

RISK ASSESSMENT

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

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	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)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

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Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	COVID-19 (Someone infected entering the workplace)	Employees, Invigilators & contractors & visitors (an individual enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> 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. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. 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. All employees have undertaken the Coronavirus and Pandemic e-Learning on Mentor Live. 	M	M	M	Yes
2	COVID-19 (Someone becomes ill in the workplace)	Employees, Invigilators & contractors & visitors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed 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 NHS Guidance online. 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. If the person is a contractor their organisation will be informed. The workplace will be decontaminated following governmental guidance. 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. This information has been passed onto all employees. Visitors are not permitted until further notice. 	M	M	M	Yes

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3	Transport to and from Gallery	Employees, Invigilators & contractors (cleaners & security) <i>(A person catches COVID-19 whilst travelling)</i>	<ul style="list-style-type: none"> UK Government guidance to be followed Please refer to controls on Vulnerable Persons Staff/Contractors should only travel to gallery if they cannot work from home Travel should be completed with minimum interaction with others and should avoid public transport where possible Masks are mandatory on public transport from 15 June 2020 Gallery opening hours to be limited to avoid any travelling peaks 	M	M	M	Yes
4	Arrival at Gallery	Employees, Invigilators & contractors (cleaners & security)	<ul style="list-style-type: none"> All employees and contractors to implement social distancing while accessing the gallery and/or offices Staff entrance only to be used to allow staff to observe signage and use anti-bacterial gel at staff entrance Then staff must wash hands in office bathroom on arrival Only 1 person allowed in the passenger lift at 1 time to adhere to social distancing 	M	M	M	Yes
5	Gallery Reception	Employees, Invigilators & contractors & visitors	<ul style="list-style-type: none"> One receptionist at the desk Screening of Reception area with plexiglass or reception staff to wear a mask Demarcation line (2 m social distance) in front of reception desk Limit the number of public opening hours Reception to have limited interaction with public (no taking coffee cups, luggage, coats etc) 	M	M	M	Yes

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6	Public Access	Visitors	<ul style="list-style-type: none"> • Security or invigilator, wearing gloves, to open front doors when members of the public are coming in • Front doors to remain open when permitted by the weather • Public requested to use anti-bacterial gel, located at entrance, on entering the building • Number of members of the public in the gallery to be limited to up to 15 • Queuing system outside the building, including social distancing, floor demarcation • The guard / invigilator on the door to count numbers of public entering so it does not exceed limit • Lift access for disabled visitors available. Unless from same household, 1 person in lift at any one time. • One-way system and booking system to be implemented. • 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. 	M	M	M	Yes
7	Invigilator Safety	Invigilators	<ul style="list-style-type: none"> • Limited invigilation staff depending on nature of artworks • Invigilators to wear masks when social distancing cannot be achieved 	M	M	M	Yes
8	Handwashing and Hygiene	Employees, Invigilators & contractors (cleaners & security) <i>(Contract COVID-19 in workplace)</i>	<ul style="list-style-type: none"> • UK Government guidance is being followed. • Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes. • Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. • Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. • This information has been passed onto all employees. 	M	M	M	Yes

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

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

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

RISK ASSESSMENT

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>

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