

**COVID-19 RISK ASSESSMENT**  
**THE SIREN'S CALLING**

Date: 4 July 2020	Name: Andy Holian	Job Title: Managing Director	Location: On Site
Event Site: Sixty8 @ The Marina, Newfoundland Way, Portishead. BS20 7QH			
Assessment Type: Operational			

**PURPOSE OF ASSESSMENT**

To reduce risk of spread to the lowest practicable level by taking preventative measures:

- Ensuring workers and customers who feel unwell stay at home and do not attend the venue;
- Increasing the frequency of handwashing and surface cleaning;
- Social distancing of minimum 1 metre with added risk mitigation:
  - further increase of frequency of hand washing and surface cleaning
  - working bubbles

OBJECTIVE	CONTROLS
<p><b>KEEPING CUSTOMERS &amp; VISITORS SAFE</b></p> <p>To minimise the risk of transmission and protect the health of customers and visitors</p>	<ul style="list-style-type: none"> <li>- Keeping temporary record of customers and visitors for 21 days. Details will be filed and secured and after 21 days securely shredded;</li> <li>- Indoor gatherings will be restricted to groups from two different households, or a maximum of 6 people from any number of households;</li> <li>- To avoid large gatherings no live performances including music will be permitted;</li> <li>- Lowering of internal capacity to ensure social distancing in line with government guidelines;</li> <li>- Reduction of pinch points within the premise;</li> <li>- Reconfiguration of internal layout to ensure safe social distancing;</li> <li>- Discouraging queuing within the premise, most notably for the toilet facilities. Customers will be asked to order and pay from their table to avoid congregation at the bar;</li> <li>- Managing outdoor queues safely and responsibly;</li> <li>- Providing clear guidance on social distancing and hygiene on arrival through signage and on the website;</li> <li>- Managing entry to premises to ensure all customers are seated and appropriately distanced;</li> <li>- Encouraging customers to use hand sanitiser on arrival at the premises;</li> <li>- Temperature will be taken by customers themselves before entering the premises;</li> <li>- Ensuring entry and exit can be facilitated safely;</li> <li>- Children will not be permitted in the premise due to limited capacity and safety of all customers;</li> <li>- In inclement weather, customers will not be able to shelter inside if the premise is at full occupancy;</li> <li>- Essential services and contractor visits will be carried out during closed periods.</li> </ul>
<p><b>MANAGING SERVICE OF DRINK</b></p> <p>To manage interaction at the venue resulting from service of drink</p>	<ul style="list-style-type: none"> <li>- Maintaining a social distance of 1 metre when taking customer orders;</li> <li>- Using social distancing markings to remind customers of 1 metre social distancing between customers of different households or bubbles;</li> <li>- Table service only for all customers;</li> <li>- Reducing cross contamination by restricting customers to one table and away from the bar area;</li> <li>- Contact payments, taken at the table, acceptable only;</li> </ul>

	<ul style="list-style-type: none"> <li>- Minimising contact between front of house workers and customers by reducing floor staff numbers. Only one member of staff will attend a table per sitting;</li> <li>- Ensuring designated waiting areas do not obstruct public spaces;</li> <li>- Outdoor table service only;</li> <li>- Floor staff will not handle drinks. Glasses will be placed on to a tray and then customers will take from the tray;</li> <li>- Staff will only hold glasses at the bottom;</li> <li>- Only staff are permitted to collect and return empty glasses to the bar.</li> </ul>
<p><b>CUSTOMER TOILETS</b></p> <p>To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing and cleanliness in toilet facilities</p>	<ul style="list-style-type: none"> <li>- Signs to increase awareness of good handwashing techniques and the need to increase handwashing frequency, and catching coughs and sneezes;</li> <li>- Social distancing markers in toilet queuing areas;</li> <li>- Hand sanitiser available on entry to toilets and suitable handwashing facilities including running water, liquid soap and hand driers;</li> <li>- Clear cleaning guidance for toilets, with increased frequency of cleaning. All hard surfaces to be cleaned with disposable cloths or paper roll;</li> <li>- Keeping facilities well ventilated by fixing doors open;</li> <li>- Visual cleaning schedule;</li> <li>- Provision of waste facilities and regular rubbish collection.</li> </ul>
<p><b>PROVIDING AND EXPLAINING AVAILABLE GUIDANCE</b></p> <p>To make sure people understand what they need to do to maintain safety</p>	<ul style="list-style-type: none"> <li>- Provision of clear guidance on expected customer behaviour, social distancing and hygiene to people upon arrival through signage and on website;</li> <li>- Providing spoken communication of the latest government guidelines;</li> <li>- Informing customers that police and the local authorities have the powers to enforce requirements in relation to social distancing such as instructing customers to disperse, issue a Fixed Penalty Notice or take further enforcement action;</li> <li>- Informing customers that they should be prepared to remove face coverings safely if asked to do so by the police or staff for the purposes of ID;</li> <li>- Reminding customers to follow social distancing advice and cleaning hands regularly;</li> <li>- Ensuring information provided to customers and visitors, such as advice on location and size of queues does not compromise their safety;</li> </ul>
<p><b>SOCIAL DISTANCING FOR WORKERS</b></p> <p>Ensuring workers maintain social distancing guidelines wherever possible, both arriving and leaving work and during their work shifts</p>	<ul style="list-style-type: none"> <li>- Maintain social distancing at all times in work where possible;</li> <li>- Where social distancing isn't possible for particular activities, undertaking further mitigating actions: <ul style="list-style-type: none"> <li>- further increasing frequency of hand washing and surface cleaning;</li> <li>- keeping interactive actions to as short a time as possible;</li> <li>- reducing number of people in workplace and using 'fixed team' bubbles;</li> </ul> </li> <li>- Arrival and departure by the rear entrance only;</li> <li>- Providing hand washing facilities at all important points;</li> <li>- Providing storage area for staff bags;</li> <li>- Requiring staff to wear clean clothes on each shift;</li> <li>- Reducing job and location rotation by assigning workers to specific tasks and areas;</li> <li>- Managing use of high traffic areas to maintain social distancing;</li> <li>- Maintaining separation of staff work areas to allow staff to work apart;</li> <li>- Using floor markers to help people comply with social distancing guidelines;</li> <li>- Kitchen area used for washing and cleaning purposes only.</li> </ul>
<p><b>ENTERTAINMENT</b></p>	<ul style="list-style-type: none"> <li>- At this time venues are not permitted live performances including comedy and music to take place on front of a live audience. This is to mitigate</li> </ul>

