

RISK ASSESSMENT

<b>Subject of Assessment</b>	Coronavirus (COVID-19)	<b>RA No.</b>	
<b>Task/Activity</b>	Reopening for general public viewings		
<b>Assessor</b>	Laura Spanswick and Anais Lerendu	<b>Location of Assessment</b>	Bermondsey Gallery

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

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Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	<b>COVID-19</b> (Someone infected entering the workplace)	<b>Employees, Invigilators &amp; contractors &amp; visitors</b> (an individual enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> <li>An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry.</li> <li>COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>All employees have undertaken the <a href="#">Coronavirus and Pandemic e-Learning on Mentor Live</a>.</li> </ul>	M	M	M	Yes
2	<b>COVID-19</b> (Someone becomes ill in the workplace)	<b>Employees, Invigilators &amp; contractors &amp; visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow <a href="#">NHS Guidance online</a>.</li> <li>If the person is a member of the public they will be asked to leave the premises and seek immediate medical advice following government guidelines.</li> <li>If the person is a contractor their organisation will be informed.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>This information has been passed onto all employees.</li> <li>Visitors are not permitted until further notice.</li> </ul>	M	M	M	Yes

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3	<b>Transport to and from Gallery</b>	<b>Employees, Invigilators &amp; contractors (cleaners &amp; security)</b> <i>(A person catches COVID-19 whilst travelling)</i>	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Please refer to controls on Vulnerable Persons</li> <li>Staff/Contractors should only travel to gallery if they cannot work from home</li> <li>Travel should be completed with minimum interaction with others and should avoid public transport where possible</li> <li>Masks are mandatory on public transport from 15 June 2020</li> <li>Bicycle parking available at the Bermondsey gallery</li> <li>Car parking available at the Bermondsey gallery by arrangement</li> <li>Gallery opening hours to be limited to avoid any travelling peaks</li> </ul>	M	M	M	Yes
4	<b>Arrival at Gallery</b>	<b>Employees, Invigilators &amp; contractors (cleaners &amp; security)</b>	<ul style="list-style-type: none"> <li>All employees, invigilators and contractors to implement social distancing while accessing the gallery and/or offices</li> <li>Staff entrance only to be used with pass card so keypad does not need to be touched</li> <li>Staff to observe signage and use anti-bacterial gel at staff entrance</li> <li>Once through the reception area door, staff to wash hands in ground floor bathrooms on arrival</li> </ul>	M	M	M	Yes
5	<b>Gallery Reception</b>	<b>Employees, Invigilators &amp; contractors &amp; visitors</b>	<ul style="list-style-type: none"> <li>One receptionist at the desk</li> <li>Screening of Reception area with plexiglass or reception staff to wear a mask</li> <li>Demarcation line (2 m social distance) in front of reception desk</li> <li>Limit the number of public opening hours</li> <li>Reception to have limited interaction with public (no taking coffee cups, luggage, coats etc)</li> </ul>	M	M	M	Yes

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6	<b>Public Access</b>	<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Security or invigilator, wearing gloves, to open front doors when members of the public are coming in</li> <li>• Front doors to remain open when permitted by the weather</li> <li>• Public requested to use anti-bacterial gel, located at entrance, on entering the building</li> <li>• Number of members of the public in the gallery to be limited to up to 35</li> <li>• Queuing system outside the building, including social distancing, floor demarcation</li> <li>• The guard / invigilator on the door to count numbers of public entering so it does not exceed limit</li> <li>• One-way system and booking system to be implemented.</li> <li>• With public hours limited, arrange for contractor visits outside of these hours. If contractor attendance in any of the gallery spaces is required at the same time due to an emergency, halt the entry of visitors until work is complete.</li> </ul>	M	M	M	Yes
7	<b>Invigilator Safety</b>	<b>Invigilators</b>	<ul style="list-style-type: none"> <li>• Limited invigilation staff depending on nature of artworks</li> <li>• Invigilators to wear masks when social distancing cannot be achieved</li> </ul>	M	M	M	
8	<b>Handwashing and Hygiene</b>	<b>Employees, Invigilators &amp; contractors (cleaners &amp; security)</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> is being followed.</li> <li>• Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes.</li> <li>• Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>• Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>• This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

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9	<b>Social Distancing Measures</b>	<b>Employees, Invigilators &amp; contractors (cleaners &amp; security)</b> <i>(A person catches COVID-19 due to working closely with an infected person)</i>	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed.</li> <li>A social distancing policy has been implemented.                             <ul style="list-style-type: none"> <li>All employees have been asked to work from home where possible.</li> <li>Only business critical face to face meetings to be undertaken on agreement with all involved.</li> <li>Customer meetings to be undertaken remotely by phone or video where possible.</li> <li>No handshaking or attendance at large meetings.</li> <li>PPE – face and hand protection to be worn when completing certain tasks</li> <li>As an interim measure gloves should be disposed of in general waste.</li> <li>Public to be aided in distancing by reduced numbers, floor markings and guidance from staff/invigilators</li> </ul> </li> </ul> This information has been passed onto all employees.	M	M	M	Yes
10	<b>Welfare Facilities – Visitors</b>	<b>Visitors</b>	<ul style="list-style-type: none"> <li>Bathroom/toilet facilities are temporarily closed to visitors</li> <li>Review the requirement regularly</li> </ul>	M	M	M	Yes
11	<b>Welfare Facilities</b>	<b>Employees, Invigilators &amp; contractors (security)</b>	<ul style="list-style-type: none"> <li>Social distancing markings in place in bathrooms and kitchens</li> <li>Hand washing signage in place</li> <li>Social distancing on bathroom sink usage eg 1 out of 2 sinks only to be used</li> <li>Only 4 people to use the kitchen area at any one time</li> <li>Wash hands before and after touching and using any kitchen items or surface or preparing food</li> <li>Wipe down all items touched and surfaces used after use with antibacterial wipes or spray or hot soapy water</li> <li>Put all used glasses, cutlery, crockery in the dishwasher</li> <li>Do not take out any dirty items from the dishwasher</li> <li>Do not touch any items in the fridge other than your own</li> <li>No sitting and drinking / eating in the kitchen</li> <li>Eat at your allotted (socially distanced) rest space</li> <li>All rubbish must be placed in the kitchen bin</li> </ul>	M	M	M	Yes

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12	COVID-19 (Information failure)	<b>Employees, Invigilators &amp; visitors</b> (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Appointed Person whose responsibilities include;                             <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets</li> </ul> </li> </ul>	M	M	M	Yes
<b>Additional Site Specific Arrangements</b>							

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR
-	Ensure that risk assessment is circulated to all employees and contractors	LS and AC	As relevant staff and contractors return to site			
-	Display government risk assessment poster	LS and AC	10/06/2020			
-	Upload to company website	Comms				

**Risk Assessment References – Notes**

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HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992  
 The Management of Health and Safety at work Regulations 1999  
 HSE Managing the Causes of Work Related Stress HSG218 2007  
 HSE Books 1998 Lighting at Work HSG38  
 HSE INDG244 Workplace health, safety and welfare: A short guide for Managers  
 GOV.UK information on Coronavirus (COVID-19):  
<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>  
 HSE information on Coronavirus:  
<https://www.hse.gov.uk/news/coronavirus.htm>

<b>Date of Assessment</b>	27/05/20	<b>Signature</b>	LAURA SPANSWICK
<b>Reviewed Date</b>	At least weekly to ensure compliance with COVID-19 measures	<b>Reviewed By</b>	