**COVID-19 GUIDELINES FOR THE SAFE OPERATION OF FAMILY ENTERTAINMENT CENTRES AND ADULT GAMING CENTRES IN SCOTLAND V5.0**

Bacta members operating FECs and/or AGCs in Scotland are advised to utilise the following menu of operational physical distancing and hygiene measures to protect their customers and staff as part of their individual risk assessments consistent with the fundamental principle of:

**Minimising potential infection through physical distancing and robust hygiene protocols**

In evaluating the measures below, bacta has mediated each proposal as to its safety, its legality, its fairness (particularly our expectations of our staff), its practicality and its positive impact.

A degree of flexibility will be needed as not every venue is the same. These guidelines are therefore broad and will be subject to individual risk assessments by individual operators and venues. Members should remember that they have a legal obligation to keep people safe.

Template risk assessments are provided as part of this document, but these are for illustrative purposes only. You should feel free to depart from the templates where they do not reflect your business or individual venues; for example, if you face additional risks that need to be considered and managed.

All members should consult Scottish Government guidance for workers and employers on returning to work safely during the coronavirus pandemic, which can be found here: <https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>. Of particular relevance will be the guidance for the tourism and hospitality sector <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/>and the guidance for the retail sector <https://www.gov.scot/publications/coronavirus-covid-19-retail-sector-guidance/pages/where-we-are-now/>

Members with mixed use premises will need to familiarise themselves with the additional guidance published here which is relevant to the activities taking place on the premises.

Members should consult these documents regularly. It is also useful to visit the Health and Safety Executive website for guidance on constructing a robust Risk Assessment. <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

Members will need to ensure they are familiar with the relevant and current rules for gatherings, travel and business restrictions under the various Levels applied to Scotand. AGCs and FECs are permitted to open at Level 2, currently scheduled to come into effect on May 17th.

Members will need to also consider the security implications of any decisions and control measures you intend to put in place, as any revisions could present new or altered security risks that may require mitigation*.* For example deactivating a key entry pad to minimise surface transmission risk will present a security risk that will need to be managed.

The re-opening up of the economy will be supported by Test and Protect and further information can be found here: <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>. To assist this service businesses will have to keep a temporary record of your staff shift patterns, customers and visitors for 21 days, in a way that is manageable for your business, and to assist Test and Protect with any requests for that data from a public health officer if needed. Members should also consult the Covid-19 Guidance for Non-Healthcare Settings: <https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf>

It is suggested that all measures in the risk assessment are reviewed on a regular basis and are updated on the basis of operational experience.

Bacta staff are available to help with answers on specific questions you may have on your risk assessments.

**Additional Notes**

A range of information on Covid-19 can also be found on the NHS Inform website: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Guidance on wearing face coverings: <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

Shielding advice and support can be found here: <https://www.gov.scot/publications/covid-shielding/>

Organisations should follow the advice in the [COVID-19: Fair work statement](https://www.gov.scot/publications/coronavirus-covid-19-fair-work-statement/), which is still relevant.

Equality and Human Rights Commission guidance for employers can be found here: <https://www.equalityhumanrights.com/en/advice-and-guidance/coronavirus-covid-19-guidance-employers>

Transport Scotland have produced [guidance to assist the public to travel safely during the coronavirus (COVID-19) pandemic](https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/).

# COVID-19: cleaning of non-healthcare settings outside the home: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Scottish Chambers of Commerce workplace guidance for micro and small businesses: <https://www.scottishchambers.org.uk/wp-content/uploads/2020/07/SCC-Risk-Guidance-SME.pdf>

Staying safe and protecting others guidance: <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/>

Stay at home guidance for people who have symptoms or have a COVID-19 diagnosis (whether they have symptoms or not), and their household members: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection>

*Family Entertainment Centres*

FECs provide family entertainment both at the seaside and inland. Any enhanced hygiene and physical distancing measures introduced will have to be sensitive to family needs. Appropriate signage and communication with responsible adults should support them to keep their children (under-16s) safe. Children should for example be required to remain with a responsible adult at all times. Staff are already highly trained and capable and will themselves be in the forefront of operators’ minds when designing their safety protocols. Where FECs are co-located with other leisure or holiday entertainments (e.g. bowling alleys or holiday parks), these protocols will need to be adapted to support the venue owner.

Members will need to consider how they can identify family members or extended households to ensure physical distancing. Members are also advised to pay particular attention to their cleaning regimes and ensuring good hand hygiene. Close contact and lack of hand hygiene are the principal transmission risks and risk mitigation measures should be clearly identified in your risk assessments.

Similarly, members’ risk assessments should clearly explain how members will control capacity limits given many FECs will have multiple entry and exit points.

