

Richmond Film Society Season 58 at The Exchange: Risk Assessment

THE EXCHANGE

In line with current Government advice The Exchange building is open for events and community bookings with no social distancing in place. All community groups hiring spaces are contacted ahead of their booking to agree to a working practice that complies with the relevant government advice. Events in the Theatre may happen at the same time as community groups are using other rooms. For this reason, as much as possible, community groups must self-declare health and exit via the main staircase fire exit. Whilst Theatre goers may exit via the stage door fire exit and front doors.

GENERAL CONTROL MEASURES vs COVID:

1. All public spaces are regularly cleaned and monitored. All clients and visitors are requested follow managed distanced queuing (1m plus), one-way systems and hand cleaning on entry and exit.
2. All visitors encouraged to use the provided hand sanitizer on arrival and departure.
3. All visitors and Staff upon entry **must wear face coverings** in all communal indoor Exchange spaces, certain medical exemptions apply.
4. Venue QR codes are displayed, all visitors are encouraged to scan in on the NHS app.
5. All activities in The Exchange will have specific risk assessments, with attendees self-declaring health status ahead of bookings.
6. RFS has submitted Covid-19 risk assessments which have been discussed with The Exchange and RFS has agreed to follow The Exchange's own risk mitigation procedures (detailed in this document).
7. Theatre air conditioning is a filtered, fresh air intake air handling system and the best possible scenario for keeping the audience safe. Please do not prop open fire exits.
8. Clear demarcation of 1m plus at queuing points and one-way system signposted throughout the building and clearly communicated to all clients.
9. When open to non-RFS members the box office will only accept cashless payments and pre-booking via the website and TicketSource.
10. On stair wells priority is given to those coming downstairs. Any waiting is to be done in the wells.
11. If a fire alarm sounds this will not be a drill, please make your way to the nearest exit and the meeting point is the car park behind the Theatre.



SPECIFIC RFS SCREENING CONTROL MEASURES vs COVID:

12. The screenings of the first films of the season will be available to Season 58 members only, due to capacity limits. Member's admittance will be granted on the showing of their laminated membership card.
NO non-members can book tickets or attend the first films of the season but it is hoped that they will be able to attend from mid November 2021.
13. **NO** on-the-door admittance and **NO** physical tickets will be given out on-the-door until attendance is opened up to non-members.
14. **NO** Film Notes will be handed out (COVID transmission avoidance): Notes will be emailed to members and be published in shout-outs and on social media. There is a possibility hard copy handouts may return for the later films in the season.
15. No post-film Reaction Slips will be distributed and collected. (COVID transmission avoidance): We do though want your reactions so, post-film, we will send out an email, to which you can reply with your score and any comments if you so wish. Similar to the film notes paper slips may return for the later films in the season.
16. There is no seat allocation or booking required. First come first served.
17. **Wear face coverings when seated in the Theatre** or you are moving around the building.
18. We rely on you all to self-administer appropriate distances (1m plus) when entering and leaving The Exchange
19. Please enter the Theatre via the entrance at the top of the stairs or via the bar entrance. There is usually less of a crush at the bar entrance. Please allow others space at the door "pinch-points".
20. Please follow any seating directives from your Committee who will be acting as ushers while you depart at the screening finish.
21. An internal circulation system is in place. Enter ("up") via the spiral staircase at the entrance and leave ("down") via the internal steps.
22. **NO** wandering around the Theatre once seated.
23. When moving past other attendees (brush past), to and from your seat, please avoid face-to-face contact – you will of course be wearing a face-mask. You should pass each other back-to-back.

24. After the film there will be a phased egress of the auditorium, via the stage door fire exit if seated in the lower half of the auditorium or the two entrances if seated in the top half. Please be patient and follow instructions when it is time for you to leave The Exchange.
25. Consider your mode of transport to get to/from The Exchange. E.g. "Are you comfortable taking the bus?"
26. Hygiene stations (hand sanitisation/disinfectant points) are available throughout for your use.
27. Loos are available but if you can avoid having to use them it would be appreciated, i.e. please use your home toilet facilities before attending. If you need to use the toilets, a queuing system will be in operation, so please keep to a sensible distance whilst waiting within the queue.