

**COVID-19 Risk Assessment: The Cinema at Selfridges**

**Summary:**

The health and wellbeing of our customers and team members is paramount to the operation of The Cinema at Selfridges.

This document assesses the risk of transmission of COVID-19 to team members and customers within the cinema and back of house areas, including the kitchen and office space, and outlines the controls in place to prevent the spread of the virus.

This document has been written in line with government and industry guidance and the controls identified will be reviewed and updated as required. Team member and customer feedback is important to us and this will also feed into any future revisions. This document will be made available to the public on our website and with team members during their return to work conversations with line management.

**Supporting documentation:**

- Selfridges Cinema Re-Opening UKCA Guidance Checklist
- Selfridges H&S Re-Opening Government Guidance Checklist OS
- UK Cinema Association: Cinemas – keeping workings and customers safe during COVID-19

<b>Date of assessment:</b>	06/07/20	<b>Review date:</b>	This document will be reviewed in line with any updates to government and / or industry guidance.
<b>Completed by:</b>	Matteo Pompili		Cinema Operations Manager

High Risk	Medium Risk	Low Risk
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Task	Persons at Risk	Risk	Risk Level <i>(Before Controls)</i>	Control	Risk Level <i>(After Controls)</i>
Customer journey through the cinema	Customers	Transmission of COVID-19		<ul style="list-style-type: none"> <li>- One-way system to enter / exit the venue</li> <li>- Film screenings will have staggered start times to allow for safe entry and exit of the cinema</li> <li>- A limited number of seats will be available to ensure social distancing in screen</li> <li>- Customers routes to the screens redesigned to enable 2m between people</li> <li>- Enhance venue cleaning throughout the day</li> <li>- Protective screens have been installed at till points</li> <li>- Message on screen before each film to remind customers to respect social distancing</li> <li>- Customers data capture, track and trace system in place</li> <li>- Self-isolation for anyone who has a confirmed case of COVID-19, or displaying any of the recognised symptoms or living with anyone who is displaying any of the symptoms</li> <li>- We have introduced floor markings and signage to support social distancing</li> <li>- No food to be prepared as kitchen is to remain closed until further notice</li> <li>- Hand sanitiser to be placed by each screen, bar, tuck shop and main desk</li> <li>- Seating layouts have been redesigned and capacities have been reduced in the foyer and the snug to ensure that social distancing can be complied with</li> </ul>	

<p>Team member journey through the cinema</p>	<p>Team members</p>	<p>Transmission of COVID-19</p>		<ul style="list-style-type: none"> <li>- Reducing number of employees in the office and all back of house areas</li> <li>- Keep record of team members confirmed cases</li> <li>- Line manager to have one-to-one conversation to employees in case symptoms are displayed</li> <li>- COVID-19 – Return to work document to be signed will be sent to all employees</li> <li>- Temperature measured to all team members when entering the building</li> <li>- Customer facing areas which are confined such as the ticket booth, bar and front reception area will have screens installed to protect team members and will have maximum capacities of one person at any one time.</li> <li>- Self-isolation for anyone who has a confirmed case of Covid-19, or displaying any of the recognised symptoms or living with anyone who is displaying any of the symptoms</li> <li>- We have introduced floor markings and signage in all the BOH areas to support social distancing</li> <li>- Antibacterial wipes to be used for office and projection equipment</li> <li>- If employees travel abroad will be required to self-isolate for 14 days upon returning to the UK</li> <li>- All employees will be required to maintain social distancing with each other during working hours whenever possible</li> <li>- Enhanced cleaning programme throughout the cinema, back of house areas and office spaces</li> </ul>	
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<p>Back of house activities</p>	<p>Team members</p>	<p>Transmission of COVID-19</p>		<ul style="list-style-type: none"> <li>- In our back of house areas, we will follow the 2m social distancing rule</li> <li>- Where 2m social distancing cannot be complied with and a work activity is essential to the operation of the cinema a hierarchy of controls will be implemented:             <ul style="list-style-type: none"> <li>▪ The activity duration will be as short as possible</li> <li>▪ More frequent hand washing will be implemented</li> <li>▪ Teams will be planned as to ensure contact is reduced and smaller team sizes will be in place</li> <li>▪ Screens or barriers will be installed</li> <li>▪ Side-to-side or back-to-back working will be prioritised over face-to-face working</li> <li>▪ PPE will be provided</li> </ul> </li> <li>- Markings on the floor and signage within back of house areas such as stockrooms and loading bays will be installed to illustrate this principle</li> <li>- One-way systems within some of these areas have been introduced to reduce the risk of people not maintaining 2m</li> <li>- The activities and environments in our back of house areas have been assessed to ensure our safe principles, including 2m distancing, can be achieved, including areas used by our CPs (stockrooms for example) and those used by third parties (the Loading Bay for example)</li> <li>- Temperature checking will be carried out at team member and contractor entrance areas to identify anyone displaying this key symptom – anyone registering a “high” temperature will be asked to return home, self-isolate and monitor their health (the process is captured within the Temperature Checking document)</li> <li>- Office spaces have had capacity reduced with anyone who can continue to work from home instructed to do so</li> <li>- Enhanced cleaning programme throughout the cinema, back of house areas and office spaces</li> </ul>	
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