The following list provides a range of measures Members can employ, via the risk assessment process, to mitigate or in some cases eliminate (by not doing something), the risk of Covid-19 transmission.

1. Provide clear signage to customers and staff to demonstrate recommended physical distancing.
2. Hand sanitizer to be provided by a member of staff to all customers entering the premises and for hand sanitisation stations to be available around the venue. Promote good hand hygiene for all staff/visitors/service users. Ensure there are sufficient hand washing facilities and provision of alcohol based hand rub at key areas such as entry and exit points
3. Arrange premises in configurations that provide natural physical distancing where possible.
4. Provide where alternative configurations are not possible, and signage is not practical, plexi-glass or similar dividers to maintain physical distancing.
5. Where possible, provide staffed entrance and exit points, clearly sign-posted, to promote physical distancing but with due regard to existing fire regulations.
6. Staff at entrances should identify family groups or bubbles and request contact details for Test and Protect.
7. Limit and monitor the customers in the premises to a level that allows for appropriate physical distancing.
8. On multi-player machines inhibit where possible play by people who are not members of the same family or physical group.
9. At redemption shops only permit customers to approach the counter individually and queuing to be at intervals consistent with recommended physical distancing.
10. Redemption shops or reception desks to be separated from customers by a plexi-glass or similar screen.
11. Staff to be fully trained and prepared in these Covid-19 safety protocols.
12. Staff to regularly clean all machines.
13. Staff to wear PPE where identified as appropriate in the venue risk assessment (gloves always to be used when handling cash), and in line with relevant guidelines.
14. Sound levels on machines should be reduced to allow for normal conversation (shouting or talking loudly increases the risk of virus spread by an infected person).
15. Customer use of toilets should be restricted to one person at a time or to members of a single family group or extended household.
16. Face coverings to be worn by everyone within the premises.

*High Street Adult Gaming Centres*

AGCs provide amusement machine-based entertainment to adults. They retail leisure time to their customers. They are not places where large numbers of people gather at any one time. A typical AGC will have no more than 5 to 6 people on the premises even at the busiest times. Even the most popular and larger city centre shops will rarely see more than a dozen people at peak. Most arcades are similar in size to typical high street shops. As a result staff will be able much more easily to enforce physical distancing and other hygiene measures. Staff are already highly trained and capable and will themselves be in the forefront of operators minds when designing their safety protocols.

Members are also advised to pay particular attention to their cleaning regimes and ensuring good hand hygiene. These are the principal transmission risks and risk mitigation measures should be clearly identified in your risk assessments.

The following list provides a range of measures Members can employ, via the risk assessment process, to mitigate or in some cases eliminate (by not doing something), the risk of Covid-19 transmission.

1. Provide clear signage to customers and staff to promote physical distancing.
2. Hand sanitizer to be provided by a member of staff to all customers entering the premises and for hand sanitisation stations to be available around the venue. Promote good hand hygiene for all staff/visitors/service users. Ensure there are sufficient hand washing facilities and provision of alcohol based hand rub at key areas such as entry and exit points
3. Arrange premises in configurations to provide natural physical distancing where possible.
4. Provide where alternative configurations are not possible, and signage is not practical, plexi-glass or similar dividers to maintain physical distancing.
5. Utilise signage or screens on multi-player machines so that there is only one player permitted to play at any one time or if two players wish to play that there is physical distancing between them.
6. Limit and monitor the customers in the premises to a level that allows for appropriate physical distancing.
7. Staff to request contact details for Test and Protect.
8. In the event that the number of customers exceeds the number that can safely enter the premises according to the venue’s risk assessment, provide indicative physical distancing signage to customers waiting outside of the premises.
9. Staff to be fully trained and prepared in these Covid-19 safety protocols.
10. Staff to regularly clean machines.
11. Staff to wear PPE where identified as appropriate in the venue risk assessment (gloves always to be used when handling cash), in line with relevant guidelines.
12. Customer use of toilets should be restricted to one person at a time.
13. Face coverings to be worn by everyone within the premises.

**COVID-19 RISK ASSESSMENT TOOL FOR AGC and FEC OPERATORS**

**INTRODUCTION**

Bacta members have adopted a plan for re-opening their businesses. It contains a number of operational considerations members need to consider in preparing their venues for re-opening based upon supporting a return to operations consistent with minimising potential infection from Covid-19.

The following template provides a simple-to-use tool to record and monitor the steps that each venue will employ. It should be used in conjunction with bacta’s guidance above. Each venue will need to consider what measures it needs to adopt to promote good public health hygiene and physical distancing. Members should remember that they have a legal obligation to keep people safe, with criminal penalties for a failure to do so.

