

Stephen Joseph Theatre COVID-19 risk assessment. Revision 1

Phase one re-opening

08/08/2020

The SJT is a Theatre, Cinema and Café. In Phase One we will open the café on 30th July and the cinema on 20th August as part of a slow safe re-opening.



People Exposed

Visitors / Guests
Contractors
Staff
Third-party staff

Hazard

The Spread of COVID-19

Covid-19 is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. According to current evidence, the COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes. Human-to-human transmission is occurring extensively, hence precautions to prevent human-to-human transmission are appropriate. Fever, cough or chest tightness, anosmia, myalgia, fatigue and dyspnoea are the main symptoms reported.

CONTROL MEASURES

Social Distancing

Wherever possible 2m social distancing will be maintained for both guests and staff. Where 2m is not possible then 1m plus must be followed (see 1m plus mitigating control measures). Signs to remind people to social distance will be displayed at entrance points and around the building, including at the lift and in toilets. Areas where queues may form will be marked with 2m intervals. In the McCarthy, auditorium bookings will be spaced so that there are empty seats in front/behind and to the sides; each booking will have gangway access.

Management of Entrances and Exits

Public entrances will be staffed at all times during use. Cinema and café booking arrival times will be staggered to eliminate the likelihood of congestion, with queues managed at the main building entrance outside with clearly marked 2m queue points. When in public operation there will be a one-way system through the building with customers entering through the front doors and exiting via the Hannover Road stairs.

Capacity Management

Overall capacity has been limited to eliminate congestion within the building and monitored throughout opening hours by staff to ensure no congestion. Seating plans in the cinema and café will facilitate social distancing guidelines and capacity will be capped to accommodate this. Admission will be by pre-booking only and all seats in the cinema will be allocated. The capacity of the passenger lift has been reduced by 50% and is limited to one household group at a time. Some sink, cubicles and urinals have been taken out of use in the toilets to enable social distancing.

Capacity limits are: McCarthy Cinema up to 40 persons (76% reduction)
 Café Bar max 40 persons (60% reduction)
 Staff 10 persons

Maximum people on site: 90

Limiting physical contact

All transactions will be contactless and cash not accepted. Customers will be encouraged to print their tickets at home or download them onto their phone and staff will scan these.

Cleaning

Before opening, a detailed clean of all areas including toilets and washrooms will be undertaken. During opening, staff will follow set hourly cleaning rotas to ensure cleaning and sanitising of all high-volume areas and touchpoints. Signage will display the most up to date NHS guidance on handwashing and hygiene measures e.g. Catch it, bin it, kill it, to mitigate the risk of spreading COVID-19. Toilet facilities will be checked frequently throughout opening hours and cleaned as necessary. Antibacterial cleaning materials will be available at all customer operated touchpoints such as lift buttons to enable visitors to clean before and after use. Auditoria will be cleaned between screenings with particular attention paid to high touch areas.

Hygiene

Hand sanitiser and antibacterial soap will be available at all toilets. Hand sanitiser stations will be located at entry/exit points. Staff and guests will be asked to sanitise hands - on entry and at regular intervals.

Personal Protective Equipment/1m plus mitigating measures

All staff will be required to wear face-coverings; the exception being for those who may have a medical reason not to do so. Customers to wear face coverings when moving around the building and in auditoriums but can be removed whilst in eat me @SJT or eating and drinking in auditoriums.

Where two-meter distance isn't possible mitigating measures will include: additional ventilation, keeping the activity time involved as short as possible and using front to back or side by side seating arrangements (rather than face-to-face) whenever possible. The wearing of face coverings, face shields and the use of sneeze guards.

Provision of First Aid/Emergency Situations

A first aider will be present on site and will follow the additional Public Health England guidance on first aid and coronavirus. In the event of an emergency occurring e.g. fire evacuation, social distancing will not apply if it puts people at further risk.

Ventilation

Doors and windows will be opened in all public areas to enable the flow of fresh air. In the auditorium, the ventilation system will run at all times when the cinema is in use. Air handling systems will be serviced regularly as part of a planned maintenance programme and air filters will be monitored and changed as necessary. Adjustments have been made to maximise the amount of fresh air drawn into the auditorium.

Limiting Numbers of Employees on Site

Only the minimum number of staff required for the operation of the building will be onsite, and home working/furlough will continue for other staff. Operational teams will be kept in bubbles to minimise the risk of transition.

Staff or Visitors Displaying Symptoms and track and trace.

On arrival guests and staff will be asked to confirm that they are not suffering any Covid-19 symptoms. Only those who confirm they are well will be admitted. As part of the online booking process for the cinema, lead guest details will be held for 21 days should they be required for the NHS track and trace service. Guests using the café will be asked to provide their details on arrival.

RISK FACTOR WITHOUT CONTROLS

SEVERITY 5 x LIKELYHOOD 4 = 20 unacceptable Risk

RISK FACTOR WITH CONTROLS

SEVERITY 5 x LIKELYHOOD 2 = 10 medium /low Risk

50% Risk reduction

Assessed by: - Paul Baines – Theatre Manager.

Review date – No later than Oct 2020

Revision history

08/08/20 – Added updated rules regarding face coverings.