

# COVID guidance for opening The Venue, Bucks

Updated: 14 September 2021

  
**BUCKS**  
STUDENTS' UNION

## **Customers**

All ticket holders and students do not need to show their COVID status due to changes in the guidance.

We are advising all customers, through our normal media channels, to test before attending an event or to ensure they are double jabbed.

Our standard entry procedures will continue to operate. For more information please reference our Venue Policies or contact the Events & Licensed Trade Manager through [suvenuemanagement@bucks.ac.uk](mailto:suvenuemanagement@bucks.ac.uk)

## **Staff**

All staff must show Proof of negative NHS lateral flow test taken prior to the start of shift. This can either be a clear photo on a phone with the test result and code visible, next to the staff members face (a selfie) OR the test can be done in person before the start of a shift. This is required no matter the vaccination status of the staff member.

If a member of staff comes in contact with someone with COVID-19, or is 'pinged' and they are fully vaccinated, they do not need to self-isolate.

All positive lateral tests must be reported to [suvenuemanagement@bucks.ac.uk](mailto:suvenuemanagement@bucks.ac.uk) and flowed up with a PCR test.

Venue Management will take daily lateral flow tests over busy periods, and twice a week for normal operations.

The Venue will:

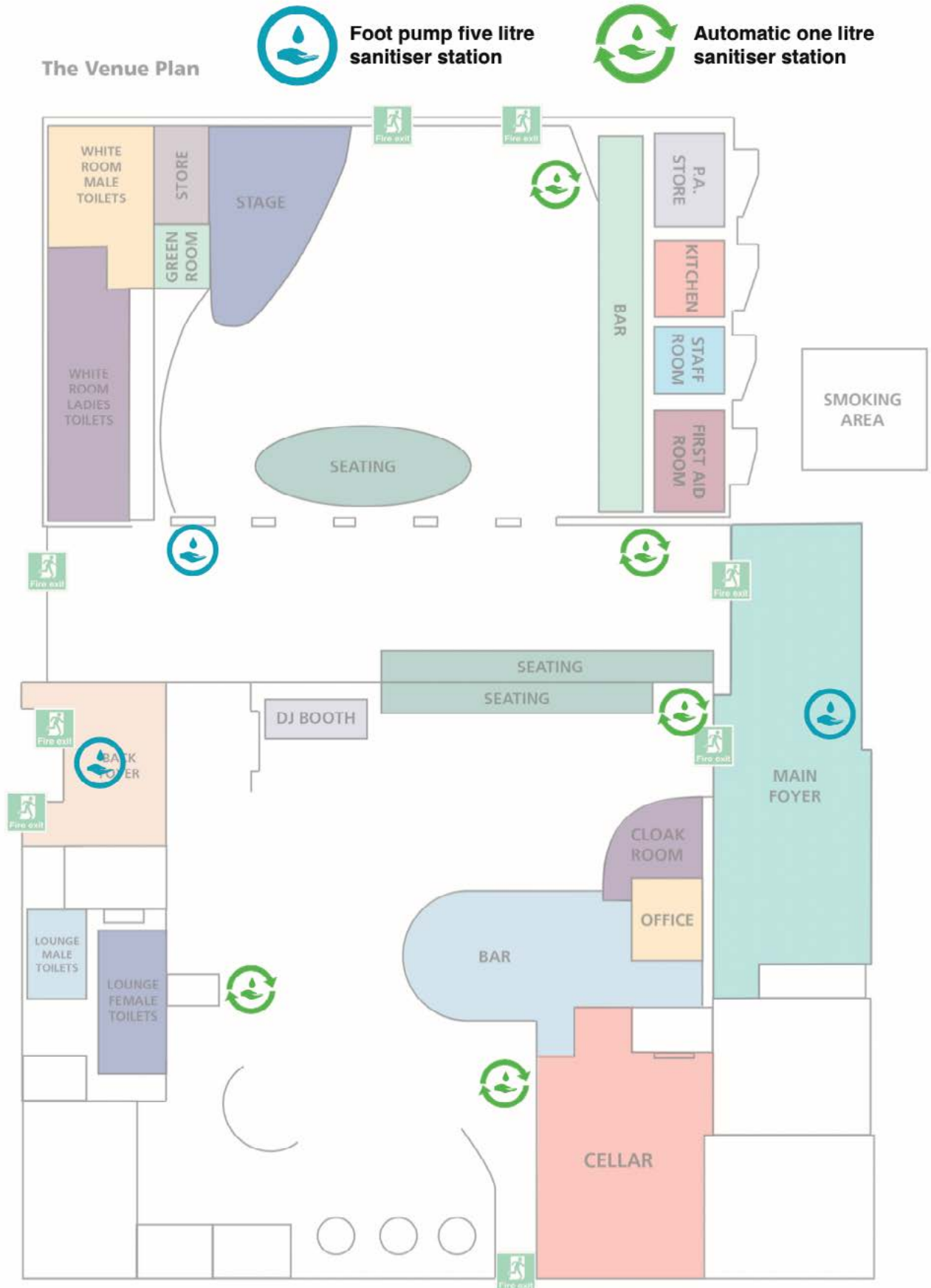
1. **Provide a risk assessment**, alongside its usual risk assessment that includes the risks from COVID-19.
2. **Provide adequate ventilation**. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both.
3. **Remain cleaning more frequently**. Cleaning staff are briefed to cover touch points more regularly, hand sanitiser will still be provided around the venue and staff asked to clean their hands frequently.
4. **Turn people away with symptoms or without a valid COVID-19 status**. Staff members or customers should self-isolate if they have a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste. They must also self-isolate if they:
  - have tested positive for COVID-19
  - live in a household with someone who has symptoms, unless they're exempt from [self-isolation](#)
  - have been told to self-isolate by [NHS Test and Trace](#)
5. **Communicate and train** all risk assessments and policies in place to keep everyone safe. This includes staff, customers and anyone attending the venue.

