

# Minack Risk Assessment

## Operating with management for protection against Covid19

### Description

Risks associated with operating the Minack during the Covid19 pandemic, but once legal restrictions are lifted after 19<sup>th</sup> July 2021.

### 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	3	12	<p>Staff from different households should maintain a 1m distance from each other especially when indoors.</p> <p>Staff will be required to do a lateral flow test twice a week and show evidence of a negative result within the last 4 days on arrival at work.</p> <p>Staff will be encouraged to take up vaccination offers as soon as they are eligible.</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 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	3	6
2.	Staff member speaks to visitors in their car.	2	3	6	Staff member stand away from car and use face covering if appropriate.	1	3	3

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
3.	Visitors at the Shack buying tickets or goods.	3	3	9	<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 if necessary when talking to visitors.</p> <p>Hand sanitiser for staff &amp; visitors to use.</p> <p>Visitors advised to pay by contactless technology.</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 should try to keep 1m apart and wear face coverings.</p>	1	3	3
4.	Shop Shed & Plant sales	3	3	9	<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 if appropriate. 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>Visitors advised to pay by contactless technology.</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	3	3
5.	Staff member at entrance at viewing gate.	3	3	9	Face covering to be worn if appropriate.	1	3	3
6.	Toilets	2	3	6	<p>Hand sanitiser dispensers at all entrances.</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	3	3

Hazard / risk contact point		L	S	RF	Precautions	R L	R S	RR F
7.	The Terrace Café	3	3	9	<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>Visitors advised to pay by contactless technology.</p> <p>Where two staff members are working in the space they will try to stay 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	3	3
8.	The Minack Café	3	3	9	This will be operated as takeaway only initially in the same way as the Terrace (see 7. above).	1	3	3
9.	Around the theatre	3	3	9	<p>Handrails to be wiped regularly. Picnic benches to be cleaned regularly.</p> <p>Control numbers on site at any one time through pre-booking requirement.</p>	1	3	3
10.	Exhibition Centre	4	3	12	<p>Touch screens to be turned off.</p> <p>Visitors to be advised to wear face coverings.</p>	3	3	9
11.	Tours	3	3	9	Visitors on tours are to wear headsets and be pro-actively encouraged to keep their household groups distanced from each other. Tour leaders will sanitise headsets after every tour.	2	3	6
12.	COSHH: public presence of cleaning products and hand sanitiser.	4	3	12	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.	2	3	6
13.	On site catering	4	3	12	<p>Chef whites will be washed onsite at 90 degrees and staff will change into them onsite.</p> <p>All food will be packaged and sealed in this sterile environment.</p>	2	3	6

#### Further action needed

Review these actions monthly until the pandemic has passed.

**Assessed by:** Zoë Curnow, Executive Director, 5 August 2021