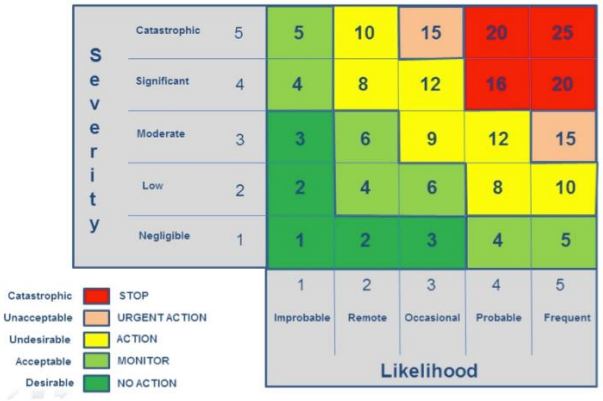
General Risk Assessment Template

Risk Rating = Likelihood x Severity



Activity Assessed	Control of Covid-19 Venue Operation Risk Assessment
Location	Hampshire Wardrobe

Identify Hazard	Who could be harmed and how?	Severity Score	What are you already doing?	What else do you need to do?	Likelihood Score	Risk Rating Score	Action	By when?
Covid-19 transmission-Front Desk/Tills/front door	All staff, volunteers and visitors from transmission via shared touched surfaces and physical contact	4	All areas are being wiped down in building. Cleaner attends on days we operate. Limited touching and signage up. All visitors and team to wear masks during appointments. Staying safe signs displayed. Hand sanitizer available Door and all windows to be kept open where possible to encourage ventilation. Room layout amended for better circulation.	Continue and monitor progress	3	12	Managers to monitor, review and update control measures periodically to ensure they are in line with the most recent government guidance and industry best practice.	Ongoing

Staff Room	All staff and volunteers from transmission due to close proximity and touched surfaces	4	Volunteers and staff limited numbers onsite. Maximum 3 in staff room at any time, spaced apart. Only one member of staff in at any time. Masks to be worn when space less than 2m. Volunteers are assigned duties at start of shift to keep close proximity to minimum. Volunteers to bring in sewing kits if required. All electrical and shared equipment to be wiped down after individual use.		3	12	Managers to monitor, review and update control measures periodically to ensure they are in line with the most recent government guidance and industry best practice.	Ongoing
Kitchen/Laundry room	All staff and volunteers from transmission close proximity, contamination via dirty dishes	4	One in one out. Sanitise cloths and sponges each evening. Regular cleaning by staff and cleaner		3	12	Managers to monitor, review and update control measures periodically to ensure they are in line with the most recent government guidance and industry best practice.	Ongoing

Dressing rooms	Staff, volunteers and visitors from transmission via surfaces and close proximity	4	Shoes to be tried on with pop socks. Appointments limited to one at a time, no entourage allowed.		3	12	As above	Ongoing
Stockroom	All staff and volunteers from transmission due to close proximity and touched surfaces	3	One in one out	To continue	2	6	As above	Ongoing
Bathroom	All staff and volunteers from transmission due to close proximity and touched surfaces	4	Provide disinfectant for all to use. Regular sanitizing throughout the day. Cleaning rota for checks throughout the day on back of door.		3	12	As above	Ongoing
Aisles/Main costume store	All staff and volunteers from transmission due to close proximity and touched surfaces	3	Cordon off store to visitors, staff only signs. Limited access provided for production hirers, max. 6 people in space at any time. Staff to alert others of presence. Face coverings to be worn.		3	9	As above	Ongoing
Portacabin	All staff and volunteers from transmission due to close proximity and touched surfaces	3	Wipe down all surfaces regularly		3	9	As above	Ongoing
Walkway	All staff, volunteers and visitors from transmission due to close proximity and touched surfaces	3	Signage used to wait until pathway is clear Bookings required for appointments, collections and returns to minimize cross over between visitors	Monitor and amend if necessary	3	12	As above	Ongoing
Running appointments	All staff, volunteers and visitors from	4	Bookings required for all appointments – private	Monitor and amend if required	3	12	Managers to monitor,	Ongoing

	transmission due to close proximity and touched surfaces		hire and production hire. Mandatory mask unless exempt. Website FAQs to provide all information. 2 visitor per appointment max in a bubble or household. Hirer to send measurement and detailed costume requests prior to app. Chosen items immediately packaged for collection and set aside. Shorten apps from 60 to 45 mins to give buffer between apps in order to sanitise and organise space. Encourage contactless payments.				review and update control measures periodically to ensure they are in line with the most recent government guidance and industry best practice.	
Collection/Returns	Too many visitors, overcrowding pose a risk to each other and staff.	4	No-contact collection and returns. Collections and Returns will be restricted to 20min appointment.		3	12	Managers to monitor, review and update control measures periodically to ensure they are in line with the most recent government guidance and industry best practice.	Ongoing

Assessed by	Leanne Campbell	Date	June 2021	Review date	July 2021