## Communications

The above will be communicated through social media to our customers and will be part of the terms and conditions of every event. All hires of the venue will be sent this document to ensure that external promoters are giving the correct information to their customers.

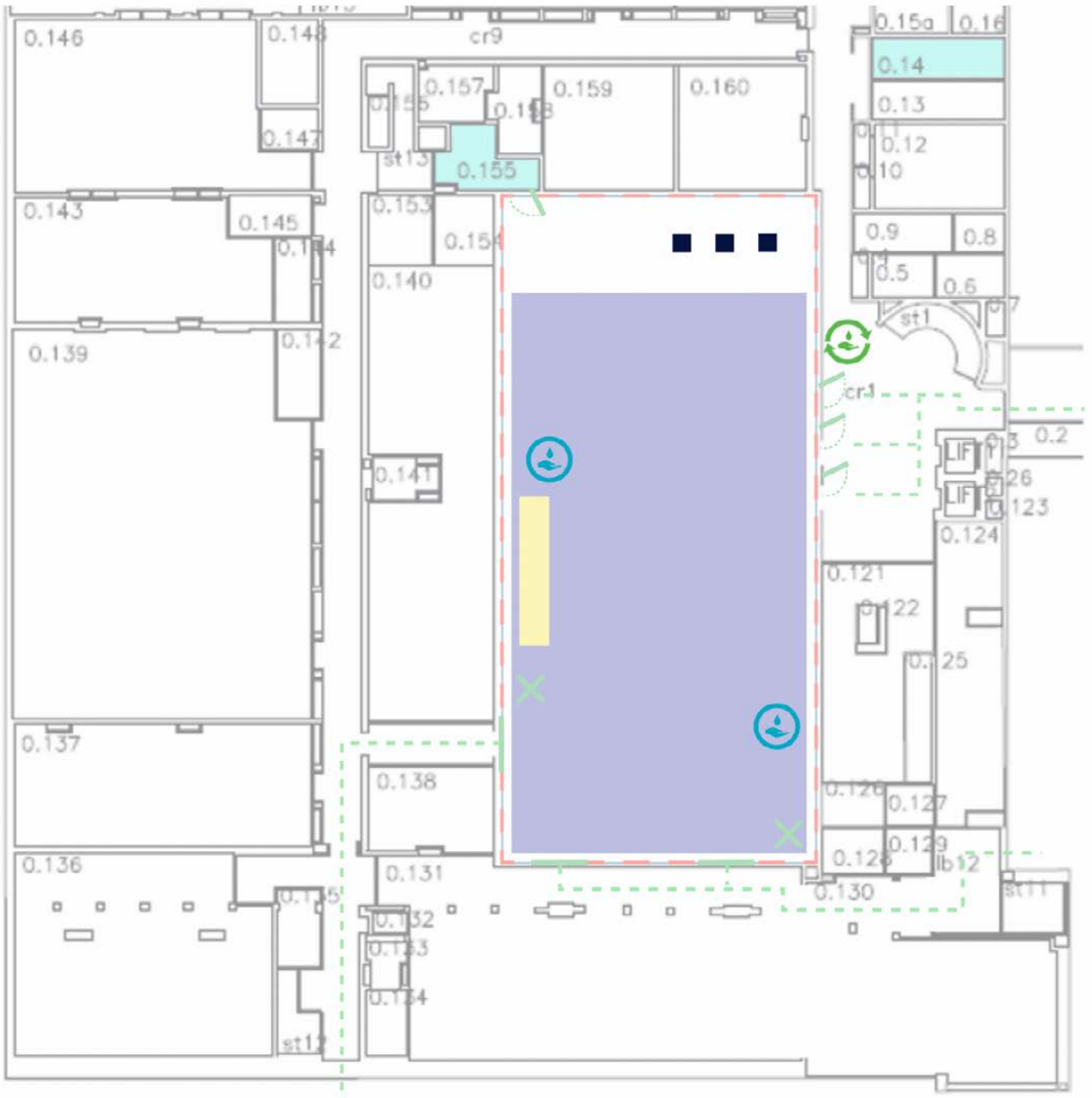
The Venue, Bucks takes the welfare and safety of its staff and customers seriously, and this guidance follows government advice, and links into our normal risk assessments. Any questions or queries should be directed to the Events & Licensed Trade Manager through – [suvenuemanagement@bucks.ac.uk](mailto:suvenuemanagement@bucks.ac.uk).

