

Exeter City Council
Corporate Health and Safety

Additional Risk Assessment for Corn Exchange Events during a Pandemic

Location: The Corn Exchange

Date: August 2021

All risk assessments for work under non-pandemic conditions are still to be used. The risk assessments below are in addition to those, as additional precautions to be taken.

All of the risk assessment points below are taken from:

[Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

including guidance on 5 steps to working safely; restaurants, pubs, bars and takeaway services; performing arts; and the visitor economy.

Activity/Plant/Materials etc.	List of significant hazards	People at risk	Required controls and Safety procedures	Observations/Actions Required
Who is allowed on site			<p>Only the minimum number of people necessary for the Corn Exchange to operate will be allowed on site.</p> <p>All staff will be trained on how to spot symptoms.</p> <p>All staff will have the new procedures explained to them and be required to complete training. Specialist training may need to be provided for roles impacted by the new guidance, for example Front of House staff managing new operating conditions or for roles where social distancing is difficult to maintain.</p>	

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Entering the building	Large numbers of people present in the building leading to an increased risk of spread of viral infection, presently Covid-19	Clinically extremely vulnerable Clinically vulnerable Higher risk staff	Those who were classed as clinically extremely vulnerable are no longer required to shield but should continue to take extra precautions to protect themselves. Employees that are concerned should discuss their concerns with their GP or hospital clinician. Where there are any health concerns advice will be sought from HR and the Corporate Health and Safety Team.	
		Back of house visitors Contractors	Contractors should pre-arrange visits where possible. Visitors are encouraged to socially distance. Notice are placed on the door to encourage anyone entering the building to keep their social distance and to wash their hands regularly or use hand gel.	
		Staff working in the Corn Exchange	Wherever possible staff will be organised into cohorts or groups built around natural work teams. Cohorts work together, take their breaks together and travel together if relevant. If one person then becomes infected this increases the ability for only members of that particular cohort to be excluded and facilitates the smoother running of the facility. Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk)	

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			<p>Staff are encouraged to wash their hands as soon as they enter the building and at regular intervals.</p> <p>Duty Managers brief staff on their role and necessary behaviours for that day's event.</p> <p>Staff are instructed to:</p> <ul style="list-style-type: none"> • Use tissues to cover their mouth and nose when they cough or sneeze (CATCH IT) • Place used tissues in a bin (or bag) as soon as possible (BIN IT) • Wash their hands regularly with soap and water (KILL IT) • Clean surfaces and contact points regularly to get rid of germs (KILL IT) <p>Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)</p> <p>Staff need to have tissues available.</p> <p>Staff are reminded to stick to 2m social distancing where possible, and 1m for no more than 1 minute of face to face contact at any other time.</p> <p>Managers need to consider the mental health and wellbeing of their workers during the current pandemic. This may not be directly work related, but employers may want to make information available such as at:</p> <p>Every Mind Matters Campaign Resource Centre (phe.gov.uk)</p> <p>Prior to beginning Duty Managers check that staff are well – checking whether they have any of the symptoms related to the viral infection or have anyone in their household who is showing any symptoms or is self-isolating.</p> <p>If anyone is seen to have Covid-19 symptoms or becomes unwell with a new, continuous cough or a high temperature will be sent home and advised to follow the stay at home guidance. This follows advice from Public Health England.</p> <p>If a staff member has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds.</p> <p>This is in line with Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>If one employee has been confirmed or is suspected of having COVID-19 there is no need to send the rest of the workforce home, although thorough cleaning of the area they work in is recommended.</p>	

