

### COVID-19 Risk Assessment for The Mind Factory at Chequer Studio. February 2021

Area or People at Risk	Risk Identified	Actions to Take to Mitigate Risk	Date Completed & Any Notes
Customers / Staff	<p>Touching surfaces infected by people carrying the virus.</p> <p>Touching equipment infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Stay at home if unwell' guidance issued on website and verbally to staff.</p> <p>Staff to wear masks at all times.</p> <p>Customers to wear masks when possible.</p> <p>Staff to carry out thorough cleaning between bookings.</p> <p>Staff provided with protective plastic or rubber gloves and masks.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff have been given guidance to achieve affective cleaning.</p>
Exterior Areas	<p>Social distancing not observed as people congregate before entering premises.</p>	<p>Attendees are advised to follow 2 metre social distancing guidance while waiting to enter.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p>
Entrance Area	<p>Possible "pinch points" where risk is social distancing is not observed.</p> <p>Door handles, light switches in frequent use.</p>	<p>Ask attendees to enter one at a time to avoid congestion.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Staff to regularly sanitise their hands and open doors for customers.</p> <p>Hand sanitiser to be provided.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Empty bins regularly.</p>

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Main Area	<p>Touching door handles, light switches, window catches, table, chairs, HiFi, barres.</p> <p>Touching VR Equipment.</p> <p>Person to person transmission</p>	<p>All surfaces and VR equipment used to be cleaned at the start and end of the day, and between each booking</p> <p>Social distancing guidance to be observed where possible.</p> <p>Hall to be well ventilated.</p>	<p>Provide hand sanitiser and cleaning equipment (including disposable cloths).</p> <p>Cleaning materials to be made available in the kitchen area, regularly checked and re-stocked as necessary.</p>
Upholstered Seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.</p>	<p>Chairs to be wiped down after use.</p>	
Kitchen & Computer Area	<p>Social distancing not possible.</p> <p>Light switches and surfaces,</p> <p>PC Keyboard and Mouse</p>	<p>Staff only in this area.</p> <p>One staff member at a time.</p> <p>PC keyboard and mouse to be cleaned between change of operator.</p>	
Storage Area	<p>Social distancing not possible.</p> <p>Door handle, light switch touch points.</p>	<p>Not in use.</p>	

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Indoor Toilet Area	Risk of virus transmission from surfaces.	<p>Staff member to clean all surfaces etc. before customers arrive and after each booking.</p> <p>Customers requested to wipe down surfaces with provided cleaning materials after using the toilet area.</p> <p>Display poster encouraging 20-second hand washing.</p>	Ensure soap, paper towels, toilet paper and other cleaning supplies are regularly replenished.
Curtains / Blinds	Risk of virus transmission from surfaces.	Only staff to operate curtains and blinds. Staff to sanitise hands before and after.	
Floor	Risk of virus transmission from touching the floor.	<p>Staff to clean floor regularly with disinfectant.</p> <p>Customers and staff advised not to touch the floor.</p>	Spray mop with disinfectant available for floor cleaning.