

# Richmond Film Society Season 58 at The Exchange: Risk Assessment



In line with current Government advice The Exchange building is open for events and community bookings with no social distancing in place. From 21 February 2022, the government's legal restrictions ended and has established its intention for us to learn to live with COVID-19. The Exchange Theatre will continue to promote and encourage safer behaviours for the sake of our staff and patrons to reduce the risk of infection.

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 such as Richmond Film Society must have attendees self-declare health – confirm they are COVID free – as a condition of attendance.

## **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. We encourage all our visitors and staff to be mindful of others. Wearing a face covering is now a matter of personal choice in The Exchange spaces, certain medical exemptions continue to apply. We support those who choose to continue wearing a mask. We certainly encourage the use of face coverings in crowded spaces and when you come into contact with people you do not usually meet.
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 pop 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.
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 films Season 58 will available to members only, due to capacity/social distancing limits. Member's admittance will be granted on the showing of their laminated membership card.  
**NO** non-members can book tickets or attend the films of season 58. It is hoped that non-members will be able to attend from the start of season 59 (September 2022).
13. **NO** on-the-door admittance and **NO** physical tickets will be given out on-the-door even when attendance is opened up to non-members – all tickets need to be pre-booked (on-line or over the phone via The Exchange box office).
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. They are too all downloadable from the RFS website. There is a possibility hard copy handouts may return for season 59.
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 season 59.
16. There is no seat allocation or booking required. First come first served.
17. **We prefer** and support those of you who wish to continue wearing a **mask/face coverings when seated in the Theatre** and/or moving around the building. A courtesy to those around you who may be more anxious.
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 spiral 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.
21. NO wandering around the Theatre once seated.
22. When moving past other attendees (brush past), to and from your seat, please avoid face-to-face contact.
23. After the film in the Theatre please egress of the by the two entrances at the top of the aisles. Please be patient and wait for fellow attendees along from your row to leave first, so as to not brush against them. Should there be any leaving instructions from the committee please follow these instructions when it is time for you to leave The Exchange.
24. Consider your mode of transport to get to/from The Exchange. E.g. “Are you comfortable taking the bus?”
25. Hygiene stations (hand sanitisation/disinfectant points) are available throughout for your use.
26. 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.