## Sanitiser Maps – The Venue and The Lounge



**KEY:**

- |   |  |  |   |   |
|---|--|--|---|---|
|  Perimeter of premises               |  Marquee - Inside licensable area also depicting area for licensable activities |  Toilets                                |  Access doors (1.4m)                   |  Fire Exits (1.9m) |
|  Heavy non movable outdoor furniture |  Bar  |  Foot pump five litre sanitiser station |  Automatic one litre sanitiser station |  Fire Route        |
|   |  |  |   |  Fire extinguisher |



| Company  |  | Bucks Students' Union Venues   | Date  |   | 6 September 2021 |
|--|--|--|---|---|------------------|
| Department   |  | Commercial - Bars and Events   | Review date   |   | December 2021    |
| Activity   |  | COVID-19   | Author  |   | JA               |
| Hazard   | Who could be harmed and how  | All controls required  | How controls will be checked  | Confirmed all in place or further action required   |                  |
|  |  | <small>Put each control on a separate line, be as clear and specific as possible</small>   | <small>How will each control be checked – eg checklists, health surveillance, monitoring, inspections</small>   |   |                  |
| Disease / contamination from unused services within the venues | All staff<br>All customers using services  | Deep clean of all venues<br>Running all taps through for a minimum of 5 mins to remove risk of Legionella<br>Flush through and perform line clean of all draught systems – either professionally or in house<br>All glassware, vessels and glass storage shelves cleaned and sanitised<br>Coffee machine cleaned and checked   | Inspection before opening by Events and Licensed Trade manager and H&S Manager<br>Checklist completed by venue management once specific tasks are complete  | Once complete risks reduced to a minimum.   |                  |
| Risk of COVID-19 infection due to poor hygiene                 | All staff<br>All customers<br>All those that come into contact with staff or customer within 21 days | <b>Hand Washing</b><br>Sanitiser stations located around venue and in key touch points – outside toilets and on entrance to venues<br>Soap always available in toilets<br>Signage about good hand washing technique and to wash for 20 seconds<br>Staff to remind customers entering the venue to use the sanitiser stations<br>Avoid touching face, eyes, nose and mouth with unclean hands.<br>Staff advised to use hand creams or lotions to prevent cracked and dry hands as frequency of hand washing will be high on shift   | Reminder by duty manager to staff whilst on shift<br>Duty manager to monitor staff and ensure good practices are going ahead<br>Sanitiser stations will need to be checked and refilled accordingly | Sanitiser stations will be used and sanitiser depleted                                    |                  |
| Risk of spreading COVID-19 due to unclean surfaces             | All staff<br>All customers<br>All those that come into contact with staff or customer within 21 days | <b>Cleaning</b><br>Regular cleaning and sanitisation of touch points<br>Clean tables, chairs and all touch points around table, as soon as customers leave<br>Once tables have been cleaned and sanitised a system will need to be in place to show the table can be used again<br>Cleaning of touch points – door handles every 30 mins through peak times<br>Vending machines within our venues fall under our responsibility and will need cleaning every 30 mins<br>Toilets checked every 30 mins and cleaned as needed.   | Duty manager to ensure cleaning schedule is taking place<br>Events & Licensed Trade manager, H&S Manager and CEO to spot check<br>Checklist of cleaning to be maintained                            | Checklist of cleaning checked at the end of each day by Events and Licensed Trade manager |                  |
| Risk of spreading COVID-19 due operational issues              | All staff<br>All customers<br>All those that come into contact with staff or customer within 21 days | <b>Operations</b><br>Totally cashless with all purchases being paid for through the app or via contactless<br><i>Safe key will be kept with Finance team to prevent a safe check having to be carried out everyday</i><br>Signage around venue to remind about the importance of being COVID aware<br>All attendees are advised to have both vaccinations and/or have a negative lateral flow test before attending any events.<br>Due to the government guidance, it does not make commercial sense to enforce this when no other venue will be doing so.<br>All deliveries to be contactless | Pre-opening checks to be carried out by duty manager to ensure all operations are in place<br>COVID status of customers will be checked before entry to venue is permitted.                         | As Government guidance changes, operational procedures will need to adapt and change      |                  |

