

Minack Risk Assessment

Operating with management for protection against Covid19

Description

Risks associated with operating the Minack during the Covid19 pandemic.

Who is affected?

Everyone on the Minack site: all members of the public of all ages, staff, contractors

What are the risks?

1. Staff passing the virus among each other or to visitors
2. Visitors passing the virus to staff or other visitors
3. Visitors refusing to adhere to government guidance that staff are trying to implement

The next section looks at each stage of the physical visitor journey on site and outlines precautions we will take to minimise these two risks.

L: likelihood 1 very unlikely, 2 unlikely, 3 may occur, 4 likely, 5 very likely, 6 will occur
 S: severity 1 very minor injury, 2, minor injury, 3 lost time, 4 major injury, 5 single fatality, 6 multiple fatality
 RF: risk factor 0-6: low 7-12: medium 12+ action required 18-36: immediate action required

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
1.	Staff interactions with each other.	4	4	16	<p>Staff will complete a return to work process – only those who can safely return will be asked to do so.</p> <p>Staff from different households must maintain social distancing at all times.</p> <p>Staff will have their temperature checked and recorded by the Duty Manager at Pol Minack at the start of each shift.</p> <p>Any staff member who feels unwell must stay at home: if they have symptoms of Covid19 they must follow the current NHS advice.</p> <p>Staff will be provided with washable face coverings or face masks. These and all uniform must be washed after every day at work. Additional uniform can be provided if necessary.</p> <p>Staff will be responsible for keeping their own work areas clean. If they work in a shared area then they wipe down touch points with sanitiser before other staff use the area.</p>	2	4	8

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
2.	Staff member speaks to visitors in their car.	3	4	12	Staff member stand 2m away from car and use face covering if appropriate (i.e. if visitor has their window down and the staff member needs to get closer than 2m).	1	4	4
3.	Visitors at the Shack buying tickets or goods.	3	4	12	<p>Staff member takes stock to building at start of shift (washing hands before and after).</p> <p>Glass screen in place and staff member to wear face covering when talking to visitors.</p> <p>Hand sanitiser for staff & visitors to use.</p> <p>'Respect social distancing' sign in place and plant pots used to set queueing positions.</p> <p>Visitors advised to pay by contactless technology. If cash then staff member puts on gloves to handle the cash then throws them away.</p> <p>Staff members to wipe down and sanitise work areas when they leave (for lunch break cover) and clean fully at end of day in accordance with the Cleaning Schedule.</p> <p>Where two staff members are working in the space they will either be from the same household, or keep 1m apart and wear face coverings.</p>	1	4	4

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
4.	Shop Shed & Plant sales	3	4	12	<p>Staff member takes stock to building at start of shift (washing hands before and after).</p> <p>Perspex screen and face covering/mask for staff. Sanitiser for staff and visitors.</p> <p>Visitors do not enter the shed, but choose goods for the staff member to put into a bag. Plants stay in visitor's hands.</p> <p>'Respect social distancing' sign in place and posts and ropes used to set queueing positions.</p> <p>Visitors advised to pay by contactless technology. If cash then staff member puts on gloves to handle the cash then throws them away.</p> <p>Staff members to wipe down and sanitise work areas when they leave (for lunch break cover) and clean fully at end of day in accordance with the Cleaning Schedule.</p>	1	4	4
5.	Staff member at entrance at viewing gate.	3	4	12	<p>Staff member to stand behind an A-frame or other barrier to keep visitors the necessary distance away. Face covering to be worn if appropriate.</p> <p>'Respect Social Distancing' signage.</p> <p>Sanitiser on a belt for staff to use.</p>	1	4	4
6.	Toilets	2	4	8	<p>Hand sanitiser dispensers at all entrances.</p> <p>'Respect Social Distancing' signage.</p> <p>Visitors to be advised to wear face coverings in the building.</p> <p>Posters encouraging visitors to use the sanitiser and wash their hands well with hot water and soap.</p> <p>Cleaning as per schedule.</p>	1	4	4

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
7.	The Terrace Café	3	4	12	<p>Staff member takes stock to building at start of shift (washing hands before and after).</p> <p>Perspex screen and face covering/mask for staff. Sanitiser for staff and visitors.</p> <p>Goods left at second window for visitor to collect. This area to be regularly sanitised by staff.</p> <p>Queue marks on the ground and post/ropes to socially distance the queue.</p> <p>Visitors advised to pay by contactless technology. If cash then staff member puts on gloves to handle the cash then throws them away.</p> <p>'Respect Social Distancing' sign.</p> <p>Where two staff members are working in the space they will either be from the same household or kept 1m+ apart and wear face coverings.</p> <p>Staff members to wipe down and sanitise work areas when they leave (for lunch break cover) and clean fully at end of day in accordance with the Cleaning Schedule.</p>	1	4	4
8.	Around the theatre	3	4	12	<p>Visitors to be reminded by signs to respect social distance.</p> <p>Staff to keep an eye on visitors and remind them of social distancing if necessary.</p> <p>Handrails to be wiped every two hours. Picnic benches to be cleaned regularly.</p> <p>Review regularly and, if necessary, introduce one-way routes around additional congested areas.</p> <p>Control numbers on site at any one time through pre-booking requirement.</p>	1	4	4

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
9.	Exhibition Centre	4	4	16	<p>Higher likelihood as visitors will be distracted by what they are reading.</p> <p>Entry to be controlled at busy times.</p> <p>Touch screens to be turned off.</p> <p>Film room is 4.3m x 4.5m – numbers need to be controlled going into here.</p> <p>Staff to be aware of public when moving stock.</p> <p>This building will remain closed initially.</p>	3	4	12
10.	COSHH: public presence of cleaning products and hand sanitiser.	4	3	12	<p>Staff to keep all hazardous cleaning products out of public areas and locked in cupboards where practical. Hand sanitiser to be clearly labelled as such with attention drawn to any dangers.</p>	2	3	6
11.	On site catering	4	4	16	<p>Chef whites will be washed onsite at 90 degrees and staff will change into them onsite.</p> <p>Disposable gloves, aprons and face masks will be worn during food prep.</p> <p>All food will be packaged and sealed in this sterile environment.</p>	2	4	8

Further action needed

Review these actions monthly until the pandemic has passed.

Assessed by: Zoë Curnow, Executive Director, 19 July 2020, amended 23 September 2020