To maintain social distancing when providing entertainment	<ul style="list-style-type: none"> <li>the risks of aerosol transmission from the performers or audience;</li> <li>- Preventing entertainment such as broadcasts which could encourage audience behaviours which increase transmission risks eg loud background music, communal dancing and group signing.</li> </ul>
ACCIDENTS, SECURITY & OTHER INCIDENTS	<ul style="list-style-type: none"> <li>- Review of emergency procedures to ensure they reflect the social distance principles as far as possible;</li> <li>- Training staff to keep people safe;</li> <li>- Consideration of the security implications of changes set out in this document.</li> </ul>
To promote safety during incidents	
CLEANING BEFORE REOPENING	<ul style="list-style-type: none"> <li>- Deep clean of whole premises;</li> <li>- Service and review of ventilation through the premises;</li> <li>- Adequate provision of hand sanitiser.</li> </ul>
To make sure the partially closed areas of the business are clean and ready for restart	
KEEPING THE VENUE CLEAN	<ul style="list-style-type: none"> <li>- Wedging doors open, where appropriate, to reduce touchpoints;</li> <li>- Frequent cleaning of objects and surfaces that are touched regularly including counters, tills and making sure there are adequate disposal arrangements for cleaning products;</li> <li>- Cleaning surfaces and objects between customer use e.g. tables, card machines, chairs, menus;</li> <li>- Frequent cleaning of work areas and equipment between uses;</li> <li>- Maintaining good ventilation by opening doors frequently.</li> </ul>
To keep the venue clean and prevent transmission by touching contaminated surfaces	
HYGIENE - HANDWASHING, SANITATION FACILITIES & TOILETS	<ul style="list-style-type: none"> <li>- Signage of good handwashing technique;</li> <li>- Providing regular reminders and signage to maintain hygiene standards;</li> <li>- Providing hand sanitiser in multiple locations in addition to washrooms;</li> <li>- Cleaning guidance for toilets to ensure they are kept clean and social distancing maintained where possible;</li> <li>- Enhanced cleaning for busy areas;</li> <li>- Providing more waste facilities and more frequent rubbish collection;</li> <li>- Provision of hand driers;</li> <li>- Washing hands after handling customer items or before moving onto another task.</li> </ul>
To help everyone keep good hygiene through the working day	
HANDLING GOODS	<ul style="list-style-type: none"> <li>- Cleaning procedures around receipt of goods;</li> <li>- Handwashing following receipt of any goods from third party supplier.</li> </ul>
To reduce transmission through contact with objects that come into the venue	
FACE COVERINGS & PPE	<ul style="list-style-type: none"> <li>- Though not compulsory the business will support and respect peoples choice to wear PPE equipment and face masks.</li> </ul>
SHIFT PATTERNS & OUTBREAKS	<ul style="list-style-type: none"> <li>- Splitting the staff into fixed team 'bubbles' to reduce interaction between staff;</li> <li>- Assist track and trace system by keeping a temporary record of staff patterns for 21 days and provide data if necessary.</li> </ul>
To change the way work is organised to create distinct groups and reduce the number of contacts each worker has	
ONGOING COMMUNICATIONS & SIGNAGE	<ul style="list-style-type: none"> <li>- Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments;</li> <li>- Awareness and focus on the importance of mental health at times of uncertainty;</li> <li>- Using communication which avoids the need for face to face interaction.</li> </ul>
To make sure all workers are kept up to date with how safety measures are being implemented and updated	