

KINOKULTURE

Covid-19 Risk Assessment

Kinokulture Cinema

General Operational Days

Description of Activity:

Kinokulture cinema reopening to public screenings 04/09/2020

Hazards

Coronavirus (Covid-19)

Who might be affected:

Staff Members

Volunteers

Visitors

Contractors

Vulnerable groups: Elderly, Pregnant females, those with existing underlying health conditions

Date of assessment: 04/09/2020

Undertaken By: Ian Garland, Ruth Carter

The duty manager has overall responsibility for checking that procedures and controls are carried out effectively by staff and volunteers.

Controls in Place	Detail	By Whom	Completed by
Up and Down one way system from lobby with distance markers	Main staircase is now up only. The down Staircase is from the middle of the auditorium exiting opposite toilets on ground floor. Distance markers and direction arrows in place.	staff/volunteers on duty	Daily from 04/09/2020
Allocated seating	Row spacing increased to maintain 1m+ distancing. Two seat gap spacing between bookings. Sofas for two on rear row separated by booths.	staff/volunteers on duty	04/09/2020
Covid awareness	All Staff and Volunteers are required to complete the Screen Skills - 'Coronavirus basic awareness for cinemas Training' as a minimum.	Staff on duty	04/09/2020 ongoing
Queue management	A socially distanced queue inside and outside will Be managed by staff/volunteers at entry times.	staff/volunteers on duty	04/09/2020 ongoing
Hygiene - hand sanitising	All staff members, volunteers, and contractors to wash their hands for minimum 20 seconds with soap as per guidelines upon entry to building. Visitors to use hand sanitiser gel upon entering building. Additional sanitiser points are in operation, by toilets and Box office counter.	staff/volunteers on duty/customers	04/09/2020 ongoing

Staff/volunteer health check	All staff and volunteers attending the venue to perform a role will undertake a temperature and well being check prior to commencing any work.		04/09/2020
Cleaning of surfaces	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as sanitiser stations and box office dounter..	staff/volunteers on duty	04/09/2020 ongoing
PPE - Face coverings	All staff and volunteers will wear a mask/visor whilst undertaking their duties. Washable facemasks and visors have been provided and staff have attended training on how to look after and maintain their PPE. Face coverings are mandatory to enter the building. Staff/volunteers will not allow entry to those without masks unless the individual has reason not to wear one as per government requirements.	staff/volunteers on duty	04/09/2020 ongoing
Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.	Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	staff/volunteers on duty	04/09/2020, ongoing
Box Office and Bar Counter	PVC screen has been installed at ordering/serving point to protect staff and customers. Markers on floor to display where to stand. .	staff/customers	04/09/2020, ongoing
Payments via card where possible	Signage at venue to encourage customers to pay via card not cash. Sanitising wipes available to clean card machine after each use. Staff members to wash hands/use alcohol gel immediately after handling cash.	staff on duty	04/09/2020, ongoing

Symptoms of Covid-19	<p>If anyone becomes unwell with a new continuous cough, a high temperature, or loses their sense of taste/smell in the workplace they will be sent home and advised to follow the stay at home guidance and book a test immediately.</p> <p>Line managers will maintain regular contact with staff members & volunteers during this time.</p> <p>If advised that a member of staff, volunteer, or member of public has developed Covid-19 and were recently visiting the venue the venue management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	All staff and volunteers	04/09/2020, ongoing
Toilets	<p>Toilet facilities checked and surfaces wiped regularly</p> <p>Cleaning schedule on back of door to record cleaning.</p> <p>Antibacterial sanitiser and wipes available for customer use as an added precaution.</p> <p>Hand sanitiser provided at exit point.</p>	Staff	04/09/2020, ongoing