

Risk Assessment

Date:	06 August 2020
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Assessors Name:	Philip Law	Reference Number:	09	Review Date:	Ongoing; as per government guidance updates (Rev 'A')
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Endorsed By:	Ray Ohoro (EBSG)	Signature:		Position:		Date:	
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Description of assessment	Coronavirus (COVID-19) – Re-opening of the Heong Gallery
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Details	<p>Re-opening of the Heong Gallery for Visitors including the General Public</p> <p>We note the current advice from Gov.uk and Public Health England.</p>
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Students, staff and the public	5	3	15	H	<ul style="list-style-type: none"> Welfare facilities for staff will contain suitable levels of soap and antibacterial gel. Staff will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. Staff should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Contact with personnel suspected of having caught COVID-19 will be avoided. In cases where staff are required to share a room they must ensure suitable social distancing at all times 	<p>Staff and visitors should use PPE as appropriate. This will include face masks as mandatory.</p> <p>Staff will agree their resumption date with their line-manager and HR</p> <p>They should sign-out keys and return same at the Porters' Lodge.</p> <p>Staff should go direct to their destination and not wander around the Domus unless this is absolutely necessary.</p> <p>Once on the Domus staff should not leave temporarily (to visit a local shop or other place) and return again unless absolutely necessary.</p>	Staff/HODs	On Going	5	1	5	M

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						<p>and consider such as avoid working face-to-face, avoid sharing equipment, avoid congestion points etc</p> <ul style="list-style-type: none"> Avoid face-to-face meetings where possible. Staff should wash their hands before and after using a lavatory. Staff should wash their hands before and after eating. Housekeeping will provide face masks and sanitiser etc. 	<p>Sharing of tools/equipment should be avoided wherever possible.</p> <p>Outdoor meetings with suitable social-distancing should be used wherever possible.</p> <p>If working as part of a team, ensure social-distancing is maintained.</p> <p>Gallery will only open for 2-3no consecutive days per week. This allows four days between opening times.</p>						
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		S	L	R	RR					S	L	R	RR
Catching / Spreading (continued)	Students, staff and the public	5	3	15	H	<ul style="list-style-type: none"> Staff are reminded to not touch their eyes, nose or mouth if their hands are not clean. A cleaning schedule will be implemented ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. Staff will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. Should staff disclose that personnel living with them are self-isolating, they should be encouraged to do the 	<p>Staff will be encouraged to clean all surfaces with which they have contact before they use them ie wipe down keyboards, desktops, door handles etc.</p> <p>We would like to enable the Porters to keep a record of those who are present on the Domus at all times. Please let them know your approx. arrival and departure times.</p> <p>You should consider any particular hazards which apply to you and your work environment and mitigate same. You can seek advice on any aspect of this.</p>			5	1	5	M

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					<p>same for 14 days as per Government guidance.</p> <ul style="list-style-type: none"> • Staff will fill-in a 'self-declaration' form to advise the College of their Covid-19 situation. • If staff have to take delivery of items from couriers/postal workers they should take account of the risk of infection from this. • If staff feel that additional measures should be considered they should speak to their line manager or HR. • Visitors may not access any other areas of the Domus. They will be directed from their entry, beside the Porters' Lodge, directly to the Gallery and back again upon completion of their visit. • Staff will also assume the role of 'compliance checkers'. They will gently encourage the use of PPE and compliance with the safeguards set-out in this document. • Visitors will be kept separate from any College staff and students at all times. • Should payments be required for any aspects of the opening it will be contactless. 	<p>We acknowledge that some staff will be fearful of returning to the Domus. You should discuss any concerns you have with line managers/HR.</p> <p>There will be a strict upper limit on admissions. This will be determined by the Curator.</p> <p>Visitors will only be admitted after they have booked online.</p> <p>They will be met at the gate beside the Porters' Lodge, escorted to the gallery and then back, off the premises, by a member of the gallery staff at all times.</p> <p>There will be a one-way system in use at all times.</p> <p>Seating will be fully wipe-able.</p> <p>The enhanced cleaning regime will be agreed with Housekeeping. Gallery staff will play a key role in this.</p> <p>Consider the use of temperature checking devices for all visitors (not deemed beneficial).</p> <p>The Gallery ventilation system will be in operation as necessary. It may also be possible to keep the external doors open to encourage free-flowing air passage.</p>						
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Employee travel and work plans	Staff	5	3	15	H	<ul style="list-style-type: none"> Staff rotas will be prepared by the Curator. Staff will work in pairs. We will provide relevant government guidance in line with this. 	<p>Walking and cycling is encouraged.</p> <p>If you cannot walk or cycle to the Domus the next best option is single occupancy vehicle.</p> <p>The last resort should be public transport. If they can't walk, cycle or drive to their destination, they are advised to:</p> <p>Travel at off-peak times</p> <p>Take a less busy route and reduce the number of changes.</p> <p>Wait for other passengers to get off before boarding</p> <p>Wash their hands for at least 20 seconds after completing their journey</p> <p>Where keeping a distance is not possible, at busy times or getting on or off public transport, <u>the advice is to avoid physical contact, face away from others and wearing face coverings.</u></p> <p>This can reduce the risk of the wearer passing on</p>	Staff/HODs	Ongoing	5	1	5	M

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							coronavirus and is now mandatory on public transport.						
Lack of awareness	Staff and visitors.	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around Domus. Staff will be issued with the current guidance, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. We will continually adopt and review new government / WHO guidance as and when it is available. 	<p>Staff will be encouraged to ask questions about the virus and how it might affect their specific working pattern.</p> <p>Staff will lead by example. They will show exemplary practice at all times.</p> <p>Staff will brief all visitors as to the Gallery rules and procedures.</p>	Staff/HODs	Ongoing	5	1	5	M

Guidance Notes

Risk Assessment

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:	Philip Law	Signature:		Date:	06 August 2020
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Assessor 2 name:		Signature:		Date:	
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Risk Assessment

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.

Employee name	Job description	Date	Employee comments/recommendations	Signature