise hands and how to do it</li> <li>- one way arrows marking entry and exit routes for Main Hall</li> <li>- Kitchen only accessed by staff</li> <li>- fire doors to be held open using DoorGuard devices to allow for maximum air movement and reduce the amount of contact with door handles etc</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems</li> </ul>	<p><b>All staff to ensure that the conditions are as outlined here</b></p>	<p><b>Immediately</b></p>

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> <li>- non-fire doors left open to allow for maximum air movement and reduce the amount of contact with door handles etc</li> <li>- windows in Main Hall opened to provide fresh airflow</li> <li>- extractor fan in Main Hall to be turned on to help remove 'dead' air</li> <li>- window coverings to be opened to provide as much daylight into the rooms as possible</li> <li>- when possible, main front doors and rear door to be opened to increase amount of fresh air into building</li> <li>- keep all surfaces in communal areas as clear as possible to allow for easier cleaning</li> <li>- full clean down (with antibacterial sprays or wipes) at the end of the day, by the users of the rooms of desktops, IT equipment, light switches etc</li> </ul>			

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus in office spaces, studio, edit room.</p>	<p>Staff Visitors</p>	<ul style="list-style-type: none"> <li>- frequent monitoring and cleaning (with antibacterial sprays and wipes) throughout the day by the users of the rooms</li> <li>- anti bacterial wipes and hand sanitiser provided</li> <li>- fire doors to be held open using DoorGuard devices to allow for maximum air movement and reduce the amount of contact with door handles etc</li> <li>- extractor fan in Studio to be turned on to help remove 'dead' air</li> <li>- Doors to offices / classroom to be open using DoorGuard devices</li> <li>- Mechanical circulation of air with fans or blower heaters in offices</li> <li>- window coverings to be opened to provide as much daylight into the rooms as possible</li> <li>- keep all surfaces as clear as possible to allow for easier cleaning</li> </ul>		<p><b>Person opening up to make sure that these are followed</b></p> <p><b>All staff to be aware and monitor through the day</b></p>	<p><b>Immediately</b></p>

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Staff Visitors</p>	<ul style="list-style-type: none"> <li>- increased cleaning for communal areas such as kitchen, foyer, corridors, toilets etc</li> <li>- keep all surfaces as clear as possible to allow for easier cleaning</li> <li>- end of the day full clean down (with antibacterial sprays or wipes) by the staff using the office spaces of desktops, IT equipment, light switches etc</li> <li>- fire doors to be held open using DoorGuard devices to reduce the amount of contact with door handles etc</li> <li>- non-fire doors to be held open using to reduce the amount of contact with door handles etc</li> <li>- all shared stationary removed from office spaces. Each staff member allocated what they require each day and is responsible for not sharing these items e.g. pens, staplers etc</li> <li>- all headphones to be wiped down after use</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented</li> <li>- Provide information telling people who needs to clean and when</li> <li>- Provide instruction and training to people who need to clean. Include information on:               <ul style="list-style-type: none"> <li>➤ the products they need to use</li> <li>➤ precautions they need to follow</li> <li>➤ the areas they need to clean</li> </ul> </li> </ul>	<p>Neil to monitoir Cheryl - Cleaning</p> <p>All staff - taking care of their workstations</p>	<p>Immediately</p>

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<ul style="list-style-type: none"> <li>- regular keep in touch meetings/calls with people working at home to talk about any work issues</li> <li>- encourage all staff to talk openly about the possibility of being affected and to raise any concerns</li> <li>- update on what is happening and when</li> <li>- remind all staff on the issue of fatigue and the need to take regular breaks, get fresh air, drink plenty of water etc</li> </ul>		<b>Line managers</b>	<b>Ongoing</b>
Contracting or spreading the virus by not social distancing	Staff Visitors	<ul style="list-style-type: none"> <li>- 2m distance markings on floor with tape</li> <li>- Workshops limited to 15 people maximum</li> <li>- Hall layout prepared using tables spaced at 2m</li> <li>- Workshops delivered using a hybrid model in the hall</li> <li>- one way entry/exit system where possible</li> </ul>		<b>All staff</b>	<b>Immediately</b>

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		<ul style="list-style-type: none"> <li>- hold meetings virtually rather than face-to-face when possible</li> <li>- Maximum of 15 people in hall</li> <li>- limit number of people using rooms/ spaces/building</li> <li>- arrange staff rota accordingly to adhere to numbers per room</li> <li>- signage reminded staff and visitors to keep 2m apart where possible</li> <li>- monitor whether social distancing is taking place and remind if this is not happening</li> <li>- layout rooms accordingly so that 2m distance can be kept at all times, including taping off desk spaces not to be used</li> <li>- Weekly Team Meeting COVID updates</li> <li>- Regular 1 to1's with team and line managers to raise concerns etc.</li> </ul>		<p>ND Line Managers</p>	<p>Ongoing Ongoing</p>

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<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>- advise and encourage on safe working practices when working at a computer at home eg. distance from screen, suitably supporting chair etc</li> <li>- remind all staff on the issue of fatigue and the need to take regular breaks, get fresh air, drink plenty of water etc</li> </ul>		<p><b>Line Managers</b></p> <p><b>Line Managers</b></p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p>

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<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>- fire doors to be held open using DoorGuard devices to allow for maximum air movement</li> <li>- non-fire doors to be held open to allow for maximum air movement</li> <li>- windows in Main Hall opened to provide fresh airflow</li> <li>- extractor fans in Main Hall, Studio and toilets to be turned on to help remove 'dead' air</li> <li>- Fans or blowers on in offices when occupied to encourage air circulation</li> <li>- when possible, main front doors and rear door to be opened to increase amount of fresh air into building</li> </ul>		<p><b>All staff</b></p>	<p><b>Immediately</b></p>