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			<p>If a person with no symptoms themselves has only been in indirect or potential contact with someone who has or is suspected of having COVID-19, there is no reason for them to stop work and go home.</p> <p>The Corn Exchange will not be shut or other staff sent home unless advised to do so following investigation by NHS Test and Trace or following advice from the Service Lead – Environmental Health and Community Safety or Public Health England.</p> <p>Where meetings are necessary all attendees will be encouraged to socially distance. They will not share objects, such as pens and paper. Sanitiser will be available at the door.</p> <p>Only essential meeting participants are invited to attend face to face meetings.</p> <p>There is a designated segregated space, Meeting Room 1, where any worker developing coronavirus symptoms can be held safely pending medical attention or safe return to home for self-isolation.</p>	
		Office staff	<p>Where possible hot desking is avoided - otherwise cleaning workstations and shared equipment between different occupants, using anti-bacterial/disinfectant wipes.</p> <p>The use of high-touch items and shared office equipment (for example, printers, whiteboards) is limited.</p> <p>The use of emails, mobile phones and radios are encouraged to reduce face to face contact.</p> <p>Where staff need to use the kitchen there is a one in, one out system in place.</p>	
NHS Test and Trace	Spread of infection	Visitors Staff Contractors	An official NHS QR code is provided so that customers and visitors can check into the building if they wish to. Visitors over the age of 16 will be encouraged to check in or if they do not have access to the NHS COVID-19 app a record will be kept of name, contact phone number, date and time of arrival.	
General customer facing work	Spread of viral infection	Staff General Public	<p>The ticket office desk will use a screen to create a physical barrier between customers and staff.</p> <p>When required to scan tickets there are 2 members of staff, one to the right hand side of the entry door and one in the ticket office. The standing member will use a visor.</p>	

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Inside rest areas	Spread of viral infection	Staff Visitors Contractors	<p>Where possible breaks will be staggered to reduce pressure on rest rooms so that social distancing can be maintained.</p> <p>Staff are to be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating.</p> <p>Notices promoting hand hygiene and social distancing are placed visibly in these areas.</p> <p>Surfaces that are touched regularly are frequently cleaned and disinfected, using standard cleaning products.</p> <p>Staff should bring in their own food and use their own crockery and cutlery.</p> <p>All crockery, cutlery, etc. should be thoroughly cleaned in the kitchen dishwasher or using hot water and detergent.</p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	
Outside rooftop smoking areas	Spread of viral infection	Staff General Public	<p>Staff are reminded that they should keep their social distancing while outside smoking.</p> <p>Staff must wash their hands before and after smoking.</p> <p>The smoking area may also be used by entertainment groups, who will be reminded of the social distancing rules.</p> <p>The general public can only smoke once they have left the building.</p>	
Staff toilets Dressing rooms – toilets & showers	Spread of viral infection	Staff Entertainers	<p>There is an adequate supply of soap and paper towels.</p> <p>Appropriate signage is displayed in all toilets.</p> <p>Toilets will be cleaned hourly.</p> <p>Showers will be cleaned regularly, with cleaning products in the shower cubicle.</p>	

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Public toilets	Spread of viral infection	General Public	<p>There is an adequate supply of soap and paper towels.</p> <p>Appropriate signage is displayed in all toilets.</p> <p>Adequate supply of soap and paper towels.</p> <p>A member of staff will manage queues for the toilets at peak times.</p> <p>Toilets will be cleaned every 2 hours in times of lower footfall, including door handles, toilet flush handles/buttons and similar 'touch surfaces'. Where the footfall is higher the frequency will be increased to hourly.</p>	
Ventilation & air conditioning in rooms	Airborne droplets circulating through the building	Staff Visitors Contractors	<p>The Corn exchange does not have air conditioning and the fans are on extract only.</p> <p>As many windows and doors as possible will be open during an event to increase fresh air flow.</p> <p>This is in line with guidance: CIBSE - Emerging from Lockdown</p>	
General setup of public areas	Spread of viral infection	Staff Visitors Contractors	<p>Floorplans and subsequent capacities must be agreed by venue management at least 2 weeks before an event.</p> <p>The goods lift is used by one hirer at a time. As they have arrival time slots these must be adhered to for use of the goods lift.</p> <p>Corn Exchange staff do not help with carrying goods.</p> <p>The public lift is limited by the capacity and no more than one household at a time, or maximum of 4 people from 2 different households all facing towards the doors.</p> <p>Stall holder events will supply stewards to monitor the flow of customers in and out. For entertainment events staff will be at the entrance to monitor the situation.</p> <p>All customers over the age of 11 will be encouraged to wear a face covering when moving around the building.</p>	
Live Performances		Performers Staff Audience	<p>Performers or their representatives will be required to provide a risk assessment prior to any bookings taking place.</p>	