The Healthy Working Lives website also provides examples of risk assessment templates and other practical tools for organisations and workers: <https://covid19.healthyworkinglives.scot/>. Also HSE has an example COVID-19 risk assessment which provides a general framework for all business sectors: <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

**PURPOSE**

*TO MINIMISE THE RISK THAT STAFF AND MEMBERS OF THE PUBLIC TRANSMIT, OR BECOME INFECTED BY, THE COVID-19 VIRUS*

**RISKS**

1. Person to person transmission

2. Surface to person transmission

Both risks are relatively low whilst background levels of the disease are comparatively low, but this may escalate necessitating a more stringent approach to controlling the risks above.

The severity of the infection for some people is high and potentially fatal in a small proportion. The risk is higher for particular vulnerable groups, notably the elderly.

**MITIGATION**

Members will need to think through what measures they can introduce under the following headings to mitigate the two risks above. In some cases the risk might be sufficiently high to warrant the elimination of the risk completely, e.g by turning off or removing some machines. It is suggested that the attached table is used to record the specific details employed; the expected impact of the measures employed and assessment of their impact. A review date should be set for a re-assessment of the use and impact of the measures.

Mitigation Categories

* Signage – what signage can I employ to provide robust guidance to staff and customers about Covid-19 risks and the measures we have put in place to mitigate that risk around physical distancing and good hand hygiene?
* Hand Sanitation – what level of sanitation do I need to provide and where?
* Premises layout – can I rearrange my venue to promote natural physical distancing?
* Barrier use – do I need to use physical barriers to keep people apart from each other or from staff?
* Customer numbers – do I need to limit the number of people in my venue to ensure physical distancing and how will I achieve that?
* Identifying customers – how do I identify families/extended households and how can I best capture contact details for test and protect?
* Cleaning – what cleaning regime do I need to employ?
* PPE – what PPE should I provide of what standard and to staff and customers?
* Training – what training should I provide to staff to ensure robust implementation of these measures (details for individual staff should be recorded as part of their training record)?
* Other – what other measures could I take to meet the objectives of this risk assessment e.g. around food and drink provision or use of toilets.

**COVID-19 RISK ASSESSMENT AND MITIGATION**

**Premises**

|  |  |
| --- | --- |
| Premises Name: |  |
| Premises Address: |  |
| Premises Post Code: |  |
| Premises Licence Number: |  |
| Category of Premises: |  |

**Company**

|  |  |
| --- | --- |
| Operating Company: |  |
| Operating Licence Number: |  |

**Assessment Writer**

|  |  |
| --- | --- |
| Name of Person Writing this Assessment: |  |
| Position within Company or Name of Authorised Agent: |  |
| Date that Original Assessment was Written |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RISK  MITIGATION CATEGORY | DETAILED MEASURES EMPLOYED | EXPECTED IMPACT OF MEASURES | ASSESSMENT OF IMPACT | REVIEW DATE |
| Signage |  |  |  |  |
| Hand Sanitation |  |  |  |  |
| Layout |  |  |  |  |
| Barrier Use |  |  |  |  |
| Customer Numbers |  |  |  |  |
| Customer Identification |  |  |  |  |
| Cleaning |  |  |  |  |
| PPE |  |  |  |  |
| Training |  |  |  |  |
| Other |  |  |  |  |

**Illustrative Risk Assessment for Fun Arcade, Seatown**

**Premises**

|  |  |
| --- | --- |
| Premises Name: | **Fun** |
| Premises Address: | **1, The Road, Seatown** |
| Premises Post Code: | **Xx12 1xx** |
| Premises Licence Number: | **1234** |
| Category of Premises: | **AGC/FEC** |

**Company**

|  |  |
| --- | --- |
| Operating Company: | **Fun Ltd** |
| Operating Licence Number: | **5678** |

**Assessment Writer**

|  |  |
| --- | --- |
| Name of Person Writing this Assessment: | **John Smith** |
| Position within Company or Name of Authorised Agent: | **Owner** |
| Date that Original Assessment was Written | **Xx/xx/xx** |

In order to minimise the risk that there will be person to person, or person to surface, or surface to person transmission of Covid-19, I have undertaken a risk assessment of the above venue and introduced the risk mitigation measures detailed in the below. These were reviewed on XX/XX/XX and adjustments to the measures made. The next review of the measures will take place as indicated.

