



COVID19 Risk Assessment

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

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| Person Undertaking Risk Assessment | Jay Harris | Position | Director |
| Date of Assessment | 01/07/2020 | Date of Approval | 01/07/2020 |
| Planned Date to Review | 05/01/2021 | | |

| Hazard / Risk | Who is at Risk | Control Measures (What Will Be Done) | Likelihood | Impact | Colour | Review / Training |
|--|------------------|---|------------|----------|--------|-------------------|
| Customers/ Staff contracting virus (General) | Customers/ Staff | <p>Staff will not to come into work if showing signs of a persistent cough or temperature over 37.8. If showing any symptoms, they will get a coronavirus test and will only return to work after a negative test result. If they live or come into contact with anyone displaying symptoms, they will follow government advice to self-isolate for 14 days.</p> <p>Customers will be informed not to attend if displaying any coronavirus symptoms or if living with anyone who has displayed symptoms. An amended refund and rescheduling policy will be communicated via the website and booking confirmation emails.</p> <p>Skype/Zoom/teams meetings to take place instead of face to face meetings wherever possible.</p> <p>Staff meetings to follow social distancing as far as possible.</p> <p>Staffing will be kept to a minimum to reduce the risk to staff. If staffing requirements increase, staff will work on a rota system of two staff members at a time to avoid unnecessary contact.</p> <p>Staff and customers will be encouraged to avoid public transport wherever possible. There are bike racks, hire bikes and an onsite carpark to assist with this.</p> <p>Customers are booked it to private sessions. Each group will only come in to contact with one host during their time at Modern Fables and they will not come into contact with any other groups. Customers are responsible for ensuring that the group they book to attend with are family members or follow government advice on social ‘bubbles’ as social distancing from the group is not possible within the game rooms.</p> | Unlikely | Moderate | | 05/01/21 |

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| <p>Staff or customers transferring virus via touch</p> | | <p>Customers and staff to thoroughly wash hands before entry and on exit. There is a bathroom provided in the entrance area and signage will be present. If hand washing is not possible, alcohol gel will also be available.</p> <p>Customers are discouraged from bringing more than they need onsite. Any personal items such as coats and bags will not be allowed into the individual game rooms, they will be safely stored on a rack in the exit room, the rack will be used only for that team and cleaned with alcohol spray between uses.</p> <p>Gloves will be used by staff when cleaning and resetting the game rooms. They will also wash their hands whenever moving between different spaces. and after introducing a game.</p> <p>All customers will be offered gloves and masks to wear.</p> <p>Customers are requested not to wear any of the props on their bodies.</p> <p>After every game all surfaces and props and touch points will be cleaned with alcohol spray, which is effective within 1 minute. Any props made of fabric will be removed and swapped with an additional set for the next group. These will be washed or stored for 72 hours before reuse. Any furniture with fabric covering will be sanitised with alcohol spray.</p> <p>Paper instructions and props will be replaced after every game.</p> <p>One hour will be allocated to ensure time for thorough cleaning of the game after customers leave.</p> | <p>Unlikely</p> | <p>Moderate</p> | | |
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| <p>Customers/ Staff transferring virus during intro</p> | <p>Customers/ Staff</p> | <p>Signage will direct customers to stay behind the marked line during the intro to ensure social distancing form the host.</p> <p>The front door and corridor windows will be left open to ensure adequate ventilation.</p> <p>There will be a sanitiser station for people as they arrive and for staff to use in front of customers.</p> <p>The host will use a face mask during the introduction.</p> <p>Customers will be offered face masks.</p> <p>The game introduction will include relevant safety information.</p> | <p>Unlikely</p> | <p>Moderate</p> | | <p>05/01/21</p> |
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| <p>Customers transferring virus during game</p> | <p>Customers</p> | <p>Customers can exit the game if they are feeling uncomfortable at any time, they just need to talk to camera.</p> <p>If requested, staff can leave the initial game room door open to increase ventilation.</p> <p>Customers are advised not to touch their face or phones while in game.</p> <p>Tissues will be provided in every game room.</p> <p>Between games, all windows and doors will be kept open to thoroughly ventilate the spaces.</p> <p>Risk assessment- removing unnecessary props?</p> | <p>Unlikely</p> | <p>Moderate</p> | | <p>05/01/21</p> |
| <p>Staff transferring virus in staff and game areas.</p> | <p>Staff</p> | <p>The staff room will be kept well ventilated.</p> <p>Staff to practice 1m distancing wherever possible and staffing to be kept to a minimum.</p> <p>Staff to wash up plates and cups immediately after use with hot water.</p> <p>Staff to wipe headphones, keyboards and mouse before and after use using alcohol spray and wipes.</p> <p>Staff to use provided cleaning equipment to clean game spaces, paying special attention to puzzle objects (higher traffic objects).</p> <p>Staff to ventilate game spaces when games over.</p> <p>Staff keep to their own computer wherever possible and wipe down after use.</p> | <p>Unlikely</p> | <p>Moderate</p> | | <p>05/01/21</p> |

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| Customers/ Staff transferring virus during debrief | Customers/ Staff | <p>Staff will unlock the venue exit door before the game finishes. Arrows on the floor will direct customers to the outside space.</p> <p>A bin will be provided for customers to dispose of any gloves or masks, these will be double bagged and disposed of regularly throughout the day.</p> <p>The debrief room will not be used, a team photo will be taken outside if requested.</p> <p>Further requested debriefing can take place outside the Unit 21 exit door while observing social distancing.</p> <p>Staff to clean exit door handle once the team go.</p> | Unlikely | Moderate | | 05/01/21 |
| Customers/ Staff transferring virus while in Regent Studios (outside unit 21) | Customers/ Staff | <p>Customers will be warned that other people use the building in their confirmation email and before they exit Unit 21.</p> <p>Staff and customers to maintain social distancing while in the Regent Studios area.</p> | Unlikely | Moderate | | 05/01/21 |

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| Customers/ Staff transferring virus in toilet area | Customers/ Staff | <p>Toilet seats, taps and all touch points will be cleaned and wiped by staff between games. Alcohol gel is also available in this area.</p> <p>Staff will notify the building manager if toilets look unclean at any point.</p> | Unlikely | Moderate | | 05/01/21 |
| Customers/ Staff becoming unwell during t heir time at Modern Fables (general) | Customers/ Staff | <p>If staff become unwell while at work they will wear a mask and go home immediately. Any game areas managed by that staff member will be deep cleaned before reopening to customers.</p> <p>If a customer becomes unwell, their group will be assisted to leave the venue safely and the game/any communal spaces used will be deep cleaned before being reopened to other customers. Any staff members assisting this customer will need to wear a mask, gloves and overall to protect themselves.</p> | Unlikely | Significant | | 05/01/21 |

RISK TRAFFIC LIGHTS

Once the risk assessment has been completed it is often helpful to express this in a traffic light or heat map. In interpreting the map below the colour codes are:

- Red - major or extreme/catastrophic risks – extra risk management required
- Orange - moderate or major risks - regular review and risk management required
- Green - minor or insignificant risks – no extra risk management required

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| IMPACT | Severe | | | | | | |
| | Significant | | | | | | |
| | Moderate | | | | | | |
| | Minor | | | | | | |
| | Insignificant | | | | | | |
| | | | Unlikely | Not Very Likely | Likely | Likely | Highly likely |
| | | | LIKELIHOOD | | | | |