|                                   |  |  |  |   |
|-----------------------------------|--|--|--|---|
| <p>Risk of spreading COVID-19</p> | <p>All staff<br/>All customers<br/>All those that come into contact with staff or customer within 21 days</p>  | <p><b>Staff</b><br/>Start times and end times of shift staggered to reduce congestion in staff areas<br/>One way system through smaller staff areas will be marked<br/>Hand washing or sanitise every 30 mins or after touching common touch points<br/>All staff must show <b>proof of negative NHS lateral flow test</b> taken prior to the start of shift. This can either be a clear photo on a phone with the test result and code visible, next to the staff members face (a selfie) OR the test can be done in person before the start of a shift. This is required no matter the vaccination status of the staff member.<br/>If a member of staff comes in contact with someone with COVID-19, or is 'pinged' and they are fully vaccinated, they do not need to self-isolate.<br/>All positive lateral tests must be reported to <a href="mailto:suvenuemanagement@bucks.ac.uk">suvenuemanagement@bucks.ac.uk</a> and flowed up with a PCR test.<br/>Venue Management will take daily lateral flow tests over busy periods, and twice a week for normal operations.</p> | <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, staff do not have to comply with COVID guidance if it would be unsafe. A dynamic risk assessment on the immediate risk that faces you must be made.<br/>Staff involved in the provision of assistance to others (security or first aid) should pay particular attention to sanitation measures immediately afterwards, including washing hands.<br/>Duty Manager will check COVID status of all staff at start of shift.</p> | <p>As Government guidance changes, staff procedures will need to adapt and change</p> |
| <p>Risk of spreading COVID-19</p> | <p>All staff<br/>All customers<br/>All those that come into contact with staff or customer within 21 days</p>  | <p><b>PPE/face coverings</b><br/>Face coverings are not compulsory, but are advised.<br/>Staff have been supplied with Bucks branded face coverings but can choose to use their own if they would rather.<br/>Where our Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. There is no mandatory reason for gloves to be used in relation to COVID-19. Staff will be reminded that wearing of gloves is not a substitute for good hand washing.</p>   | <p>N/A</p>   | <p>As Government guidance changes, PPE procedures will need to adapt and change</p>   |
| <p>Vulnerable staff members</p>   | <p>Staff who are clinically vulnerable.<br/>Staff who are clinically extremely vulnerable.<br/>Expectant Mothers.<br/>Staff who are over 60 years.<br/>Staff from BAME backgrounds</p> | <p>Can the employee adhere to universal precautions that are already required to reduce risks of cross infection?<br/>Can they safely wear PPE to further reduce risk?<br/>Are there other roles which could be undertaken which carry less risk?<br/>Can they move to a lower risk area?<br/>It is important to note that in our venue environment that majority of our part time staff team cannot carry out their job role from home.</p>   | <p>All staff will complete University Risk Assessment to attend site.<br/>If highlighted as clinically vulnerable or clinically extremely vulnerable, additional precautions maybe required to have a safe place of work.</p>  | <p>As Government guidance changes, procedures will need to adapt and change</p>       |
| <p>Outbreak of COVID-19</p>       | <p>All staff<br/>All customers</p>   | <p>Any reported positive test results from a COVID-19 test or the start of self-isolation due to symptoms will instigate the relevant reporting procedure to management and the University COVID team.<br/>If there is more than one case of COVID-19 within our venues, we will contact our <a href="#">local health protection team</a> to report the suspected outbreak as advised by NHS Track and Trace.<br/>Currently our Health Protection Team is:<br/><i>PHE Thames Valley Health Protection Team (South East), Chilton, OX11 0RQ</i><br/><i>Phone: 0344 225 3861 (option 1 to 4 depending on area)</i><br/><i>Out of hours for health professionals only please phone 0844 967 0083</i></p>  | <p>A log of all illness of staff will be maintained and staff advised to get tested. All positive tests will instigate the reporting procedure.</p>  | <p>As Government guidance changes, procedures will need to adapt and change</p>       |