Signed…………………………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RISK MITIGATION CATEGORY | DETAILED MEASURES EMPLOYED | EXPECTED IMPACT OF MEASURES | ASSESSMENT OF IMPACT | REVIEW DATE |
| Signage | Entry and exit signs indicating physical distancing, also placed on walls and free-standing signs and on floors. Reminder messages on walls and on suitable machines. Extra signage and two metre indications on floor at redemption counter.  Audio announcements every 30 minutes.  Signs placed on machines to prevent play on multiplayer machines where customers come into close contact. Exceptions made for members of same family | Constant reminder to customers of need to keep safe by staying distant from each other and to use hand sanitation. Expected compliance to be high. | Customers have remained compliant with instruction.  Some difficulty policing distancing at redemption counter. Extra signage installed and staff requested to provide additional monitoring.  PA announcements were inaudible so abandoned and replaced with friendly verbal reminders as part of customer interaction. |  |
| Hand Sanitation | 20 X Hand sanitation stations around the premises including entrance and exit. Monitoring by duty manager every 60 minutes to ensure not run out. | Frequent use by customers will cut down potential person to machine transmission risk. Expected compliance to be high. | Customers have remained compliant. Several stations ran out of sanitizer so increased monitoring to every 30 minutes |  |
| Layout | Cat D fruits reduced in number and spaced at two metres. Spaced crane wall to two meters between them. Removed pusher 7 to store. Used plexi-glass separators between machines in AGC.  Two metre queuing system at redemption counter. | Creates natural physical distancing | Has worked well. No scope for further layout changes. |  |
| Barrier Use | Plexi-glass used between popular machines were located together in AGC. New plexi-glass screen installed on redemption counter | Creates a physical barrier between customer where they might be in close proximity to others for longer periods of time | No issues. Customers understand need for barriers |  |
| Customer Numbers | Limit determined by reference to floor space including space occupied machines. In AGC limit determined as 20% of capacity due to low numbers of customers.  Numbers constantly monitored by supervisor. Advisory notice on door that may have to limit entry. Scope to provide limited queuing alongside eastern edge of arcade. Where limiting becomes necessary entry points will be limited and staff required to monitor and control.  In FEC staff instructed to tell all family groups to stick together during their visit. Regular reminders on this via floor staff. | Provides capacity for physical distancing measures in the arcade. | Mostly worked well. One or two difficult customers who were prevented immediate access at weekend, but waiting time was less than five minutes. Vast majority of customers understand measures.  Limit was not breached.  Were able to keep family groups together due to good staff understanding of issue. |  |
| Customer Identification | In AGC simply requested and made a note of customer contact details for purposes of test and protect  In FEC staff at entrance whilst welcoming customers and ensuring groups were of the same family/bubble, requested contact details for the group for track and trace purposes | To ensure that people can be contacted by Test and Protect | Some reluctance by some customers to give details. Good staff member on the door was able to reassure customers that that the purpose was for the national effort.  One or two customer point blank refused and this was accepted.  Some congestion at FEC entrance. Looking at whether requesting contact details could be part of customer interaction by staff walking the floor |  |
| Cleaning | Enhanced machine cleaning regime introduced in FEC to ensure machines given a wipe down regularly. Schedule of most popular machines drawn up which are cleaned every hour. Others cleaned on a rota. All machines cleaned at end of day. If staff in proximity an ad hoc wipe down  In the AGC clean after every use. | To ensure risk of machine to human transmission is minimised. | Mostly worked well once staff got into routine.  Some customers requested machines to be cleaned before they would play them. Request was always met but sometimes had to wait to find member of staff with cleaning materials. Adjusted staff routine to ensure all members of staff carry disinfectant and cloth on belt. No issues in AGC. |  |
| PPE | A face covering must be worn by all people in both AGCs and FECs. Gloves are provided to staff undertaking cleaning.  It is compulsory for staff to use gloves when handling cash. | Minimises transmission risk | Staff felt uncomfortable wearing masks but the reasons for them were carefully explained and we insisted on their use. |  |
| Training | Before re-opening all staff given 30 minute training and role play on new measures. Refresher training to be provided after week one with measure assessment. Thereafter on basis of need. | Staff need to understand measures and to practice interactions with customers about them. | Staff readily understood need for measures and the new way of working. There was no need for the refresher training. |  |
| Other | Closed the café for all but takeaway hot drinks in disposable cups. Vended product available on the premises. Done a deal with ABC fish and chips for 10% off take always for customers who visit.  Toilets – staff regularly monitoring use. An ‘engaged’ sign provided to indicate toilet was in use in accordance with one in one out policy. Extra hand-washing signs provided within and without toilet  Displayed extra signs in and by the toilet area to remind customers of importance of hand-washing | Public concern about transmission via food and drink minimised by ensuring only pre packaged food available but can provided more substantial meals via takeaway deal with ABC | There has been no negative customer reaction. Will reopen café when safe to do so and more experience of customer behaviour under current measures.  Toilets were not frequently used. The engaged sign was not used by customers. Found most customers policed the policy themselves. Staff requested to continue to monitor the situation.  There was some queuing at the weekend so put 2 m distanced marker tape on carpet outside toilet and moved nearby machines out of the way |  |

**ADDITIONAL NOTES**