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Stall holder events	Overcrowding – large numbers of people entering the building at one time	Staff Visitors Contractors	The hirers are required to provide their own risk assessments showing how they will respond to the additional needs, such as more space and use of more stewards to ensure social distancing rules are met. Bar furniture will be allowed if deemed necessary by venue management. Stewards will be provided with meeting room 1 as a rest area.	
Film Screening or Theatre Style Performance	Overcrowding – large numbers of people entering the building at one time	Staff Visitors	Personal information is kept in line with the Exeter Corn Exchange Box Office Privacy Policy Entry may be staggered. The pre-show information will communicate when customers need to arrive for a show.	
Cabaret/Comedy Nights/Social events e.g. bands, dancing	Spread of viral infection	Staff Visitors	Table seating is configured to optimise spacing and reduce face-to-face situations. In some situations this may limit the capacity.	

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Catering set up	Spread of viral infection	Staff Visitors	<p>For some events catering can be pre-ordered and delivered directly to tables.</p> <p>For venue hires where café style catering is provided by the Corn Exchange, food is ordered at the bar and table numbers are given to customer to take to their tables and food is delivered directly by venue staff.</p>	
Bar set up	Spread of viral infection	Staff Visitors	<p>This is only to be set up at events where a bar is normally offered.</p> <p>The bar shutters are kept down apart from the area where staff serve.</p> <p>All tables and chairs have been removed in the bar area</p> <p>Drinks may be pre-ordered before show for interval (in instances where there is an interval). Numbered trays laid out on tables. Up to 25 trays along one wall. If necessary there can be a second long table for 26 to 50. Large drink orders will be left on trays to encourage one person collection.</p> <p>Stewards will be employed to manage the flow of customers to and from the bar, interval drinks tables, toilets and their seats. Stewards will also prevent the consumption of alcohol outside of the performance area.</p> <p>Stewards will encourage queues to be kept to a minimum.</p> <p>Bar staff will be kept in cohorts where possible, with the same staff working together in groups.</p> <p>Staff must wash their hands every 30 minutes.</p>	
Cleaning of rooms, equipment, uniforms	Spread of viral infection	Staff Visitors Contractors	<p>There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.</p> <p>Government advice specifically in relation to COVID-19 is available at: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>Ordinary cleaning, with detergent and water, alcohol sprays, normal cleaning agents or disinfectant, are sufficient.</p> <p>Damp dusting should replace any dry dusting.</p> <p>Telephones and computer equipment are cleaned with wipes or by other means by following Government guidance.</p>	

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			<p>If an employee has gone off sick with COVID-19, their workstation, including telephone and keyboard, etc. should be cleaned using normal cleaning materials and methods.</p> <p>Bar towels, etc. are laundered on site in a hot wash.</p>	
Equipment	Spread of viral infection	Staff	<p>The sharing of equipment is restricted.</p> <p>Equipment is wiped and disinfected before and after use.</p> <p>See: Making your workplace COVID-secure during the coronavirus pandemic (hse.gov.uk)</p>	
Personal Protective Equipment (PPE)	Spread of viral infection	Staff	Regular checks are made to ensure there is sufficient PPE.	
Face Coverings	Spread of viral infection	Staff Visitors	<p>Members of the public will be encouraged to face coverings unless they are seated.</p> <p>All staff will be encouraged to wear a face covering in situations where they have face to face contact with members of the public unless they are exempt on the grounds of health or disability.</p> <p>Staff will not be required to wear face coverings where steps have been taken to provide a COVID-19 secure workplace and a physical barrier has been created between workers and members of the public.</p>	
Emergency evacuation	Spread of viral infection	Staff Visitors Contractors	<p>Emergency procedures will not change during the pandemic</p> <p>Stewards will be instructed at the start of every event on crowd management and emergency plans.</p>	